

# Sarum College Conference Contract

All bookings are considered provisional until the signed contract and non-refundable deposit is returned to Sarum College. While the booking is provisional, event organisers may cancel or amend provisional bookings without charge and Sarum College reserves the right to remove or amend unconfirmed bookings.

The following terms and conditions are applicable upon receipt of the signed contract and deposit funds have cleared.

## Deposit

The contract is confirmed when a deposit of 10% of the estimated bill has been received. The deposit is due with the signed contract.

Cancellation terms (April 2020, with public health restrictions in place and uncertainty about guidance after 11 May)

1) If public health restrictions continue to prevent Sarum College from opening, or from conducting business in conditions that allow us to accommodate your group, the deposit will be transferred to a postponed booking within the year ahead. If a further booking is not made the deposit is forfeited. There will be no cancellation fees.

2) If public health restrictions are eased to the extent that Sarum College is able to accommodate your booking and comply with government guidance but we (Sarum College) are unable to fulfil the booking due to organisational issues, you will receive a full refund for all fees paid, including the deposit.

3) If public health restrictions are eased to the extent that Sarum College is able to accommodate your booking and comply with government guidance but your group size diminishes significantly or the booking is cancelled, the following terms apply:

Up to three months prior to the event start date

You may lower delegate numbers by 10% without financial consequence up to three months prior to the start date of the event. If you are expecting your group size to increase, please check availability with the hospitality team. We will do our best to accommodate increases in group sizes but cannot guarantee availability.

In the event that you cancel more than 10% of your booking, upon acknowledgement of written confirmation from an authorised signatory, the following cancellation fees will apply to the final invoice (with no VAT charged):

With more than 11 months' notice – loss of deposit only

With 8 to 11 months' notice – 25% of the total value of the booking cancelled

With 4 to 8 months' notice – 50% of the total value of the booking cancelled

With 14 days to 4 months' notice – 75% of the total value of the booking cancelled

With less than 14 days' notice – 100% of the total value of the booking

Please consider taking out event insurance to cover your financial liability should delegate numbers drop due to extreme weather conditions or other unforeseen circumstances. You might also wish to recommend to your delegates that they take insurance to cover their liability to you as the event organiser.



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### Increase in numbers

If you think your group size could increase, please contact us as soon as possible to check whether we will be able to accommodate the extras. If we are able to accommodate an increase, we will amend the contract accordingly and charge for the number of delegates confirmed.

Sarum College has limited on-site parking. If your event is to be held in Sarum College and your guests are driving, please discuss parking options with us.

### Disbursements

Where the College agrees to enter into contracts with third parties and make payments to third parties on your behalf (e.g. hospitality with other organisations, transport or tutor fees) you agree to pay the College in advance the total cost of third party goods and services in addition to the College's deposit and accept in full the financial liability of these contracts. The College will bear no financial responsibility for disbursement costs; the financial liability will relate to the financial terms of the third party; and any refund due on cancellation will be made according to the cancellation terms of the third party.

### Breakout rooms

All rooms must be booked in advance and are subject to availability and additional charges.

### Damages

Repair expenses for damage to hired facilities or equipment will be invoiced to the contracted organiser.

### Alcohol

If you would like to use the College's licensed bar please arrange this when you confirm your booking. You may serve your own alcohol for a corkage fee. Please discuss this with the staff member assigned to your booking.

### Smoking

Those who wish to smoke may do so on the Cathedral Green. Smoking is not permitted within the College buildings or on the grounds.

### Safeguarding and behaviour

Groups with vulnerable adults or children (under 18s) must comply with Sarum College's safeguarding policy. The event organiser is responsible for ensuring that delegates do not cause any disturbance to any other guests or our staff including, but not limited to, noise disturbance.

Please send the (AMOUNT) deposit with this signed contract to confirm the booking. Bookings are considered provisional until the deposit funds have cleared.