

Eddington Booking Request Form**Event organiser's details**

Full name	
Email	
Phone	

Event details

Title	
Type of event	
Date(s)	
Start time	
End time	
Number of attendees	

Contact on the day

Full name	
Email	
Phone	
First Aider(s) name	
First Aider(s) contact details	

Documentation

Please confirm you have attached the following:

Insurance documentation	
DBS checks	
Licenses necessary (e.g. TEN, alcohol, food, etc.)	
Proof of affiliation (if necessary)	

Your requirements

If you know what part of the Estate you would like to hire, please specify. If you do not, please provide an outline of the type of space you require (e.g. number of people attending your event, size, layout, etc.)

Do you have any accessibility requirements (e.g. wheelchair access, hearing loops, etc.)? If yes, please provide details.

Please list any equipment that you will be bringing (e.g. trailer, table, chairs, speakers, screen etc.)

Please use this space to add any further details. Please include information about why this event may require additional support to manage risks and any actual or perceived conflict of interests.

Please note any costs directly incurred by events are expected to be paid by the event organiser.

EVENTS BOOKING TERMS AND CONDITIONS – JANUARY 2018-2019

This document forms the basis of your booking agreement with the NWCD Estate Management Team. Please read them carefully as they set out respective rights and obligations.

1. Definitions

In these Terms and Conditions the following have the meanings set out below:

“**Portal**” shall mean the Estate Management Team within North West Cambridge Development.

“**Operations Director**” shall mean the Operations Director for the North West Cambridge Development, or their nominee(s).

“**Estate**” shall mean the land and property holdings in the area between Madingley Road, Huntingdon Road and the M11 motorway as defined by the Statutes and Ordinances of the University of Cambridge, and under the stewardship of the Estates Board.

“**Area**” shall mean any bookable space within the Estate, including, but not limited to, the Pitches, Playing Fields, Pavilions, Marketplace and Storey’s Field Centre.

“**Hirer**” shall mean an individual, or an individual acting on behalf of a group or organisation who has booked use of any of the Area(s).

“**Staff**” shall mean anyone Portal employs, or NWCD employs on behalf of Portal to manage any part of its facilities.

“**Booking**” shall mean the period(s) of any day or part thereof reserved for the use of the Hirer.

“**User**” shall mean any person present on the Estate, in the booked Area or using the facilities, whether as participant or spectator.

“**Equipment**” shall mean all equipment required for the Event, provided entirely by Hirer.

“**Hiring Fees**” shall mean the fees payable to the, as appropriate, at a rate notified by Portal to the prospective Hirer at a time of their application, and any subsequent changes to their application thereafter.

“**Playing Fields**” shall mean the three football pitches situated at the north end of Eddington Avenue and Huntingdon Road.

“**Pavilions**” shall mean both the Sports Pavilion and Cricket Pavilion.

“**Cricket Pitch**” shall mean the Cricket Pitch located in front of the Cricket Pavilion.

“**Marketplace**” shall mean the central area of the Estate by Eddington Avenue.

“**Storey’s Field Centre**” shall mean the community centre building located between Eddington Avenue, Ridgeway and Storey’s Field.

“**Sports Facilities**” shall mean the Playing Fields and Pavilions within the North West Cambridge Development, as well as any Equipment provided for the Booking, and any other Equipment Portal possesses.

“**Website**” shall mean www.portal.nwcambridge.co.uk

2. Use of Space

2.1 Portal at its sole discretion offers Hirers the use of the space in accordance with these Terms and Conditions.

2.2 No person under the age of 18 will be allowed to be a Hirer, without prior written agreement from the Director.

2.3 Hirers are required to disclose any medical conditions which any Users of the Space have or may develop during the use of the Booking. For certain medical conditions and in the interests of Users’ health and safety, Portal may require Users to provide a letter from their GP, physiotherapist or other specified medical professional before access to the Estate is granted.

2.4 Children under 18 cannot handle any Equipment required for the Booking, and if are found to do so, Portal is not to be held liable for any damages or injury, but may charge an additional fee if there is damage to any of Portal’s property.

2.5 Any person(s) using the Equipment or Area not for its intended purpose, and with the possibility or intention of causing damage then the Hirer will be charged a fee for damage to property and, and Portal will not be held liable for any damages or injury.

2.6 In the event of the Spaces reaching the maximum user number, Staff may refuse entry to Hirers and/or Users on health and safety grounds.

3. Changes to Bookings, Fees and Late Cancellations

3.1 Changes to Fees

3.1.1 Portal may reserve the right to change its Fees at any time, at its sole discretion.

3.1.2 In the event of such a change, Portal reserves the right to amend the amount of the booking with the Hirer to reflect the updated price.

3.1.3 Any changes to Fees shall be updated on the Website and will be effective immediately, unless otherwise stated.

3.2. Changes to Terms and Conditions and Code of Conduct.

3.2.1 Portal reserves the right to change these Terms and Conditions at any time, at its sole discretion. Changes will be displayed on the Website and will be on the website for at least two weeks before the changes come into force.

3.2.2 The provisions of clause 3.2.1 shall not apply to changes made to the address within clause 11 of these Terms and Conditions.

3.3 Late Cancellations

3.3.1 Portal will keep all payment if a Booking is cancelled with less than 72 hours’ notice. Any cancellations after that time or ‘no shows’ may incur a dishonour charge. Dishonour charges must be paid in full before any further use of the Estate is permitted.

3.3.2 Portal reserves the right to cancel a Booking if it believes that any parts of the Estate are unusable (for example if adverse weather causes the Playing Fields to be unplayable). Portal may also cancel a Booking if it believes the Booking will not be used as intended. Portal will keep part or full payment if these Bookings are cancelled.

4. Booking a Space

4.1 All Hirers may book a space up to 30 days in advance of the desired Booked Period. All bookings are non-transferable.

4.2 An application for a Booking will be deemed to have been accepted once all of the relevant paperwork has been completed and payment has been confirmed, at which point a confirmation letter will be sent via email.

4.3 The Hirer is responsible for paying all Hiring Fees to Portal as soon as Booking is confirmed.

4.4 Subject to clauses 4.7 and 4.8 Hirers may make bookings under this clause 4 on behalf of Users.

4.5 A Booked Period is the total time for which the relevant Space is booked and any necessary set up of equipment must be completed during the Booked Period. Hirers should bear this in mind when making a booking.

4.6 The Hirer who made the booking must be present and take part in the activity that has been booked and therefore may not book more than 1 area at a time, unless it has been agreed beforehand.

4.7 The Hirer booking the activity shall ensure that all Users who take part in the booked activity as a result of the Hirer's booking adhere to the Portal's Code of Conduct. Any infringement of the Code of Conduct by any such Users may result in action being taken against the Hirer who made the booking.

4.8 If a relevant Hirer has not checked in at least 15 minutes before the start of the Booked Period, Portal may reassign the booked Space to any waiting Hirers and the Hirer who made the booking will incur a dishonour charge.

5. Safety Procedures and Code of Conduct

5.1 Hirers shall comply with Portal's Code of Conduct, a copy of which is provided to the Hirer prior to acceptance of these Terms and Conditions, which is displayed clearly on the Website, and relates to opening hours, use of the facilities and conduct. Portal may (subject to these Terms and Conditions) make reasonable changes to the Code of Conduct at any time. Advance notice to any outstanding Bookings shall be given unless an immediate change is required for reasons of safety; Hirers shall comply with the reasonable instructions of the Staff within the Estate, and surrounding areas as required.

5.2 The Hirer is responsible for carrying out a risk assessment and completing the Risk Assessment Form as part of the application process.

5.3 Appropriate sporting clothing and footwear must be worn at all times during sporting activities. Studs and Spikes are not permitted anywhere within the Pavilions, nor any of the surrounding footpaths, roads or cycle paths of Eddington. Non-marking shoes are only allowed within the Pavilions.

5.4 On hearing the fire alarm, all Hirers and Users must leave the Pavilions and stop play. Hirers and Staff will direct Users to the nearest assembly point, and only on Staff instruction, can Hirers and Users resume play and return into the Pavilions.

6. Admission, Access, Opening Times and Temporary Closures

6.1 Details of Portal office opening hours, and annual holiday closures are displayed on the Website.

6.2 Portal may have to enforce temporary closures of all or part of the Estate. Details of any such closures will be displayed clearly on the Website. It is expected that such closures will occur in the event of any extreme weather, and from time to time throughout the year.

7. Parking

7.1 Users and Hirers can park, where available in designated parking spaces around site in accordance with the instructions allocated to the parking spaces.

7.2 There is no designated parking area on the Playing Fields, and anyone found to park on these areas will be subject to the site parking management penalties and process.

8. Injury and Accidents

8.1 Portal will compensate Hirers for any loss or damage they may suffer if it fails to carry out its obligations under these Terms and Conditions or to a reasonable standard or breaches any duties imposed on it by law (including if it causes the death or personal injury to a member by its negligence) unless that failure is attributable to:

8.1.1 The Hirer's own fault;

8.1.2 A third party unconnected with the provision of services under these Terms and Conditions; and

8.1.3. Events which neither Portal nor its suppliers could have foreseen or forestalled even if Portal had taken all reasonable care.

9. Loss or Damage to Personal Property

Portal's liability to compensate Hirers and Users for any loss or damage to personal property is limited to a reasonable amount, having regard to such factors as whether the damage was due to a negligent act or omission by Portal.

10. Freedom of Speech

The Hirer, as the Event organiser, is expected to undertake any steps to secure that the principles embodied in the Cambridge University's Code of Practice on Freedom of Speech issued under section 43 of the Education (No2) Act 1986 will be upheld; and shall, if so required, satisfy the University of its ability to discharge its obligations in regard to upholding freedom of speech.

11. Personal Data

Portal will hold Hirers' contact details in accordance with the University's Data Protection Policy: <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data> on its secure database and may use them in case of an emergency or in case it needs to contact a Hirer about a booking or in an emergency; this may be by telephone, email or text message. Portal will not pass on any details to any other organisations but may use some of the information provided to monitor sales and use of the Space. Information disclosed pursuant to Clause 2.3 will be held on record on the secure Portal Database, so that it may be available to view by appropriate staff for health and safety purposes.

12. Notices

Notices to Portal under these Terms and Conditions, including notices of cancellation of Booking, shall be made in writing to the following address, or such other address as Portal may advertise from time to time:

Gravel Hill Farm, Madingley Rise, Madingley Road, Cambridge, CB3 0FU

13. Severability

If any provision or part-provision of these Terms and Conditions is or becomes invalid, illegal, or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of these Terms and Conditions.

14. Governing Law and Jurisdiction

These Terms and Conditions and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes or claims) ("**Disputes**") shall be governed by and construed in all respects in accordance with English law and the courts of England and Wales shall have exclusive jurisdiction to settle Disputes.

Please tick this box to confirm you have read and accept the Terms and Conditions of Hire.

Signed	
Date	

Please complete and email this booking request form to events.portal@nwcambridge.co.uk.
A member of the team will then be in touch to confirm or deny your request.

If you have any questions please email events.portal@nwcambridge.co.uk.