

## **WOODWARD CONFERENCE CENTRE**

### **TERMS AND CONDITIONS OF HIRE (INTERNAL HIRERS)**



The Woodward Conference Centre is a self-funding conference venue at the University, and Hirers of the Centre facilities must agree to abide by the following Terms and Conditions of Hire in relation to their conference, function or event.

#### **USE OF THE FACILITIES**

- a. Use of the Woodward Conference Centre facilities is granted to the Hirer for the purposes of the conference, function or event detailed in the Application Form.
- b. The Centre facilities must only be used for the purposes of the conference, function or event detailed in the Application Form. Any changes to the details specified in the Application Form must be approved in writing by the Woodward Conference Centre Co-ordinator prior to the occurrence of the conference, function or event.
- c. The Hirer agrees to comply with the reasonable directions of Centre staff and University security personnel pertaining to the use of the Centre facilities.
- d. The Hirer will make no permanent alterations, markings, additions or improvements to the Centre and will immediately notify the Centre Co-ordinator in the event of any damage to the Centre facilities which occur during the period of hire.
- e. The Hirer will be charged additional fees in the event of any damage to the Centre facilities which occurred during their period of hire or in the event that additional cleaning is required following the completion of their conference, function or event.

#### **FEES AND CHARGES**

- a. The fee for the hire of the Centre facilities will be determined in accordance with the Woodward Conference Centre Fee Schedule and agreed in writing between the Hirer and the Centre Co-ordinator upon confirmation of the booking.
- b. A deposit of 20% of the agreed fee will be payable by the Hirer upon confirmation of the booking.
- c. The Hirer must provide the Centre Co-ordinator with at least 14 days' written notice in the event that it wishes to cancel its booking. Failure by the Hirer to do so may result in a forfeit of the 20% deposit.

#### **ACCESS**

- a. The Hirer will be provided with access to the Centre facilities forty-five minutes prior to the conference, function or event and forty-five minutes after the completion of the conference, function or event. Additional fees may be incurred in the event that the Centre is not vacated within this time frame or in the event that access to the Centre is required outside of this time frame.
- b. The Hirer must consult with the Centre Co-ordinator regarding access arrangements not less than seven days before the date of the conference, function or event.

- c. The Hirer agrees to comply with the reasonable directions of Centre staff or University security personnel regarding access to the Centre.

**SIGNED BY THE HIRER**

I acknowledge and agree to the above Terms and Conditions regarding my Faculty/ Department/ Centre/ Institute/ School's hire of the Woodward Conference Centre.

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Signature (Head of Faculty/ Department/ Centre/ Institute/ School)

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Faculty/ Department/ Centre/ Institute/ School

.....  
Date