



Booking Contract for Conferences and External Events

RESPONSIBLE COMMITTEE: Domestic Committee

RESPONSIBLE OFFICER: Domestic Bursar

LINKED DOCUMENTS: College: Booking of Conferences and External Events Policy;
Terms and Conditions for Conferences and External Events.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

PROCEDURE HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
June 2016	Generation of Procedure	na	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)
Feb 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)
Nov 2018	Minor policy changes made. Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)



FORMATION OF AGREEMENT

1. This document provides the basic details of the legally binding agreement between us, Saint John Baptist College, Oxford, and you (the "**Agreement**").
2. The Agreement comprises this Booking Contract (including its "**Schedule**") (the "**Booking Contract**") and our Standard Terms for Event Services, a copy of which is annexed to the Booking Contract (the "**Terms and Conditions**").
3. Capitalised words and phrases in this Booking Contract have the meanings set out in the Terms and Conditions unless otherwise provided. In the event of conflict between this Booking Contract and the Standard Terms, this Booking Contract shall prevail.
4. The Agreement will come into force on the day we receive this Booking Contract signed on your behalf. However, until we have received the deposit set out in clause 5 below, we will not reserve nor be obliged to provide any part of the Services. In return for your paying the charges set out in the Schedule (the "**Quote**") and any Additional Charges, and subject to the terms of the Agreement, we will provide you with the services described in the Schedule (the "**Services**"). We will provide the Services materially in accordance with the Schedule and on the date(s) specified in the Schedule.

DEPOSIT

5. You must return the signed Booking Contract to us accompanied by a non-refundable deposit:
 - (a) of 25% of the Quote if the Services relate only to the provision of a non-residential meeting room; or
 - (b) of 40% of the Quote in relation to any other Services, provided that if you enter into the Agreement more than three (3) months prior to the start date of the relevant Event you are only obliged to pay a deposit of 10% of the Quote immediately and may pay the remaining 30% of the Quote no later than three (3) months prior to the start date of the Event.

REDUCTIONS IN NUMBERS

6. The Schedule will specify a minimum number of Delegates on which the Quote is based. Unless otherwise agreed with us in writing by the deadlines specified in the schedule of this Booking Contract, you will be liable to pay the charges set out in the Quote for that minimum number of Delegates even if the number of Delegates actually attending the Event or using the Services is reduced to fewer than that minimum number. *Should the number of Delegates be increased, this number will replace the minimum number of Delegates.*



FINAL ACCOUNT

- 7. We will *endeavour to* submit a final invoice to you within twenty-eight (28) days after the end of the Event for the total of the Quote and any Additional Charges, less amounts paid in the form of deposit(s). We will apply Additional Charges:
 - (a) where the number of Delegates who attend the Event exceeds the number specified in the Schedule, in which case there will be an Additional Charge for each additional Delegate; and
 - (b) where we provide you with services additional to, or different from, those specified in Schedule, in which case we will agree with you in writing an Additional Charge for those services;

and you will pay the final invoice within twenty-eight (28) days of its date.
- 8. We will not provide accounts to or in relation to individual Delegates.
- 9. All charges are quoted exclusive of VAT, which, where applicable, will be charged to you in addition.
- 10. Unless we agree otherwise in writing, you will remain liable for all charges in the Quote even if you notify us of any reduction in Delegate numbers, whether before or after the Event.
- 11. We may acting reasonably vary any prices comprised in the Quote by written notice to you with immediate effect in order to account for any changes in our underlying cost of supply (such as third party supplier charges).

Signed for you and on your behalf

Name (please print)

Name of company/business/organisation

Name of Event

Address

.....

.....

.....

Position/Title



Date

Signed for and on behalf of us

Name (please print)

Address St Giles
Oxford
OX1 3JP

Position/Title

Date



SCHEDULE OF SERVICES

13. Include here:

- Event Description and Date(s)
- Description of Services
- Quote
- Number of Delegates
- Minimum Number of Delegates
- Deadline for changes to Delegate numbers
- Bedrooms, Meeting Rooms, AV/IT, Meals, Special Arrangements
- Operational Conditions
- Name and Address of University Department Contact
- Name and address of hirer contact