

1 Introduction Terms & Conditions of Hire

1.1 The Royal College of Obstetricians and Gynaecologists (hereafter called the College) aims to provide the best possible conference service. These terms & conditions are set out to enable the College to run the Hirer's event effectively.

1.2 The College lets the facilities at 27 Sussex Place, London NW1 4RG (the venue) on the terms detailed below. There shall be no variation of the terms of the contract unless expressly agreed in writing by all the parties.

2 Booking procedure for Hirers

2.1 When making a booking the Hirer shall provide the Client Liaison Manager with full details of their requirements including layout, number of delegates, catering requirements and audio-visual requirements.

2.2 The Hirer will provide the College with full and comprehensive details of the event and will forward a copy of the draft programme to the Client Liaison Manager.

2.3 The Client Liaison Manager will forward details of the booking (Booking Confirmation), an audio - visual checklist and a letter of confirmation within 14 days.

2.4 The Hirer shall check that all details of the booking are correct and sign and return a copy of the Booking Confirmation, the audio -visual checklist (amended as necessary) together with the non - refundable deposit payment of 50% of the quoted rate.

2.5 The use by the Hirer of any promotional material relating to the venue or the event shall be subject to the College's prior approval as to both content and form.

2.6 All requirements for the event must be confirmed no later than two weeks prior to the event date.

2.7 The final number of delegates to be catered for must be confirmed with the Client Liaison Manager no later than four working days prior to the event. This is the minimum number for which the Hirer will be invoiced.

3 Notes

3.1 All rates quoted are exclusive of value added tax which shall be added to the invoice where applicable.

3.2 Very limited visitor parking facilities are available. We will only provide the vehicle access and parking agreed with the Hirer in writing.

3.3 Signage is at the discretion of the College. The Hirer shall be liable for the costs of any repair or replacement attributable to damage caused by the placing of unauthorised signs.

3.4 No Blu-tac or sticky tape is to be used in any function room or area.

3.5 The College may (at the Hirer's expense) remove and dispose of anything left in the function room by the Hirer or their delegates after the function has concluded.

3.6 The final invoice must be settled within 30 days of issue. Queries should be addressed to the College in writing within 14 days of receipt.

3.7 A non-refundable deposit payment of 50% of the quoted rate is required to confirm a booking.

4 Cancellation charges

4.1 The cancellation charges for function room bookings are as follows:

- * More than 6 months prior to event: no charge
- * 6 months - 8 weeks prior to event: 50% of total charge
- * 8 weeks - 5 working days prior to event: 80% of total charge
- * Less than 5 working days to event: 100% of total charge

4.2 The Client Liaison Manager must be advised in writing of any cancellation of a booking by the Hirer.

5 The College's obligations

5.1 The College shall not accept liability for any inconvenience, loss or damage caused by any interruption in or failure to provide services or facilities where such failure is due to circumstances beyond reasonable control, including but not limited to: war; strike; industrial dispute; flood; fire; accident to any premises or equipment; shortage of materials or labour.

5.2 In the event of the College being unable to carry out its obligations under this contract, the College's liability to the Hirer shall be no more than the amount already paid to the College by the Hirer.

5.3 The College reserves the right to terminate this contract at any time if:

- * The Hirer becomes insolvent or enters into liquidation or receivership;
- * The Hirer is more than 30 days in arrears with payment to the College for previous services;
- * The event might, in the opinion of the College, prejudice the reputation of the College;
- * Any person or group using the facilities in connection with the event breaches or fails to observe the rules and procedures of the College.

5.4 The College reserves the right to substitute alternative accommodation of a similar standard at any time without prior notice.

5.5 The College will not accept liability for any loss or damage to the Hirer's equipment while on the premises, unless as a direct result of negligence on the part of the College or its employees.

5.6 The College does not accept responsibility for the property and personal possessions of any groups or individuals using the facilities.

5.7 The College reserves the right to cancel a booking at any time without recompense if the Hirer fails to fulfil any of their obligations under this contract.

5.8 The benefit of the contract is personal to the Hirer and is not assignable or capable of being sub-hired.

6 The Hirer's obligations

6.1 The Hirer agrees to use the premises in an orderly manner, and to take all possible steps to ensure that the persons invited onto the premises by the Hirer adhere to all the requirements, regulations and other relevant rules of the College at all times.

6.2 The Hirer will provide the College with full and comprehensive details of the event including its purpose and details of those attending.

6.3 The Hirer shall be responsible for the provision of a supervised reception desk and for ensuring that all delegates are provided with and wear a visible badge while on College premises.

6.4 The Hirer shall be responsible for arranging their own insurance to cover any potential loss due to theft, damage, cancellation or postponement of the event (howsoever caused).

6.5 The Hirer will take all possible precautions not to injure any person within the venue or damage any property belonging to the College, its employees or contractors. The Hirer, by entering into a written contract, indemnifies the College against any claims for damage caused by his or her use of the premises.

6.6 The Hirer will not bring any food or drink into the venue for consumption on the premises and will not allow any delegates or guests to bring food or drink into the venue. For environmental health reasons no food or drink is to be removed from the premises.

6.7 The Hirer will not bring onto the premises any animals or any substance or article which is hazardous, illegal or likely to be a nuisance to other users of the building.

6.8 The Hirer will not affix any logo, notice, signage, emblem or other item to any part of the premises other than with the prior permission of the College. Displays may be erected provided the College's prior agreement is obtained.

6.9 The Hirer is responsible for all College property used on the day. The Hirer will recompense the College for any damage to or theft of College property while it is in their care.

6.10 The Hirer will ensure that the function rooms are maintained in a clean and tidy condition, free of litter, for the duration of the event and remain in such a condition upon its conclusion.

6.11 Emergency procedures are displayed throughout the venue. Fire exits and evacuation routes must not be obstructed. The Hirer is obliged to ensure that all persons attending the event are made aware of the College's emergency procedures when the event commences.

6.12 The Royal College of Obstetricians and Gynaecologists is a no-smoking building and the Hirer must ensure that all persons attending the event observe this rule.

7 Endorsement

7.1 The hire of a function room does NOT carry with it any implied endorsement from the College and the Hirer is not permitted to make any claim for endorsement.

7.2 The Hirer may only use the name of the College in any associated literature, advertising, public relations or promotional activity, or in any subsequent advertisement of any product or service discussed at any event, to indicate where the event is, or was, located. The name must in no circumstances be used in any manner which suggests that the event is an official event of the College, or which implies the College's support or approval for the Hirer, the event, or any views and opinions expressed during the event.

7.3 Invitations to events held at the College must carry the RSVP address of the Hirer and not that of the College.

7.4 Permission in writing must be obtained from the College allowing press, television or radio coverage of an event.