Cardiff University Terms & Condition’s

Terms and Conditions for Hiring Cardiff University Pool Rooms by Student Societies/Clubs and Groups

Preliminary

1) For the purposes of these terms and conditions the University is represented by the Director of Physical & Financial resources or the Director’s nominated representatives.

2) In these Terms and Conditions:
   a) ‘Hirer’ means the person or persons or organisation by whom the accommodation is booked in accordance with these Terms and Conditions.
   b) ‘Event’ refers to the hirer’s event at the time of the booking to be held in the accommodation booked.
   c) ‘Accommodation’ means the rooms or any other part of the premises under the control or occupation of the University which is made available to the hirer for an event in accordance with these Terms and Conditions.

Purposes

3) Full particulars of the purpose for which the accommodation is required must be disclosed at the time of application. The University reserves the right to refuse an application depending on the intended purpose.

4) The hirer shall not use the accommodation for any purpose other than stated in the Booking Request Form. The hirer shall not sublet the accommodation or otherwise permit any third party to use the accommodation for any purpose.

Booking Arrangements

5) The University reserves the right, under exceptional circumstances, to cancel the booking of any room. If this becomes necessary the University will endeavour to provide a suitable alternative.

Good Order

6) The hirer is responsible for the good order and conduct of the assembly. In particular, the University’s Code of Practice for ensuring freedom of speech within the law is incorporated into these hiring conditions and the hirer is responsible for ensuring compliance with the provisions of the Code. The University reserves the right to engage such additional security staff as it may in its discretion determine and will notify the hirer in advance of any such arrangements. The hirer agrees to meet the full cost of such extra staff. A booking will not be accepted if freedom of speech
within the law cannot be guaranteed. If it becomes apparent after a firm booking has been accepted that freedom of speech within the law cannot be guaranteed then the University shall be entitled to cancel the booking.

7) The University reserves for its officers or servants the right of entry to the event and the power to require the hirer to refuse admission or remove from the premises any person or persons. Any organisation found to be disrupting the teaching activities of the University, including evening classes, will be required to leave the premises immediately. Under these circumstances the full hire fee for the event remains payable, if applicable. The University reserves the right not to accept any future bookings from the hirer.

8) Any costs incurred by the University as a result of the hirer’s action, or the action of persons associated with the event, will be borne by the hirer and above any hiring charges levied.

9) The hirer shall ensure that neither the hirer nor the participants in the event shall do anything to suggest that the event has the support of the University or that any views or opinions expressed in any way represents the views or opinions of the University.

Care of Damage to the Accommodation

10) The hirer is responsible for ensuring, at the end of the event, that the accommodation has been vacated by all persons attending the event and that the premises, furniture and effects are left in clean and proper condition with all furniture arranged as found at the beginning of the event. Any damage done shall be made good by the hirer to the satisfaction of the University whose decision in the matter shall be final. Any additional costs incurred by remedial action shall be borne by the hirer over and above any hiring charges levied.

11) Nothing shall be erected or suspended from any part of the premises by the hirer or any person associated with the event, and in particular nails, spikes or tacks shall not be driven into any wall or floor or any other part of the building nor any poster or other matter stuck to the wall, without prior written permission from the University.

12) Under no circumstances may the hirer or any person associated with the event interfere with or attempt to repair any electrical installation.

13) The hirer shall indemnify the University against all loss and damage and against all claims, suits and costs by reason or in consequence of the hiring howsoever the same shall or may arise to the extent that it is required by the University.

Other Stipulations

14) Food and drink provided by the hirer must be approved by the University prior to the event.

15) The University has a Code of Practice on smoking. The effect of this code is that persons attending the event are not allowed to smoke anywhere within the confines of the University buildings or grounds. The hirer is responsible for ensuring that persons attending the event strictly adhere to this code.
16) The hirer shall ensure that persons connected with the event enter and leave the accommodation by the main entrance to the building or other route if directed to do so by the University.

17) The hirer shall provide full details of the event to enable the room booking team to assess if the venue requires a premises license. Any costs incurred by the University in obtaining the necessary license shall be borne by the hirer.

18) The hirer shall provide details of all equipment to be brought into the University by the hirer’s arrangement. The hirer shall ensure that all such equipment is brought in at a time and route approved by the University in advance. The hirer shall be responsible for the safety of all such equipment and the University reserves the right to require evidence regarding the equipment’s safety certification or technical specification. The University reserves the right to refuse permission for any equipment to be brought onto the University premises.

19) The hirer shall affect third party insurance cover to the extent that it is required by the University.

20) The full period of the booking shall be described in the Booking Request Form and shall include the times required for the preparation and dismantling of the event. The hirer shall undertake to pay any extra costs that may be incurred by the stipulated times being exceeded.

I have read and accept the Cardiff University Terms & Condition’s:

Signed:……………………………………………..   Date:………………………….