



# Terms & Conditions of Hiring

1 **Credit & Payment**

Credit is available only if agreed with the Oxford Union (in writing) before any function commences. Where credit is agreed, invoices issued are due for payment within 14 days. The Union shall reserve the right to charge interest of 2% per month on any unpaid balances.

2 **Licensing & Statutory Regulations**

The Oxford Union must comply with all relevant laws, and therefore requires its customers not to act in such a way as would put the Union in breach of any statute/regulations. In particular customers are reminded to maintain free access to all exits and fire exits at all times, and must observe room occupancy limits as stipulated (See *Event Guidelines*)

3 **Third Party Insurance**

The Union will only be responsible for death or personal injury which is clearly its fault, and will not be responsible for any other loss, damage or injury. The Hirer is expected to obtain suitable insurance to an adequate level of cover in respect of all risks which may be incurred in relation to the event.

4 **Clothing, Personal Property, Possessions & Equipment**

The Union can accept no responsibility for items lost or damaged on their premises.

5 **Equipment Storage**

The Union will try wherever reasonable to assist customers with storage of equipment etc by prior agreement, but accepts no liability for any damage or loss howsoever caused, nor are its agents empowered so to do.

6 **Professional Bodies & Performing Rights**

Where customers employ any band, musicians or performers the customer is responsible for ensuring the rights of the Performing Rights Society are not infringed.

7 **Alcohol & Corkage**

All alcoholic drinks consumed on the Union's premises must be purchased from the Union, unless by specific prior agreement when corkage must be paid at the agreed price per head/bottle. No food or drink may be consumed on the premises other than that provided by the Union, without prior agreement.

8 **Finishing Times**

Functions must finish at the time agreed when booking, and extensions of time may not be possible; unauthorised extensions will be charged for.

9 **Confirmation & Deposits**

Within 14 days of making a provisional booking, a non-returnable confirmation deposit is required, and written confirmation of the details of the date, expected numbers etc. If we do not receive confirmation within 14 days, we will disregard the booking. Payment for room hire, dinners etc are due in full before the function. Any corkage/drinks etc which have been agreed is payable after the function (see paras 1, 7 & 10)

10 **Booking Details**

The Hirer shall confirm in writing the date, numbers, menu details and time of any meal/function. The numbers confirmed seven days before the event will be the numbers charged for, unless the numbers increase. The Union shall not be held responsible for the quality of the food if not served at the scheduled time due to the late arrival of guests. The Union shall endeavour to keep the specifications given as accurately as possible; however, in any extenuating circumstances, the Union shall reserve the right to substitute a similar equivalent.

11 **Prices**

The prices quoted are current and subject to change up to sixty days prior to your function date. The Union reserves the right to revise prices up to this time. Acting reasonably, we may vary any prices comprised in the contract with immediate effect to reflect any changes in the cost of specified supplies from third-parties, giving written notification.

12 **Cancellations**

(1) The Union reserves the right to cancel any booking at any time before the meeting or function takes place, whether these conditions have been broken or not, without compensation. Notwithstanding, when permission is withdrawn, the hiring fee (if paid in advance) shall be returned.

(2) If the Hirer cancels the booking, and does so more than 61 days prior to the occasion, the Union shall retain the prepaid deposit. If the Hirer cancels the booking with less than 60 days' notice, the Hirer shall lose the deposit and shall pay according to the following sliding scale:

60-31 days inc	Hirer loses deposit and pays	25% of expected bill
30-15 days inc	Hirer loses deposit and pays	50% of the expected bill
14-08 days inc	Hirer loses deposit and pays	75% of the expected bill
07 days or less	Hirer loses deposit and pays	95% of the expected bill

13 **General Liability**

The Union will not be liable to the customer in respect of matters beyond the Union's control and any dispute will be governed by English Law.

14 **Health & Safety**

The Union has a Health & Safety Policy which is available on request. Please note that you are responsible for ensuring that your conference or function complies with this.



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- 15     **Noise**  
Noise restrictions apply in the area. Your function MUST comply with Environmental Health noise requirements. Any function breaking these may be terminated summarily, with no liability on the Union's part. Radios etc must not be used in the kitchens of the Macmillan Room after 10pm, and noise in the gardens must be minimal after 12.00 midnight. EHO requires that windows in any room where music is played in the evening must remain closed.
- 16     **Damage**  
The customer is responsible to the Union for any damage of any sort caused by the customer or his guests, agents, employees, etc, including vomit, smoke-alarm/extinguisher discharge, cigarette damage, damage to buildings, fixtures and fittings or any property or premises during the hiring period. A charge will be levied for any damage, however caused.
- 17     **Entry**  
Any member of staff or member of Committee of Management of the Union shall have the right to entry to any event in the hired rooms to observe the conditions of hire are being carried out.
- 18     **Furniture**  
Removal of any furniture or fixtures/fittings to/from any room must have prior permission of the Union, and be returned.
- 19     **Disorderly Behaviour**  
The Union shall have the power to refuse entry into the Union's premises, or to enforce the removal therefrom, or any individual who is disorderly, intent on disrupting the order in the Union's rooms, exhibits discourtesy to Members of the Union or its Staff, or is intoxicated. No refund or reduction in relation to any such exclusion will be given. The Hirer must ensure that suitable and adequate provision is made for persons under the age of 18 and that minors and vulnerable adults are suitably supervised at all times.
- 20     **Members of the Union**  
In addition to these terms & conditions, any Hirer who is a Member of the Union shall be bound by the full Rules of the Oxford Union at all times. This agreement shall in no way restrict the Union from exercising the Rules in any way.
- 21     **VAT**  
All prices are subject to VAT at the prevailing rate, unless otherwise stated.
- 22     **Distinguished Guests and Publicity**  
For security reasons, the Hirer must inform the Union in writing at the time of booking of any distinguished, high-security or controversial individual(s) who may be attending. If such individuals are arranged after the booking, the Hirer shall inform the Union as soon as the attendance is arranged. The Hirer will be responsible for the cost of any additional security deemed necessary. The Hirer must also notify the Union in advance of the involvement in or attendance at the Event of any press, TV, film, radio and/or media organisations in respect of which our prior written permission is required, and additional charges may apply.
- 23     **The Debating Chamber**  
Unless the Union explicitly permits otherwise, smoking, drinking, consumption of food etc shall be forbidden in the Debating Chamber.  
The Hirer may not move the seating without prior permission of the Union.  
The Chamber may be used for Public Meetings only provided not more than 360 people attend, unless fire regulations meet environmental health standards. Occupancy limits for social functions is 220, ground floor to be used *only*.  
The chairs usually occupied by the President, Librarian and Treasurer shall not be used unless the Union specifically permits otherwise.
- 24     **Gladstone Room, Goodman Library, Old Library & Pye Poetry Room**  
Unless the Union explicitly permits otherwise, smoking, drinking, consumption of food etc shall be forbidden in these rooms.
- 25     **Smoking**  
The current Union smoking policy shall be observed at all times.