



# DOWNING COLLEGE CAMBRIDGE CONFERENCES & EVENTS

## ADDITIONAL TERMS & CONDITIONS FOR WEDDINGS

(To be read in conjunction with and to be treated as subject to the General Conditions of Booking)

### **A. BOOKING**

A provisional booking will be held for a maximum 14 days. To guarantee a reservation, please return the attached booking form. Minimum numbers agreed by the Wedding Coordinator will be based on adult guests, not children.

### **B. DEPOSIT**

A non-refundable deposit of 25% of the total value of the event will be requested by invoice on receipt of the completed Booking Form.

### **C. CANCELLATION CHARGES**

In the event of a cancellation, the College must be notified in writing. The following charges will apply:

<u>Notice of cancellation</u>	<u>Charge</u>
Over 270 days	No charge (other than loss of deposit)
270-180 days	50% (inclusive of loss of deposit)
180-60 days	75% (inclusive of loss of deposit)
Less than 60 days	100% (inclusive of loss of deposit)

We always recommend that you take out adequate insurance to cover yourselves against any eventuality.

### **D. INVOICING & PAYMENTS**

An invoice will be sent out 60 days prior to the function date requesting 100% of the quotation less the deposit already paid. Any outstanding costs will be invoiced after the event.

### **E. PRICE & PAYMENT TERMS**

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 guests).

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. You also agree to pay all costs incurred by the College recovering sums due from you.



## DOWNING COLLEGE CAMBRIDGE CONFERENCES & EVENTS

N.B. All prices quoted in the College's publicity and price lists include VAT and are correct at time of going to press but may be subject to change due to increases in Inflation or Government taxes etc. Accordingly, the fixed Price you are given may vary from published prices.

**F. AVAILABILITY OF BEDROOMS**

On request, we can reserve up to 20 bedrooms, subject to availability, which will be on an allocation release 6 weeks prior to arrival. Rooms will be available to check-in from 2.00pm on day of arrival, and must be vacated by 10.00am on day of departure. Any damage or faults with rooms must be reported to the Porters Lodge immediately. Lost keys will be charged at £50.00 and any other items taken from the bedrooms will be charged on the final invoice.

**G. COLLEGE LIFE**

The College is a centre of education where students, Fellows and staff work throughout the year. It also receives numerous visitors. It is also surrounded by other institutions, businesses and residents. We therefore request that you remind your guests that all such parties' right to uninterrupted enjoyment of the College and surrounding area should be respected and that only Fellows of the College are permitted to walk on the main court lawns. Should any of your guest's exhibit poor behaviour or conduct unacceptable to the College or its other occupants we reserve the right to terminate his/her stay forthwith. Should this occur no monies will be refunded. The decision of the College in these matters is final.

**H. CAR PARKING FACILITIES**

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

**I. PERSONAL BELONGINGS**

Any belongings brought onto the College premises are to be held responsible with the owner. The College does not take responsibility for any items that are misplaced, damaged or stolen.

**J. CATERING**

With the exception of Wedding Cakes, please note that Downing College does not permit food of any nature 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.

**K. CORKAGE**

All beverages must be purchased from the college, we do not offer a corkage facility.



## DOWNING COLLEGE CAMBRIDGE CONFERENCES & EVENTS

### **L. HEALTH & SAFETY REQUIREMENTS**

You are responsible for adding contracting with and ensuring all external contractors e.g. Discos/bands are fully covered by a Public Liability Insurance Certificate (no less than £5m cover). Any electrical equipment supplied by you or your chosen external contractors must be P.A.T tested (Portable Appliance Tested) and verified with up to date documentation. Proof of all health & safety documentation is required by the management of the College no later than 10 working days prior to the event and we reserve the right to refuse participation if this is not received prior to the event.

### **M. 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). However, the College provides designated smoking areas which are indicated on the Domus Map. Please note that all bedrooms are strictly non-smoking and 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.

### **N. CONFETTI AND FIREWORKS**

Confetti, including rice or petals, is not allowed in the College. Bubbles are permitted in designated areas which will be indicated by your Wedding Co-ordinator. Chinese lanterns, fireworks and balloons cannot be released within College property.

### **O. 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.

### **P. BAR PROVISIONS**

A minimum spend of £250 is requested for the provision of the bar. The bar will close at 11.30pm unless an extension has been requested and granted. There may be additional staffing costs associated with a late bar. The College reserves the right to withdraw any bar services at their discretion.



## DOWNING COLLEGE CAMBRIDGE CONFERENCES & EVENTS

**Q. GENERAL**

Please ensure all items left over from the wedding/function are collected by 10am of the following day.

The College shall have access to all College facilities at all times for inspection purposes or to carry out urgent repairs. It is your responsibility to ensure that all individuals attending your wedding (whether as guests or contractors) are familiar with, and understand these terms and conditions, where applicable. You will be liable for any breach of these terms and conditions by them.

**SIGNATURE**

I have read and understood the terms and conditions

Signed on behalf of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_