



ST CHAD'S COLLEGE

18 North Bailey
Durham, UK DH1 3RH

EVENT AND CONFERENCE TERMS & CONDITIONS

1. Provisional reservations will be held for a maximum of 5 working days. If the booking is not confirmed in writing and by the payment of a non-refundable deposit we reserve the right to release bookings. Payment of a deposit confirms the client's acceptance of these terms and conditions.

2. Payments: Fees will be charged as follows:

Deposit	To secure a booking payment of a non-refundable deposit of 10% of the full balance must be paid within 5 days of a date being held, upon receipt of an invoice.
6 months prior	70% of the remaining balance for the agreed minimum numbers
3 months prior	85% of the remaining balance for the agreed minimum numbers
4 weeks prior	100% of the remaining balance for the agreed minimum numbers. A further invoice will be raised for any additional charges which is to be paid within 5 working days of receipt of invoice.

3. Cancellation fees will be charged as follows:

0-4 weeks	100% of the charges for the agreed minimum numbers
4-8 weeks	85% of the charges for the agreed minimum numbers
8-12 weeks	70% of the charges for the agreed minimum numbers
More than 12 weeks	No additional charges other than non-refundable deposit

4. The Client agrees to provide the College the final numbers and any special requirements for their group by a minimum of 10 working days prior to the event. The final invoice will be based on the higher figure of either the number provided by the due date or the number attending the event.
5. Additional requirements or services will be charged where necessary.

'St Chad's College' is a limited company (No 00109442). 'St Chad's College Durham' is both a registered charity (No 1142958) and a chartered company (No RC000594). 'St Chad's College Trading' is a limited company (No 05844646). The College and trading company are registered in England.



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6. Payment must be within 10 working days of receipt of an invoice. Any outstanding balances will be charged at 4% per month.
 7. All catering and drinks must be provided by St Chad's College and **no other food or drinks** may be brought onto the premises by the client unless specifically agreed by the management of the college.
 8. St Chad's College does not accept any responsibility for the loss, theft or damage of any property belonging to or under the control of the client. It is the responsibility of the client to arrange adequate insurance cover.
For security reasons it is not permitted to leave items in the public rooms overnight, unless by prior arrangement with the College.
 9. It is the responsibility of the client to specify the room set up requirements. Subsequent changes may incur additional charges. Please allow sufficient time within your booking period to setup and clear the rooms.
 10. Rooms/spaces will be allocated by the College however, specific requests will be considered depending upon availability.
 11. The client agrees to comply with all the College's Health & Safety requirements and not to obstruct or interfere with any rights of access or entry or the free right of passage of any of the College's employees to any parts of the College.
 12. In line with legislation and to protect the College's fabric and furnishings, smoking is not permitted anywhere in the building.
 13. Nothing may be attached to the walls or fabric of the building. The cost of repair of any damage caused to the fabric, fixtures, fittings or furnishings will be charged to the client.
 14. The College must approve, in advance, any entertainment, sound or lighting that is hired in by the client. Current PAT and PLI certificates must be presented, where appropriate, prior to any event.
 15. It is the responsibility of the client to ensure the good conduct of their party whilst in the buildings. Anyone found acting in a manner that is deemed unsuitable will be asked to leave. Any guests invited into the College by members of the party may not remain between the hours of midnight and 7am.

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16. Groups that include vulnerable adults or young people must submit their Safeguarding Policy prior to the event/arrival/check-in.
 17. St Chad's College reserves the right to cancel any booking where circumstances beyond their control mean that the group cannot be accommodated.

Pandemic

18. In the event of any Pandemic, such as COVID-19, whereby it is not possible to go ahead on the planned date, St Chad's College will look to offer an alternative date, subject to availability. No amendment fee will be incurred although changing the date on any reservations may result in different pricing. St Chad's is not obliged to offer any refund to the client due to cancellation based on Government Regulation or Act.
Please consult *point 3* of the Terms and Conditions for further details regarding cancellation fees.