conferences at caius

Conference and Meeting Information 2010
Gonville & Caius College

For further information please contact the Conference Office
info@caiusconference.com or 01223 332418
Gonville and Caius College, known locally as Caius (pronounced Keys) is situated in the very heart of Cambridge city centre.

Gonville and Caius is one of the oldest surviving University of Cambridge colleges. Originally named Gonville Hall, the College was founded by Edmund Gonville, Rector of Terrington in 1348. The College was re-founded in 1557 by former student and Fellow, Dr John Caius who, as part of his reconstruction, erected three Gates, which survive to the present day. New students entered the College through the Gate of Humility, while studying in the College they would pass through the Gate of Virtue every day, and finally when they leave to receive their degrees, students depart through the Gate of Honour.

Less than 10 minutes walk from the Old Courts is the Stephen Hawking Building which was officially opened by the Duke of Edinburgh in April 2007. This £13 million, state-of-art facility, is named after the College’s most celebrated living Fellow, Professor Stephen Hawking, who lived and wrote his famed bestseller *A Brief History of Time* on this site.

During term Caius is home to more than 700 students and 100 Fellows. Students come to Caius from all over the world and undergraduates study all the subjects offered in the University. Our Fellows have globally renowned expertise ranging from Ancient History to Cosmology and are all recognised as leaders in their own fields.

Gonville and Caius College is regularly one of the top performing Colleges in the University of Cambridge league tables and we apply this same commitment to excellence to our conference and events clients.
## Rooms & Capacities

<table>
<thead>
<tr>
<th>Room</th>
<th>Full day</th>
<th>Half day</th>
<th>Equipment Included</th>
<th>Theatre</th>
<th>Boardroom</th>
<th>Dining</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cavonius Centre</td>
<td>£825</td>
<td>£605</td>
<td>Wireless internet access, data projector, TV, video, DVD player, microphone, speakers, lectern, air-conditioning</td>
<td>120</td>
<td>36</td>
<td>-</td>
<td>150</td>
</tr>
<tr>
<td>Old Courts Dining Hall</td>
<td>£825</td>
<td>£605</td>
<td>Lapel Microphone and built in speakers</td>
<td>-</td>
<td>-</td>
<td>156</td>
<td>-</td>
</tr>
<tr>
<td>Bateman Auditorium</td>
<td>£295</td>
<td>£205</td>
<td>Use of the adjoining Bateman Room, data projector, screen, DVD player, lectern &amp; microphones</td>
<td>96</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bateman Room</td>
<td>£150</td>
<td>£100</td>
<td>Internet access available on request</td>
<td>25</td>
<td>20</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Senior Parlour</td>
<td>£205</td>
<td>£150</td>
<td>Internet access available on request</td>
<td>55</td>
<td>30</td>
<td>30</td>
<td>70</td>
</tr>
<tr>
<td>Junior Parlour</td>
<td>£150</td>
<td>£100</td>
<td>Internet access available on request</td>
<td>20</td>
<td>12</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Green Room</td>
<td>£150</td>
<td>£100</td>
<td>Internet access available on request</td>
<td>30</td>
<td>16</td>
<td>16</td>
<td>50</td>
</tr>
</tbody>
</table>

*** All prices are quoted exclusive of VAT at the current standard rate ***
Delegate Packages

Old Courts Delegate Packages *

Day Delegate - Standard
- Full day hire of the Bateman Auditorium, Bateman Room, Senior Parlour, Junior Parlour or Green Room
- Morning Tea - Tea, coffee and biscuits
- Lunch - Chef’s two-course lunch of the day using fresh, seasonal ingredients
- Afternoon Tea - Tea, coffee and biscuits
- £32.95 per person

Day Delegate - Premium
- Full day hire of the Bateman Auditorium, Bateman Room, Senior Parlour, Junior Parlour or Green Room
- Arrival Refreshments - Tea, coffee, orange juice and mini pastries
- Morning Tea - Tea, coffee, orange juice and fresh fruit
- Lunch - Chef’s two-course lunch of the day using fresh, seasonal ingredients
- Afternoon Tea - Tea, coffee, orange juice and fresh fruit
- Mineral Water for speakers
- Full day equipment hire of whiteboard and/or flipchart
- £39.95 per person

24 Hour Delegate - Standard
- All items from Day Delegate—Standard
- Dinner - A 3-course evening meal selected from Menu One of our Private Dining menus
- Accommodation - Overnight accommodation in a traditional single room with shared facilities
- Breakfast - Full English breakfast with continental buffet
- £105.00 per person

24 Hour Delegate - Premium
- All items from Day Delegate - Premium
- Dinner - A 3-course evening meal selected from Menu One or Two in our Private Dining menus
- Accommodation - Overnight accommodation in a single, superior en-suite room in the Stephen Hawking Building
- Breakfast - Full English breakfast with continental buffet
- £130.00 per person

* Minimum numbers for Old Courts day delegate and 24 hour delegate rates are:
  - Bateman Auditorium 40
  - Bateman Room 15
  - Senior Parlour 20
  - Junior Parlour 10
  - Green Room 10

*** All prices are quoted exclusive of VAT at the current standard rate ***
Delegate Packages

Cavonius Centre Delegate Packages *

Day Delegate - Standard
♦ Full day hire of the Cavonius Centre, Lounge and Organisers Office
♦ Morning Tea - Tea, coffee and biscuits
♦ Lunch - The chef’s 2 course lunch of the day using fresh, seasonal ingredients
♦ Afternoon Tea - Tea, coffee and biscuits
♦ Inbuilt data projector, screen, lectern, microphone, TV, DVD and speakers
♦ £46.50 per person

Day Delegate - Premium
♦ Full day hire of the Cavonius Centre, Lounge and Organisers Office
♦ Arrival Refreshments - Tea, coffee, orange juice and mini pastries
♦ Morning Tea - Tea, coffee, orange juice and fresh fruit
♦ Lunch - The chef’s 2 course lunch of the day using fresh, seasonal ingredients
♦ Afternoon Tea - Tea, coffee, orange juice and fresh fruit
♦ Inbuilt data projector, screen, lectern, microphone, TV, DVD and speakers
♦ Full day equipment hire of whiteboard and/or flipchart
♦ £51.00 per person

24 Hour Delegate - Standard
♦ All items from Day Delegate—Standard
♦ Dinner—A 3-course evening meal selected from Menu One of our Private Dining menus
♦ Accommodation - Overnight accommodation in a single superior en-suite room in the Stephen Hawking Building
♦ Breakfast - Full English breakfast and continental buffet
♦ £135.00 per person

24 Hour Delegate - Premium
♦ All items from Day Delegate - Premium
♦ Dinner - A 3-course evening meal selected from Menu One or Two of our Private Dining menus
♦ Accommodation - Overnight accommodation in a single superior en-suite room in the Stephen Hawking Building
♦ Breakfast - Full English breakfast and continental buffet
♦ £140.00 per person

* Minimum number of delegates for the Cavonius Centre day delegate and 24 hour delegate rates is 35

*** All prices are quoted exclusive of VAT at the current standard rate ***
Accommodation

The bedrooms in College are occupied by Gonville and Caius students during term but are transformed into guest rooms during vacation periods.

There are over 400 bedrooms available within College grounds, 74 of which are en-suite bedrooms.

**Superior En-Suite Bedrooms**

Located in the Stephen Hawking Building on West Road, these modern bedrooms are en-suite, and contain tea and coffee making facilities, spa toiletries, work desk and wireless internet access.

The nightly rate also includes a full English breakfast with continental buffet.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single en-suite bedroom</td>
<td>£60.00</td>
</tr>
<tr>
<td>Double en-suite bedroom</td>
<td>£75.00</td>
</tr>
<tr>
<td>Twin en-suite bedroom</td>
<td>£75.00</td>
</tr>
</tbody>
</table>

**Traditional Bedrooms**

Traditional bedrooms make up the majority of College accommodation and these have shared bathroom facilities.

Our traditional bedrooms are located on three sites within the College:

**Old Courts** - our historic main building on Trinity Street, in the heart of the city centre

**St Michael’s Court** - an impressive building located behind St Michael’s Church, directly opposite the Old Courts

**Harvey Court** - surrounded by Harvey Court Gardens and opposite the Stephen Hawking Building

* Please note that room sizes vary between sites

The nightly rate also includes a full English breakfast with continental buffet.

Single traditional, shared facility bedroom **£45.00**

*** All prices are quoted exclusive of VAT at the current standard rate ***
Conference Menus

Caius prides itself on the reputation it has gained for its excellent food and service standards. Our chefs provide mouth-watering dishes to suit all dietary requirements and which have satisfied the most discerning food critics.

Breakfast Meeting Packages

All breakfast packages include 2 hour meeting room hire, flipchart and whiteboard.

Bakery Breakfast £11.50
Freshly baked Danish pastries including pain au chocolat, pain au raisin, mini viennoise, orange juice, tea and coffee

Continental Buffet £12.00
Fresh melon and seasonal fruit, grapefruit segments, sliced cheese rolls, croissants, orange juice, tea and coffee

Meat Feast £12.50
Hot bacon wrapped in soft bread with a choice of sauces, croissants, orange juice, tea and coffee

Full English £14.00
Sausage, tomato, bacon, egg, hash brown, mushrooms, toast, marmalade, orange juice, tea and coffee

Breakfast Canapé Menu

Fresh strawberries

Freshly baked miniature Danish pastries including:
pain au chocolat, pain au raisin, chocolate tossades and muffins.
Small toasted croutes with toppings of: Scrambled egg and smoked salmon,
Fried quails eggs with spicy sausage, smoked haddock and asparagus.
Poached egg on muffins with hollandaise and pancetta.
Miniature wild boar sausage with onion marmalade.
Fresh orange juice and red grapefruit juice, tea and coffee.

£15.50 per person

Refreshments

Tea, coffee and biscuits £2.65
Tea, coffee, orange juice and fresh fruit £3.95
Tea, coffee, orange juice and mini pastries £4.25
* Please note that we offer Twining’s Organic Fruit & Herbal Teas as a de-caffeinated alternative

Lunch

A selection of sandwiches, fresh fruit, tea, coffee and orange juice £10.50
Conference two-course lunch of the day (served in the Dining Hall or Cafeteria) £20.50
Conference finger buffet of the day (subject to availability of another room) £20.50

*** All prices are quoted exclusive of VAT at the current standard rate ***
Audio Visual Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD player</td>
<td>£17.50</td>
</tr>
<tr>
<td>Flip chart</td>
<td>£20.00</td>
</tr>
<tr>
<td>Laptop</td>
<td>£50.00</td>
</tr>
<tr>
<td>Overhead projector</td>
<td>£17.50</td>
</tr>
<tr>
<td>Portable data projector</td>
<td>£50.00</td>
</tr>
<tr>
<td>TV/DVD</td>
<td>£30.00</td>
</tr>
<tr>
<td>White board (small)</td>
<td>£15.00</td>
</tr>
<tr>
<td>Slide projector</td>
<td>£50.00</td>
</tr>
<tr>
<td>Portable screen</td>
<td>£17.50</td>
</tr>
</tbody>
</table>

During Your Stay

We would be delighted to organise additional activities for your delegates. Our most popular activities include:

**Chauffered punting tour**
This full Chauffer service, puncted by students in straw boaters and traditional dress, lasts 50 minutes. Onboard you will receive a warm welcome from your guide who will provide an informative and entertaining commentary throughout your journey - **£12.50 p/p**

**Walking tour of Cambridge**
These fully customisable tours can be arranged from one to two hours and highlight the best that Cambridge has to offer, including the Colleges and famous inhabitants - from **£70.00** per group

**Dr Wood’s tour of Caius**
Dr Wood has been a Fellow of Caius since 1959 and is also a Blue Badge Guide. This is your chance to see parts of Gonville & Caius College not normally open to the public and hear the history of the College as only Dr Wood can tell it. All fees will be donated to the Caius Appeal Fund which helps maintain Caius buildings and supports education of students. A 90 minute tour for up to 20 people is **£100.00**

*** All prices are quoted exclusive of VAT at the current standard rate ***
(A) West Road Porters Lodge
All visitors should report to the West Road Porters Lodge at 5 West Road, Cambridge which is staffed 24 hours a day; the telephone number is 01223 335400.

(B) Old Courts Porters Lodge
All visitors should report to the Old Courts Porters Lodge on Trinity Street, Cambridge which is staffed 24 hours a day; the telephone number is 01223 332400

Arriving by Car
West Road - Leave the M11 at Junction 13, taking the A1303 toward Cambridge. Follow the A1303 (Madingley Road) to the end where you come to a mini roundabout. Take the second exit, turning right on to Queens Road. From Queens Road take your first right on to West Road. The Porters Lodge is located on your left hand side.

Old Courts - Entrance to Trinity Street is severely restricted by traffic bollards. The bollard in front of St John’s College (St John’s Street) is not in operation between 4.00pm and 10.00am and this is the only passage to access the Old Courts Porters Lodge. Outside of these hours there is no vehicular access. Please note that there is no parking available at the Old Courts

Parking
Parking may be available for the conference organiser only and only by prior arrangement. Conference delegates and guests should find alternative parking in Cambridge or use the Park and Ride service. Please see below for further information.

Arriving by Rail
Direct trains run to Cambridge from both London King’s Cross and London Liverpool Street at half-hourly intervals. The rail station is about 1 ½ miles from the city centre. A taxi rank is adjacent to the main station entrance.

Arriving by Coach
National coaches stop at Drummer Street Bus Station in the city centre, around a 15 minutes walk from West Road.

Arriving by Air
Stansted Airport is around 20 miles from Cambridge. Regular express trains run from Stansted Airport to Cambridge and take approximately 30 minutes.

Parking information and indicative costs:

**Cambridge University Rugby Club**
Grange Road, Cambridge
Contact: Liz Robertson
Tel: 01223 354131

- £5.00 per car per day
- Open Monday - Saturday 07:30 - 20:00
- 5 car minimum, 35 car maximum
- Payment by invoice.
- Cars are parked at owner’s risk.

**Park Street**
From £1.60 p/h, 5hrs £20.00, Overnight +£0.50p/h

**Grand Arcade/Lion Yard**
From £1.80 p/h, 5hrs £21.00, Overnight +£0.80p/h

**On-street Metered Parking (West Road)**
9.00am—5.00pm
£0.20p per 10 minutes, max 4 hour stay
Map of Old Courts

Key to Plan of Old Courts

* Master's Lodge, Trinity Lane Entrance
† Master's Lodge, College Entrance
1 Gate of Humility and Porter's Lodge (normal entrance)
2 Great Gate
3 Gate of Virtue
4 Gate of Honour
5 Toilets (basement)
6 Bateman Room and Auditorium
7 Guest Room (upstairs)
8 Chapel
9 JCR
10 Toilets
11 Guest Rooms – Gonville, Frankland and Trapps (upstairs)
12 Dining Hall (upstairs)
13 Buttery and Bar
14 Green Room
15 Senior Parlour (upstairs), MCR (downstairs)
16 Junior Parlour
17 Kitchen Office
18 Guest Rooms A, B, C
19 Toilets
20 Health Centre
21 Supervision Room K4
22 Supervision Room K14 (upstairs)
23 Guest Rooms KA, KB, KC, KD
24 Guest Rooms G2b, G7, G15, G18, G21
25 Self-Service Laundries
26 Library (Cockerell Building), Computer Office

Old Courts and West Road
1) **When are your facilities available for hire?**
The Cavonius Centre is available only during vacations or after 6:00pm during term. The Dining Hall is available during vacations only. All other meeting/dining rooms within the Old Courts are available year-round.

2) **How can I make a provisional booking?**
Please contact the Conference Office who will be happy to take your details and make a provisional booking for you. Provisional bookings can be held for a maximum of ten days.

3) **How do I confirm my provisional booking?**
When a provisional booking is made you will be sent a booking form which includes the details of your booking and the terms and conditions. To confirm the booking, please return a signed copy of this booking form within ten days of making the provisional booking.

4) **When do I need to confirm details?**
Final details of your event are due no less than ten days before the start of your event. Final details may include number of delegates/guests, timings, menu selection, special diets, AV and other special requests.

5) **What time can delegates check-in and check-out?**
Check-in time for all accommodation is 2:30pm. Check-out time is 10:00am.

6) **Can delegates smoke on College property?**
Each site has designated smoking areas in which guests of the College are permitted to smoke. Delegates are not permitted to smoke outside these areas.

7) **Can we bring our own food?**
Unfortunately, due to strict food safety guidelines, food and drinks not purchased from the College are not, without the prior written permission of the College, permitted on the College’s premises. Alcoholic beverages may be brought on to College premises by prior arrangement only and will be subject to a corkage charge.

8) **Can we have a choice menu?**
We regret we cannot offer a choice menu. Please choose one starter, one fish course (if applicable), one main and one sweet from our wide range of menus. Please also choose one potato dish and two vegetable side dishes to accompany your meal. We can cater for most special diets but please advise us no less than ten days before your event.

9) **Are your meeting rooms wheelchair accessible?**
The Cavonius Centre and the Stephen Hawking Building’s public areas are fully accessible. We also have accessible bedrooms available in the Stephen Hawking Building. Accessibility in the function rooms in the Old Courts varies. Please contact the Conference Office for further details.

10) **Can we walk on the grass?**
Walking on the grass is not permitted in the Old Courts unless by prior arrangement for an event. You may walk on the grass in Harvey Court Gardens (West Road).

11) **How do I pay for my event?**
The College may require the Customer to pay a non-refundable deposit of 10%. The College will invoice the Customer for all charges immediately after the event. Payment may be made by cheque or via a BACS transfer (as specified in the booking form) and must be received by the College within 28 days of the date of the invoice.

12) **Cancellations and amendments**
Cancellation terms and conditions are detailed on your booking form. Amendments equal to a reduction of 10% of the original booking estimate will be subject to the cancellation terms and conditions.
Terms and Conditions

Parties to the contract
The contract between The Master and Fellows of Gonville and Caius College in the University of Cambridge (the “College”) and the customer (the “Customer”) named on the booking form (overleaf or provided with these terms and conditions) is on these terms and conditions to the exclusion of all other terms and conditions (and all previous oral or written representations and warranties, including any brochures).

This contract is between the Customer and the College and not any other person or organisation that the Customer books rooms, meals or facilities for.

The Customer may not transfer its rights or responsibilities under any booking form/contract with the College to any other person or organisation.

Bookings
The College may, in its absolute discretion, agree to the Customer making a provisional booking.

The College may subsequently forward a completed copy of the booking form to the Customer. The completed booking form will state the accommodation, meals, conference facilities, timings and further requirements which the College believes the Customer has requested. The Customer should ensure that the College is informed of any special requirements (for example those relating to any disability of the Customer’s delegates which may impede their ability to evacuate the accommodation) at the time of booking.

The Customer should check the booking form very carefully and if it is correct the Customer should sign and return the booking form to the Conference Manager at the College by post or fax within ten days (if the booking form is incorrect please contact the College) along with a deposit (if payable).

If the College does not receive the booking form signed by the Customer within ten days of its dispatch by the College, the College reserves the right to terminate the Customer’s provisional booking.

The submission of the signed booking form by the Customer to the College shall be deemed as an offer by the Customer to the College to procure the facilities, services and/or goods (as appropriate) from the College as set out in the booking form on these terms and conditions. The College reserves the right to refuse offers for contracts without stating a reason.

A legally binding contract between the Customer and the College will only be formed when a booking form (duly signed by the Customer and not amended) is received, accepted and signed by a duly authorised representative of the College.

The College will endeavour to send the Customer its written acknowledgement of the contract as soon as possible thereafter.

Payment
By the Customer signing the booking form it accepts responsibility for paying all charges, including any extra charges arising under the contract (if it formed as detailed above).

The College may require the Customer to pay a non-refundable deposit of 10% or other amount as specified by the College in the booking form (the “Deposit”).

In addition, the College reserves the right to carry out a credit check on the Customer prior to forming the contract and/or may require that the Customer makes an advance payment (in addition to the Deposit) at the time of the formation of the contract.

If the Customer is located outside of the UK the College reserves the right to ask for a guarantee of payment from a UK bank and to cancel the booking if the guarantee is not received within 30 days.

Save for charges that have already been invoiced by the College and paid by the Customer, the College will invoice the Customer for all charges immediately after the event. Payment may be made by cheque or via a BACS transfer (as specified in the booking form) and must be received by the College within 28 days of the date of the invoice.

The College reserves the right to charge the Customer interest at a rate of 2% above the prevailing base rate of Barclays Bank plc per month calculated on a daily basis on all sums outstanding from the date on which sums became due until the date on which payment is actually received.

Unless stated otherwise, prices stated in the booking contract are exclusive of VAT at the current rate. Rates stated include a service charge.

Cancelling all or part of a booking
If the Customer needs to cancel or postpone the booking or reduce the number of delegates that it has agreed to pay for under the contract, the Customer must give the College written notice of the same. The Customer will be liable to pay a charge for any accommodation, meals or other facilities, which the College cannot resell despite using reasonable efforts to do so. The Customer must pay in full for any accommodation, meals and other facilities which it books and does not cancel, whether or not they are used/obtained.

The level of cancellation charge payable will depend upon the amount of notice given by the Customer to the College and will be calculated by reference to the following table, subject to the College’s reasonable efforts to mitigate its losses:

<table>
<thead>
<tr>
<th>Written notice received by the College</th>
<th>Percentage of contracted revenue to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 12 calendar months before the first day of the event</td>
<td>No charge</td>
</tr>
<tr>
<td>Between 6 and 12 calendar months before the first day of the event</td>
<td>25%</td>
</tr>
<tr>
<td>Between 1 and 6 calendar months before the first day of the event</td>
<td>50%</td>
</tr>
<tr>
<td>Between 0 and 1 calendar months before the first day of the event</td>
<td>100%</td>
</tr>
</tbody>
</table>

For the avoidance of doubt, if a Deposit has already been paid by the Customer and received by the College, then a sum equal to such Deposit shall be deducted from cancellation charges but the remainder of the cancellation charges will be payable in accordance with the above provisions.

The College will inform the Customer of the final cancellation charges once it knows whether or not it has been able to resell the items cancelled by the Customer.

If the College has asked the Customer for an advance payment, the sums held by the College may be set off against the cancellation charge(s) referred to above.

Termination by the College
The College has the right to cancel a booking and terminate the contract without liability (as far as permitted by law) if it cannot perform its obligations under the contract for reasons that are beyond its control, for example an industrial strike or act of God. If this happens the College will endeavour to assist the Customer in finding alternative facilities.

The College reserves the right to cancel the Customer’s booking and terminate their contract without liability (as far as permitted by law) at any time (and without notice if necessary), if, in the College’s reasonable opinion, the Customer’s event or any aspect of it may prejudice the reputation of the College.

Additional facilities and catering
If the Customer requests additional accommodation or catering above what is agreed under the contract, the College will endeavour to provide the additional services, but the College cannot guarantee to meet such requests. Please contact the College as soon as possible to discuss additional requirements such as any increase in numbers or requirement for extra facilities and subsequently confirm this in writing.

If the College books extra bedrooms on the Customer’s behalf in hotels or other colleges’ accommodation it will pass on any cancellation charges which may apply and a reasonable charge to cover the College’s administration costs to the Customer.

Altering your booking
If the Customer booking is altered, the College will send the Customer a new contract to sign. Each contract signed by the Customer and the College will be a new contract although the provisions of the initial or previous contract may be enforced by the College.

There may be circumstances which require the College to alter the meeting rooms, dining rooms or residential accommodation allocated to the Customer.

The College will only do this if the alternatives are suitable for the Customer’s purposes. There will be no extra charge to the Customer if the College changes or upgrade the Customer’s room allocations under this clause.
Behaviour

The Customer agrees to ensure that the Customer and all the delegates of the Customer’s party and anyone visiting the Customer or such delegates on the College’s premises:

- behaves in such a way that they do not cause a nuisance or unreasonable disruption to the College, the College’s employees, students, anyone using or visiting the College or nearby residents. This includes keeping noise to a minimum between the hours of 11.00 pm and 8.00 am;
- adheres to the reasonable requests of the College and to the College’s fire, safety and security policies and regulations; and
- does not make any alterations or additions to the premises or to fixtures and fittings at any College site. Any damage to any part of the building will incur a charge.

The Customer (or a duly authorised representative) must be resident in the College throughout the entire duration of the event under the contract.

Should any of the delegates of the Customer’s party (or any visitor of such delegates) refuse to, or appear to be unable to alter any aspect of behaviour which is unacceptable to the College, the College reserves the right to terminate the contract and/or require the vacation of the College accommodation immediately by the person(s) involved or all of the Customer’s delegates.

Re: Corkage

that Corkage at the College’s rate from time to time will be charged to the Customer in respect of alcoholic drinks brought onto the College’s premises by the Customer or the Customer’s delegates or guests.

Food and Drink not provided by the College

Food and drinks not purchased from the College are not, without the prior written permission of the College, permitted on the College’s premises. Please note that Corkage at the College’s rate from time to time will be charged to the Customer in respect of alcoholic drinks brought onto the College’s premises by the Customer or the Customer’s delegates or guests.

Arrival and Departure

Unless expressly detailed in the booking form by the College, the College does not guarantee any parking facilities.

The Customer agrees to ensure that the Customer and all the delegates of the Customer’s party and anyone visiting the College or such delegates on the College’s premises:

- adheres to the reasonable requests of the College and to the College’s fire, safety and security policies and regulations; and
- behaves in such a way that they do not cause a nuisance or unreasonable disruption to the College, the College’s employees, students, anyone using or visiting the College or charged by any debt collection agency employed by the College for the purpose of collecting any payment due under any contract with the Customer.

The Customer (or a duly authorised representative) must be resident in the College throughout the entire duration of the event under the contract.

Should any of the delegates of the Customer’s party (or any visitor of such delegates) refuse to, or appear to be unable to alter any aspect of behaviour which is unacceptable to the College, the College reserves the right to terminate the contract and/or require the vacation of the College accommodation immediately by the person(s) involved or all of the Customer’s delegates.

Final conference details

The Customer must confirm conference details (for example delegates’ names identifying those with special requirements as set out in the booking form) at least 10 days before the first day of the event. Please note that any variation may result in cancellation charges referred to above applying.

The Customer may be required to inform the College of any proposed speakers and the subject matter of their presentations for the event at least 7 days prior to the first day of the Customer’s event.

The College agrees to process all data provided, and the Customer agrees to provide only data which has been collected, in a manner which accords with the Data Protection Act 1998.

Food and drinks not provided by the College

Food and drinks not purchased from the College are not, without the prior written permission of the College, permitted on the College’s premises. Please note that Corkage at the College’s rate from time to time will be charged to the Customer in respect of alcoholic drinks brought onto the College’s premises by the Customer or the Customer’s delegates or guests.

Services provided by other parties

If the College organises for a third party to provide services or goods to the Customer the College shall act as the Customer’s agent and the Customer will directly contract with such third party and be responsible for all payments to such third party. The College will treat the third party providing the services as a person visiting the Customer and as such they will be subject to clause 9.

Using the College’s name without permission and other restrictions

The Customer may not, without the College’s prior written consent, use:
- the name or logos of Gonville and Caius College and/or The University of Cambridge; or
- any photographs of the College’s premises, internal or external.

The College agrees to ensure that the College and all its employees, students, agents or subcontractors to the College in respect of any claim arising as a result of our acts or omissions under or in connection with the contract and/or the use of the College’s premises, internal or external.

The Customer may not display any promotional materials in any part of the College’s premises without the prior written consent of the College.

Smoking

For the comfort of all guests and visitors the College operates a strict non-smoking policy in all of the buildings and bedrooms. Designated smoking areas may be provided.

Access

The College reserves the right and the Customer shall, and procure that all of its delegates shall, permit the College’s staff, authorised representatives and contractors access to the accommodation and meeting room[s] hired at all times.

Liability

Except in the case of death or personal injury caused by negligence and other circumstances where liability may not be limited under any applicable law, the liability of the College, its officers, employees, agents or subcontractors to the Customer in respect of any claim arising as a result of our acts or omissions under or in connection with the contract and/or the use of the College’s facilities and services, whether caused by breach of contract, misrepresentation, negligence or any other tort, breach of statutory duty or otherwise will be limited to the total sum payable by the Customer to the College under the contract.

The College is not responsible for any loss or damage to personal property or vehicles or their contents belonging to the Customer or any of its delegates or visitors.

Indemnity

The Customer agrees to indemnify and keep indemnified the College for all losses, damages, claims, costs and expenses incurred or suffered by the College arising out of or in connection with the Customer’s or its delegates’ or visitors’ acts, omissions, negligence or breach of the contract arising as a result of the Customer’s or its delegates’ or visitors’ use of the College’s premises and/or services or otherwise.

This indemnity includes, without limitation (by way of example only):
- any damage (which for the purpose of these terms and conditions means “beyond fair wear and tear”) which is caused by the Customer or its delegates or visitors to the College’s property and which prevents bedrooms or other facilities being used whilst the damage is made good. The Customer will be responsible for any loss of revenue during this period and the College suggests that you check that your insurance policy covers such risks; and
- all costs incurred in relation to the enforcement of any rights under these terms and conditions and without limitation, all collection costs incurred by the College or charged by any debt collection agency employed by the College for the purpose of collecting any payment due under any contract with the Customer.

Miscellaneous

The contract shall be governed by and construed in accordance with English law. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of England over any claim or matter arising under or in connection with the contract.

No person who is not a party to the contract shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the contract.