



# DOWNING COLLEGE CAMBRIDGE CONFERENCES & FUNCTIONS

## ADDITIONAL TERMS FOR BUSINESS CONFERENCES, MEETINGS, FUNCTIONS & GROUP BED AND BREAKFAST

### A. BOOKING

A provisional booking will not guarantee a reservation. To guarantee a reservation, please return the enclosed booking form. The College will acknowledge the booking on receipt of the form.

### B. DEPOSIT

At any time prior to the event, we are entitled to require and you agree to pay a deposit, a minimum of 25% of the total contracted value, but in such amount as we consider (in our reasonable opinion) is required in order to secure the satisfaction of your obligations pursuant to the Contract. Any deposits paid are non-refundable (except in the event of a Force Majeure Event or where Downing College cancels the Event without cause) regardless of when cancellation takes place because the deposit is required to be paid to secure and reserve the space for the event whereas cancellations do not always allow Downing College the opportunity to re-book venues. Subject to the foregoing, the amount of your non-refunded deposits will be offset against any applicable cancellation charges that you incur.

### C. CANCELLATION CHARGES

In the unfortunate circumstances that you have to cancel, partially cancel or postpone your confirmed booking, or reduce the number of meeting/syndicate rooms required, at any time prior to the event, details should be advised to Downing College in writing. The level of charge to be applied will depend on the amount of written notice given and calculated as follows:

Applicable Cancellation Notice Period	Maximum number of Attendees	
	80 or less	81 or more
365-181 days	10%	25%
180 - 90 days	50%	50%
89 - 31 days	75%	100%
Less than 30 days	100%	100%

### D. VARIATION TO THE BOOKING

Any fluctuation in numbers should be notified in writing as soon as possible. Any increase in charges will be reflected in the final invoice. Final numbers should be notified in writing not less than 10 days prior to the start of the Conference Office.

### E. PRICE & PAYMENT TERMS

It is the responsibility of the Conference organiser to ensure that they have the current price list. In addition to the Price, you will pay for any other items for which it is reasonable for the College to charge (including but without limitation any damage to the College or to third party property caused by delegates). You must pay invoices issued by the College within 30 days of invoice date and the College reserves the right to charge interest (both before and after any judgement) on overdue payments from you at the rate of 4% (calculated annually but accruing on a daily basis) above Barclays Bank plc's base rate from time to time.

All sums payable under the Contract are exclusive of Value Added Tax, which shall be paid in addition (if lawfully chargeable). A single account will be sent to the Conference Organiser.

### F. AVAILABILITY OF BEDROOMS

Rooms will not be available until 2.00pm on day of arrival, and must be vacated by 10am on day of departure. A luggage room is available upon request. Any damage or faults with rooms must be reported to the Porters Lodge immediately. Lost keys will be charged at £50 plus vat at the prevailing rate and any other items taken from the bedrooms will be charged to the Conference Account at the cost price of the items.

### G. COLLEGE LIFE

The College is a centre of education where Students, Fellows and Staff work throughout the year. It is also surrounded by other institutions, businesses and residents. Conference organisers should therefore ensure that their event keeps disturbance to a minimum; organisers are requested to remind their delegates that only Fellows of the College are permitted to walk on the main court lawns.

### H. CAR PARKING FACILITIES

Car parking is available by prior arrangement and vehicles and their contents are left at the owners' risk.

### I. CATERING

Please note that the venue does not permit food of any nature (with the exception of Wedding Cakes) to be provided by any other party. Where possible the College will assist in the storage of equipment. The College is not responsible for food or items e.g. cake, presents, etc. brought onto the premises or storage items of same. Any buffet food will be removed 1.5 hours after serving as per health and safety regulations. With as much notice as possible, the College reserves the right to withdraw any menu item or beverage and offer an alternative choice.

### J. SMOKING & E-CIGARETTES

Downing College is a smoke-free environment and it is against the law to smoke or vape on its premises or in any of its buildings (including the bedrooms and associated public areas within the accommodation buildings). The College provides designated smoking areas which are indicated on the Domus Map. Any infringement of this law will result in the College imposing a fine of £250.00 to the individual concerned to compensate the College for the need to deep clean the fabric and furnishings of the area concerned. This charge will be invoiced and paid for as provided in Section E above.

### K. DAMAGE

You are responsible for all allocated rooms during the period of the event. Any damage to the rooms or their contents incurred as a result of your guests' or representatives' acts, omissions or default will result in a charge to remedy such damage. We reserve the right to escort any guest from the premises that, in the opinion of the management, are causing excessive disruption or damage.

**L. COUNTER-TERRORISM AND SECURITY ACT 2015 AND THE RELATED PREVENT DUTY**

The College is required, along with other institutions of higher education, to comply with legal duties set out in the guidance issued by government. The College reserves the right to seek additional information before confirming a booking;

- a) The external event organiser (i.e. the named person making the booking) agrees as a condition of submitting the room booking request to notify the College if any of the details submitted change;
- b) The College reserves the right to review its decision on allowing an event to proceed if any of the information provided changes;
- c) The deliberate provision of false or incomplete information by the event organiser may invalidate the booking;
- d) Activities likely to be considered inappropriate to be conducted on College premises include:
  - i) internal or external speakers giving talks which directly or indirectly promote violence towards members of the College or the general public, or which may advance the radicalisation of College members (as it is defined in the Colleges' statement on freedom of speech);
  - ii) internal or external speakers whose presence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of its members or of the general public;
  - iii) physical activities where there has not been due regard for the safety of participants and onlookers;
  - iv) activities where the College has been advised by the police that they represent a high risk at the specified time or location proposed.

