

Terms and Conditions of Hiring Facilities at Brunel University

The Client or Conference Organiser is hereinafter called “the Hirer”.

Brunel University and the land and buildings to be occupied and/or used by “the Hirer” are hereinafter called “The Premises”.

In these conditions of hire, the “Hirer” shall mean the person signing the booking contract and, where the person signing the booking contract on behalf of an organisation, the organisation is also considered as the “Hirer” and shall be jointly and severally liable.

The prices of all facilities and services at the University shall be in accordance with the quoted current tariffs. All payments shall be made within the payment details set out below.

1. Payment details

A non refundable deposit as agreed is payable accordingly to “Brunel University”. A final invoice for all facilities and services hired will be raised after the event and is payable within 28 days.

2. Cancellation Charges

All cancellations must be made in writing. Cancellation charges shall apply if the booking is cancelled by the Hirer. The charges will be made as follows:

Within twelve weeks of the event – 25% of the final quote.

Within four weeks of the event – 50% of the final quote.

Within less than 4 weeks of the event – 75% of the final quote.

3. Reservations

Reservations of all facilities including bedrooms will be subject to cancellation charges if the facilities reserved are no longer needed by the Hirer. The scale of charges is as detailed in the section 2, cancellation charges.

4. Damages

The Hirer will be fully responsible for all persons and property brought on to the premises during the period of hire and shall indemnify the University from any loss or damage to property of the University. The hirer agrees to undertake to pay the cost of making good damage that may occur, whether to buildings, fixtures and fittings, furniture, piano, apparatus, sports ground or otherwise and howsoever caused, by reason of such hiring. Sundry damage – we ask that no nails, pins, tape etc are used for affixing notices to anywhere other than a dedicated notice board. Surfaces and areas used for displaying notices must be left in a clean and tidy state.

5. Fire precautions

The University applies a non smoking policy in all teaching rooms, dining rooms and bedrooms. Fire precautions notices are distributed in all buildings on the campus, we ask that you instruct your delegates to acquaint themselves with these notices. The University will undertake fire drills periodically. Under no circumstances should Fire Alarms be ignored.

It is the responsibility of the Hirer to instruct all arriving guests on the fire procedures and in particular evacuation procedures. It is recommended in the case of Residential bookings, the Hirer undertakes a fire drill within 24 hours of arrival. The Hirer should liaise with University staff regarding the arrangements for this.

Deliberate misuse of the fire alarms will attract an immediate penalty of £500.

6. Catering

No refreshments may be consumed on the premises unless supplied by the University Catering outlets. Any breach of this condition will attract to the Hirer an appropriate fee to compensate for loss of revenue.

7. Residential Hire

The Hirer is requested to appoint a responsible adult to be resident throughout, who will be answerable to, and for, the conduct of those attending. The Hirer should ensure that the total number of persons using the accommodation should not exceed that number of people for which it has been booked.

8. Arrivals and Departures

All bedrooms must be vacated by 9.30am on the last day of the booking unless alternative arrangements have been made in advance. All room keys must be returned on the departure of the Hirer from the University. The Hirer will be liable for a charge for every key not returned.

9. Insurance Arrangements

The University shall not be held responsible for any breakdown of machinery, failure of supplying electricity and gas, leakages of water or act of God which may result in facilities or services not being used as a consequence of such breakdowns. If any part of this agreement is held by any court or tribunal to be illegal or unenforceable for any reason whatsoever such ruling shall not affect the remainder of this agreement which shall continue to have effect and be enforceable. In the event of any dispute between parties then this agreement shall be construed and heard under English Law. There is cover under public liability insurance insofar as injuries from a defect of the Premises or of the contents of the building concerned. There is however no cover against injury arising from such actions or negligence by the Hirer. Hirers should therefore note that they must accept responsibility for suitable supervision and for taking out adequate insurance cover.

10. General

The Hirer shall not sub-let the Premises without prior agreement of the University.

The University reserves the right of entry to the Premises by its servants, agents or authorised officers of the University.

The Hirer shall be responsible for ensuring that persons brought to any part of the Premises comply with Licensing and other statutory requirements to which the University and its servants or agents are subject.