

UCD Student Centre/ UCD Campus Sport and Leisure Ltd (UCDCSL)

Terms of Use

External Clients

Introduction:

Facilities operated by UCD Campus Sport and Leisure Ltd (UCDCSL). may be hired by external clients where available.

The Student Centre's external rates will be used for these events and bookings

Terms:

- Charges
 - Where Credit terms have not been agreed events must be paid for prior to the start of the event
 - Events with an estimated value in excess of €500 will require a deposit of 50% 3 months prior to the start of the event.
 - It is assumed that all bookings take place within the Centre's normal opening hours. Use outside of these hours may incur a charge.
 - Basic AV support is included, however all events are subject to a technical audit and extra charges may be agreed in advance for support.
 - For Payment details please refer to invoice.

- Cancellations
 - 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.

- Cancellation by the University (UCD CSL)
The University may cancel the event for any of the following reasons:
 - If for any reason beyond the Universities control, but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood or other emergency condition, the University is unable to perform its obligation under this Agreement and may terminate said Agreement.
 - 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 to-date.

- Event Schedules:

UCD Campus Sport and Leisure Ltd will issue an Events Schedule detailing the requirements of the clients one week prior to the event. This Events Schedule will serve as final confirmation of the details of the event. Any further changes must be confirmed in writing with the UCD CSL.

- Contract
 - Certain events may be deemed to require a separate event contract by the University. Where such a contract is in place it supersedes the terms and conditions outlined here.
 - The University will make the determination of the requirement for a contract based on the scale and profile of the event and risk to the University.

- Making a booking
 - To request a booking please complete this form on our website.
 - Rooms must be booked in advance and the relevant form must be completed
 - Rooms requested less than 48hrs in advance may be accommodated subject to availability and must be booked at reception.

- Rooms are booked hourly.
- Management have the right to cancel or refuse a booking or change the location of the booking to suit the operational needs of the facility.

- Alternative Location:

UCD CSL 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.

- Signage:

All displays, exhibits and decoration must conform to all fire regulations and should be free standing without attachments to walls, ceilings and floors. 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.

- 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.

UCD CSL 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.

- Advertisements:

Any advertising or publicity for events at the University require the prior knowledge and consent of the Management. The University logo may not be used without prior approval. 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.

- Delivery of Materials:

The Client must advise UCD CSL 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. UCD CSL and 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.

- Insurance:

All parties making use of UCD CSL/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 UCD CSL prior to the event.

- 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

- Goods or services may not be bought or sold on the premises without the prior permission of the University.
- Catering
No food or beverages may be served or consumed on the premises unless provided by the University Licensed Catering Panel.
 - The official caterer for the facility is Cafe Brava, only Cafe Brava may be used for event catering.
 - Cafe Brava can be contacted by talking with Des Moran - des.moran@ucd.ie 0872501896
 - Food and drink are available onsite at the Poolside Cafe, The Clubhouse bar and the Student Union Sport shop during their normal operating hours.
 - All decisions on Catering must be approved by Student Centre Management
- UCD CSL and UCD reserves to right to review the above terms and to revise its contents, as it deems necessary. The client will be informed in writing of any changes.
- Parking on the UCD 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. UCD CSL 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.

Details of how to get to UCD: <http://ucdestates.ie/commuting/>

- Health and Safety.

Events may be subjected to a safety review by the University Safety Office if deemed necessary. Any requirements of the University Safety Office designed to ensure the safety of persons or building integrity must be adhered to. In some instances the University Safety Office may require the submission of method statements and / or similar documents for any works carried out within the university. All client staff and contractors engaged by same are required to work in a safe manner in accordance with the provisions of all statutory provisions and UCD requirements. All works within the university may be inspected at any time by UCD Safety Office or Buildings Office personnel.

- Events with over 100 guests, alcohol or special guests (Eg. VIPs, Ambassadors or Celebrities) may be required to produce an event management plan which will be subject to approval by Student Centre Management, UCD Safety Office, UCD Estate Services and any other relevant oversight bodies.
- Final decisions on matters of safety, security and building operations rest with the Student Centre duty Manager and/or Student Centre Management team.
- All groups using an external company to supply equipment, food or any other items to events are required to provide the insurance certificates of these suppliers to Student Centre management.

- Guidelines for basic facility usage
 - If an event commences later than the time stated no additional time shall be given in lieu.
 - The Group Organiser shall be responsible for the condition of the room and the room must be returned to its original state after the booking or cleaning charges may be applied.
 - Every effort will be made to ensure rooms are set prior to bookings taking place, however, it is advised that the booking include adequate set-up time before guests arrive.
 - Furniture may only be used within the room that it is provided in
 - Management reserve the right to draw end to an event at any time for operational reasons.
 - The client is responsible for ensuring the event ends on time and that all attendees make their way out of the building safely and in an orderly fashion before the building closes.
 - Events at UCD CSL must comply with all University Policies and any relevant legal requirements.