



Internal Terms and Conditions Report Catering & Events Committee 8 February 2017

Proposal

All events in College, including Supervisions, must commit to the Internal T&Cs upon booking their meetings. If this is not acceptable for some reason that is accepted by the General Manager, they must abide by and commit to the Prevent section. The T&Cs will be available online and it is the duty of the Organiser to read them and understand their responsibilities.

The Current Situation

- For any event held by a Student or Fellow during term time, the organising Student or Fellow completes a booking form and agrees to abide by the "Terms & Conditions for Students Booking Events at Murray Edwards College" for any event they hold in College.
- Current T&Cs not sent out for Supervision bookings as they are booked by the Supervisor rather than the Student.
- If the invoice is being paid in part or in full by a source other than the internal organiser, that booking comes under the Commercial T&Cs.

Concerns

- Currently no information regarding our Prevent and Counter-Terrorism Duty.
- Currently not protecting the College from events that may take place that bring liability into question.
- Events are sometimes not booked appropriately by the internal organiser and then require additional catering or resources at the last minute, causing problems for staff and for the event itself.
- The T&Cs are for any internal event organiser, not just students. This is currently not clear from the title.

Proposed Additions to the Internal T&Cs

1. The Counter-Terrorism and Security Act 2015 and Prevent Duty Guidance
2. Amendments by the Client
3. Cancellation by the Client – charges only applied where food or additional resources have been confirmed
4. Cancellation by the College
5. Use of the College's Intellectual Property
6. Liability
7. Force Majeure
8. Frustration
9. General

What are we trying to achieve?

Far from wanting to 'trap' anybody with a complicated contract, create time-consuming processes or make unnecessary charges to internal organiser, we have made clear below the reasons for wanting to change the Internal T&Cs.

- To make clear the **rights and responsibilities** of the individual making the booking ("the organiser") and the College as the venue.
- To **safeguard the security and safety** of the organiser and their guests whilst at Murray Edwards College.
- To outline the College's **expectations surrounding attendee's behaviour** whilst at Murray Edwards College (E.G. amount of alcohol that's allowed).
- To **avoid damage** to the College buildings, equipment or facilities and outline the consequences if damage occurs.
- To avoid accidental (or purposeful) **breakage of laws or legislation** while holding an event here (E.G. licensing, food regulations, safety regulations, risk assessments).
- To ensure the organiser understands that holding an event can be a serious undertaking and that the College or organiser themselves **may be liable** should anything untoward happen.
- To **protect the College** against being held liable for happenings outside its control (E.G. where a risk assessment should have been provided/sought) or those they were not aware were going to be taking place at the event (E.G. sushi making).
- To decrease the risk of the organiser or attendees being **radicalised (Prevent)**.
- To ensure views given at events are **balanced and that freedom of speech principles are upheld** as outlined in the College policy.
- To ensure the staff in College have the right information to enable them to provide the **highest quality of service**.
- To protect the College from last-minute cancellations that result in **financial loss** from resources or food booked for the event and to protect the Organiser from last-minute cancellations by the College which could result in a loss of resources for the Organiser.