

TERMS AND CONDITIONS FOR BOOKING AT REUBEN COLLEGE

External hire

1. You must book at least 5 days in advance for a single room booking, or 2 weeks in advance for ongoing room bookings or bookings that require catering.
2. The individual (or 'client') who makes this booking is deemed to be the organiser of the event or activity, and must be present for the duration of the booking.
3. The client will be responsible for restoring the premises to a state of good order after the meeting or activity, and must make good any damage resulting in any way from the event or activity.
4. Any meeting or activity that leaves the premises damaged or excessively untidy/unclean, will be responsible for additional charges to repair, clean etc.

Deposits and Payment

5. A deposit payment will be required in order to secure a room booking. The amount of this will be confirmed at the time of booking.
6. The following cancellation fees will be applicable:
 - i. If a room booking is cancelled with more than 1 month's notice before the event or activity is due to take place, then the deposit payment is lost.
 - ii. If a room booking is cancelled between 1 month and 2 weeks before the event or activity is due to take place, the cancellation fee will be half of the total amount due (including any applicable catering costs).
 - iii. If a room booking is cancelled between 2 weeks and 1 week before the event or activity, then the total room charge and half of any applicable catering costs are due.
 - iv. If a room booking is cancelled with less than a week's notice then all charges (including applicable catering costs) are due.
 - v. If we (Reuben College) cancel a booking then all fees are waived and the deposit is returned.
 - vi. If any catering is cancelled but the room booking kept, the cancellation fees apply to the catering costs only.
7. In the event of payment not being received by the due date specified on the invoice, the College will pass across to the University of Oxford's Credit Control team for chasing. Late payment may incur additional charges.

Catering

8. All catering for events at Reuben College must be booked by our in-house BaxterStorey catering team, unless the College is unable to provide for your event or activity.
9. Should you bring in your own catering, written approval must be gained from the College. Using College glasses, crockery, cutlery, and/or equipment is not normally permitted, but if agreed will be subject to additional charges.
10. Should any remaining food or drink brought in by the client be left behind after the event has taken place, additional cleaning and removal charges will be applied to the final invoice. This may include pest removal services.
11. No food or drink provided by the client can be sold on the premises. This includes asking for charitable donations.
12. Final numbers must be provided, at the latest, one week before the event is due to take place. Should final numbers be received after this time then we cannot guarantee to accommodate these. In addition, when invoicing, should we not receive final numbers by this time, we (Reuben College) will base catering costs on either the numbers provided on the initial enquiry or the final number provided by the client; whichever is greater.
13. Any dietary requirements must be sent to Reuben College 2 weeks in advance of the booking, in order to guarantee that these can be catered for. It may not be possible to cater for those received after this time.

Room use

14. Rooms should always be left in the same layout and condition as they were at the start of the booking window. It is the responsibility of the event organiser to include enough time in the booking to allow for tidying up and moving any furniture back to its original location. [Please see above for more details on when cleaning charges may be applied].
15. If the room(s) specified in the booking are not vacated within the booking window then additional charges may be applied.

Event details

16. Reuben College is committed to equality, diversity, and inclusion, and as such we request that events hosted in College locations consider how to ensure their event is accessible to all attendees, and be open to making reasonable adjustments as appropriate.
17. In authorising room bookings, the College will have to regard the College's duty to protect people from being drawn into terrorism, and must always be mindful of its statutory obligation to uphold free speech, including for visiting speakers.
18. If any guests who are attending an event are minors (aged under 18), this must be made clear when the booking is made for statutory safeguarding reasons. Depending on the nature of the event or activity, the College may request evidence that the individual making the booking has undergone a



Disclosure and Barring Service (DBS) check; such activities are likely to include supervised teaching, training or instructing of minors.

19. A full list of attendees (including event stewards, security, suppliers etc) must be sent to the Events Team one week before the event is due to take place, for fire and security purposes.
20. Some bookings may require a risk assessment to be completed and submitted to the Events Office for approval prior to the event, as an additional requirement to the standard terms and conditions. All requests for events involving alcohol must also be approved.
21. Organisers and attendees must be aware of, and adhere to, any Health and Safety restrictions and guidelines in place at the time.

Fire Safety

22. Fire Testing takes place every Wednesday before 8:30 and 9:00 – no action needs to be taken during this period.
23. If the Fire Alarms sound at any other time please vacate the building immediately, by the nearest exit, and meet on the lawn by the Museum of Natural History.
24. The organiser of the event or activity (the 'Client') is responsible for checking whether all attendees of their event have been accounted for. If there is anyone absent, please notify the Fire Marshall.
25. No smoking is permitted in or near the building. This includes vaping.

First Aid

26. The nearest first aid station is the Porter's Lodge. They can be contacted on 01865 616477 or by coming to the lodge.
27. All Porters are first aid trained.

IT

28. If any issues with the College AV equipment occur, please contact the IT team, either through the lodge, or by phoning 01865 616479, during regular working hours (8:00-16:00).



Please complete and sign the table below to confirm that you have read and will adhere to these terms and conditions.

NAME OF EVENT	
DATE OF EVENT	
SIGNATURE	
FULL NAME	
ORGANISATION NAME	
DATE	