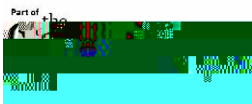




## UCL Careers Events Terms & Conditions

### 1. Definitions

1.1.



- 2.1. We have agreed to provide the Services for the Hire Period on the terms set out in this agreement and in consideration for payment by you of the Charge in accordance with the terms set out in this agreement.

### **3. Booking procedures**

- 3.1. We will endeavour to acknowledge all booking requests within 48 hours of receipt. However, bookings will not be confirmed until we provide you with written confirmation of the booking. Submission of a booking request does not guarantee you a place at our events. We seek to offer the most appropriate range of organisations for our event programmes and therefore we reserve the right to decline any booking request.
- 3.2. We operate on a two week promotion plan for all events. All booking requests are to be made a minimum of three weeks in advance in order for us to process the booking and fully market the event. Any exceptions will be agreed on an ad-hoc basis at the discretion of the Events Manager and may incur an additional fee.
- 3.3. We reserve the right to reject booking requests or cancel any Bookings or Events that are deemed not to meet the best interests of our students and graduates, including (but not limited to), bookings or events:
  - 3.3.1. which charge students or graduates to attend;
  - 3.3.2. that pose a reputational risk to UCL;
  - 3.3.3. which do not provide a clear and detailed description of what they entail; or
  - 3.3.4. which primarily offer the same services as those offered by UCL Careers.
- 3.4. For the avoidance of doubt, if we cancel your Booking or

4.3.5. *Social media*

4.3.6. *UCL Careers library digital screen*

4.4. *UCL Careers is unable to guarantee the level of attendance at [any](#) events held on campus, or sign-up for events held off campus. For on-campus events, where we run our own sign-*



5.5.3.

- 7.1.4. an order is made or a resolution is passed for your winding-up or an administrator is appointed by order of the court or by other means to manage your affairs, business and property or a receiver and/or manager or administrative receiver is validly appointed in respect of all or any of your assets or undertaking or circumstances arise which entitle the Court or a creditor to appoint a receiver and/or manager or administrative receiver or which entitle the Court to make a winding-up or bankruptcy order or you take or suffer any similar or analogous action in consequence of debt;
  - 7.1.5. you cease or threaten to cease, to carry on business; or
  - 7.1.6. any of the provisions of clause 3.3 apply.
- 7.2. Termination of this agreement for whatever reason shall not affect either of our accrued rights arising in any way out of this agreement as at the date of termination and all provisions which expressly or by implication are intended to come into or continue in force on or after termination shall do so.

advertisements) without our prior written consent, which shall be at our sole discretion and may be subject to such conditions we deem necessary.

- 8.6. You agree that you will arrange your own insurance cover with a reputable insurer to cover your own equipment and/or person.
- 8.7. You will not do or allow to be done anything which might prejudice our public liability insurance cover.

## **9. Damage to property**

- 9.1. All materials and/or equipment should be clearly labelled with your details, return name and address and arrive on the day of the event and be removed immediately after its conclusion.
- 9.2. We accept no responsibility or liability for any loss, damage, cost or expenses incurred which may arise in respect to any property and/or equipment brought onto the Premises, sent to events or left following the completion of an event.
- 9.3. You (and your officers, employees, agents, sub-contractors, security personnel, delegates, guests or audience members, as applicable) shall not cause any damage to the Premises and/or any other property owned or made available by us during the Hire Period that is beyond normal wear and tear. We reserve the right to charge you for any such damage caused in breach of this clause. We also reserve the right to charge for any additional cleaning that is required to the Premises and/or any other property owned or made available by us, over and above that which is required from normal and reasonable use.

## **10. Student protest and security**

- 10.1. Where the potential for attracting student protest exists, you will notify UCL Careers at the time of booking and provide us with any additional information we may reasonably request.
- 10.2. We will seek advice from our own security team and provide clear information to students and staff to ensure personal safety as necessary.
- 10.3. We  
procedures promoting good campus relations.
- 10.4. If we determine, at our sole discretion, that you should be responsible for your security at the Event, you shall:
  - 10.4.1. be responsible for such security;
  - 10.4.2. carry out a security risk assessment of the proposed Event, taking into consideration any current threat levels, the size of the event and the estimated number of persons in attendance at any time, and to ensure that you arrange appropriate security measures that are proportionate to the perceived level of risk; and
  - 10.4.3. ensure that any security personn

- 10.5.1. carry out our own independent security risk assessment of the Event and your requirements;
  - 10.5.2. take any further measures to ensure the safety and security of the Premises, the Event and its visitors that we consider necessary if we determine, in our sole discretion, that the security measures proposed by you are inadequate;
  - 10.5.3. charge to you the additional costs incurred in providing such further security measures; and
  - 10.5.4. stop and search any personal belongings, objects or packages entering the Premises and we shall be entitled to refuse to allow any person, object or package to enter the Premises which we reasonably consider to be a risk or likely to be a risk to the safety or security of the Premises or the people in it.
- 10.6. You agree that you will not do or allow to be done on the Premises any act or thing which is offensive, illegal, political or may cause nuisance, damage or disturbance to us or any other person or interfere in any way with our operation of the Premises and/or our business.

## **11. Health and safety**

- 11.1. You shall liaise with our personnel in connection with any electrical appliances, power supplies, plant, vehicles or equipment as necessary. We have the right to cancel any Booking or Event which poses a health and safety risk, at no cost to us.
- 11.2. Evacuation signs will be situated in the Premises. Please make yourself (and your officers, employees, agents, sub-contractors, security personnel, delegates and guests, as applicable) aware of the relevant assembly point. If you (or any of your officers, employees, agents, sub-contractors, security personnel, delegates and guests, as applicable) have any disability that would require assistance for an emergency evacuation, please inform a member of our team prior to the Event.
- 11.3. We reserve the right to request that a risk assessment be completed. Where such a request is made, the risk assessment should be sent to us in advance of the Event taking place.
- 11.4. You accept full responsibility for familiarising yourself (and your officers, employees, agents, sub-contractors, security personnel, delegates and guests, as applicable) with the safety and security arrangements that are in place on the Premises and in particular, the means of emergency alarm and escape that will be used in the event of fire. All accidents, injuries or losses must be reported to us at the time they take place.
- 11.5. No naked flames, gas cylinders, gas inflated balloons, paper decorations or explosive devices are to be brought onto the Premises without our prior written permission. Smoking is not permitted within the Premises.

## **12. Photography and filming**

- 12.1. We reserve the right to take photographs and video at events held on campus. Images / video taken may be used for marketing materials in both print and digital form and made available to both internal and external audiences.
- 12.2. By submitting a Booking Form you are granting UCL Careers permission to undertake photography and filming and use these images/videos in our marketing.
- 12.3. If, for whatever reason, you wish for an image/video to be removed please contact [employers@ucl.ac.uk](mailto:employers@ucl.ac.uk).

- 12.4. Organisations wishing to film or photograph any event on campus must request permission in advance from [employers@ucl.ac.uk](mailto:employers@ucl.ac.uk). Permission is granted at the discretion of the Events Manager or the Business Development Manager.
- 12.5. our prior written  
permission.
- 12.6. All Event information (including speaker biographies) is automatically archived for two years following the last date of their occurrence as per our UCL Careers Data Protection



