

University College Dublin

UCD Conference & Events Office

1. Provisional Bookings:

A provisional booking for space & services will be held for fourteen days after issue of this contract. It is only after receipt by UCD of this signed contract and payment of the first deposit is the booking considered as definite by the university.

After fourteen days, should the Conference & Events Office not receive the signed contract the booking shall be released automatically by the university without notice. The university is not under any obligation to extend the hold period unless confirmed in writing by both parties.

2. Confirmation Deposits:

Deposits are based on the venue hire charges of your event. 50% of your venue charges are required to confirm your booking. The balance of your total venue charge is due **six months** prior to the date of your event. 80% of all further charges including approximate Catering Costs and auxiliary charges will be included charge **one month** prior to event date.

All outstanding charges incurred by the client will be included in the final invoice, must be paid in full within 30 days of the date of the invoice – a purchase order or cost code is required in advance.

Deposits are fully refundable only in the event of the cancellation being received in writing at least four months prior to the event, or failing such cancellations if the space is re-sold by the university at a similar fee.

3. Cancellation Charges:

Prior to 4 months from the arrival date	No Charge
From 4 months to 2 months from the arrival date	25% of services booked
From 2 months to 1 month from the arrival date	50% of services booked
From 1 month to 2 weeks from the arrival date	75% of services booked
Within 2 weeks of the arrival date	100% of services booked

Please note that the settlement terms for the payment of cancellation charges is due in full within 7 days of the presentation of the invoice.

4. Payment:

Payments, as per the payment schedule stated in section 3., can be paid by bank transfer, bankers draft or certified cheques in € amounts. Personal cheques will only be accepted with a current banker's card and prior to acceptance all cheques must be cleared. Payments received in any other currency will be returned to the client.

O'Reilly Hall Bank Account Details

AIB (Allied Irish Bank) Belfield Campus Dublin 4

Name of Account: UCD O'Reilly Hall Limited

Sort Code: 93-01-56 Account Number: 13700-042

IBAN: IE57AIBK93015613700042



5. Cancellation by the University:

The University may cancel the event for any of the following reasons:

- If the University or any part of it is closed due to fire or an act of God, dispute with employees, alteration or by order of any public authority.
- If the client becomes insolvent or enters into liquidation or receivership.
- If the Client is in arrears with any payment to UCD.
- If in the University's reasonable opinion, the event being held at UCD may prejudice the reputation of the University, the Management reserves the right to cancel the event within three days or more of the event date.

Should this be the case, the university will refund any payments received and will give you every assistance in relocating.

6. Event Schedules:

The Conference & Events office will issue an Events Schedule detailing the requirements of the clients one week prior to the event. This Events Schedule is to be signed and returned to the Conference & Events Office as final confirmation of the details of the event. Any further changes must be confirmed in writing with the Conference & Events Office.

7. Contracts:

The client must complete, sign and return their contract, upon receipt from the University, within fourteen days of the issue of the contract, in order to confirm. This details your event and your acceptance of the contract from the University.

Failure to adhere to the payment schedule stated within the contract will result in the booking being released automatically.

8. Alternative Location:

The University reserves the right to provide an alternative venue best suited for the event, should the number of guests attending the event differ from the number quoted or should, in the opinion of the University, a more suitable room becomes available. This will be confirmed in advance with the client. This does not include any bookings made for the O'Reilly Hall.



9. Signage:

This must be of a professional nature and cleared with the Conference & Events Manager prior to the event. Defacing or the taping of materials to surfaces within the University grounds or its buildings is prohibited and any damages will be charged to the client accordingly.

10. Damages:

Liability for damages to the premises will be charged to the client accordingly. The broker of any event is held responsible for any damages to the premises by a contractor acting on its behalf. This includes the mounting of materials by the means of adhesive tape, blue tack and drawing pins to the doors, walls and windows of any facility within the University.

The University will not accept responsibility of any damage or loss of any personal property, company property or equipment left on the premises prior to, during or following any event.

11. Advertisements:

For all events the client cannot place external advertisements on public display bearing the name of the University or any of its buildings without first seeking full permission from the University. University College Dublin will not accept responsibility for any advertisements / posters etc. that are displayed in areas that contravenes The Litter Pollution Act of 1997. Any fines received by the University as a result of a breach of this Act will be passed on directly to the client.

The name of the University may not be used in any print, radio, television advertisements or web site without the express permission of the University.

Any excessive litter left by the client or any agents acting on its behalf on University grounds will incur a cleaning / clearing charge from the University.



12. Delivery of Conference Materials:

The Client must advise the Conference & Events Manager of any packages that they are sending to University College Dublin for their event. These packages must be clearly labelled with the client's name, date of event, venue of the event within the University and a contact name & number. No deliveries will be accepted by the University prior to the date of the event. All packages received before the event date will be refused.

All displays, exhibits, stands, poster boards or materials are the responsibility of the client. University College Dublin accepts no liability whatsoever for any loss or damage caused. All displays, products or exhibits must be removed from the venue at the end of each day unless the venue is reserved on a 24-hour basis.

Should materials be left following an event, the University will hold them for 5 working days following the event after which time the university will dispose of them accordingly.

13. Insurance:

All parties making use of UCD facilities for events must have adequate insurance coverage. Public & Product Liability coverage of € 6.35 million for any one incident, Employers Liability coverage of € 12.7 million for any one incident must be in place where applicable. Parties should also note that their insurance must extend to cover any activities being carried out whilst in UCD and also that a specific indemnity to UCD must be in place for the duration of the event. All contractors acting on behalf of the client must also supply certificates of insurance.

Certificates of Insurance must be presented to the Conference & Events Office prior to the event.

14. Public Health (Tobacco) Acts 2002 and 2004 Section 47 Smoking Prohibitions:

Section 47(1) of the Public Health (Tobacco) Acts 2002 and 2004 prohibits the smoking of a tobacco product in any area of the O'Reilly Hall. Under Section 47(2) of the Acts, a person who smokes in contravention of subsection (1) of that section is guilty of an offence. Under Section 5(2a) of the Acts, where a person found guilty of an offence under Section 47 is liable on summary conviction to a fine of up to €3,000.

Organisers and Attendees at public events using University facilities will be required to abide by the Public Health (Tobacco) Acts. Organisers of such events are responsible for communicating this to attendees and for enforcing the Acts.



15. Goods or services may not be bought or sold on the premises without the prior permission of the University.

16. No food or beverages may be served or consumed on the premise unless provided by the University or one of its contracted suppliers.

17. The University reserves to right to review the above contract and to revise its contents, as it deems necessary. The client will be informed in writing of any changes.

18. Parking on campus is strictly on a first come first served basis – no reserved parking is available. Parking restriction and clamping are in operation throughout the Belfield Campus. All vehicles must comply with traffic arrangements in UCD. The O'Reilly Hall Ltd. has no authority over these measures and no exceptions can be made. It is advisable for clients to ensure that their guests are aware of the parking restrictions before they arrive at the event.

By signing and dating below the Client acknowledges that he/she has read the above contract and agrees to comply by all 18 sections.

Signature: _____

Deposit Amount Attached: _____

Print Name: _____

Date: _____

Company Name: _____

Date of Event: _____

COMPANY STAMP:



Signed on behalf of University College Dublin:

Mary-Beth Jennings
(UCD Conference and Events Manager)

