



1. The contract

The contract is between the University of Birmingham, Edgbaston, Birmingham, B15 2TT ('the University'), and you, the Client relating to the use of all or part of the Centre for Professional Development at the University's College of Medical and Dental Sciences ('the Centre'). You accept responsibility for paying all charges, including any extra charges arising under the contract.

2. Provisional bookings

The University may agree to you making a provisional booking. You may cancel provisional bookings without penalty. While the University holds a provisional booking, we will not allocate to other customers the facilities that you have provisionally booked, unless you agree. The University agrees to hold a provisional booking for 14 days.

3. Confirming your booking

All bookings will be regarded as provisional until a confirmation letter or email for the required services has been received, duly signed by you. By confirming your booking, you are accepting these terms and conditions. The University reserves the right to cancel the provisional reservation if written confirmation has not been received within 14 days of the provisional booking.

4. Access to the Centre

There is no access to the Centre before 08.15 unless previously agreed with the Centre Manager. Bookings are required to finish at the time agreed when the booking is made. Extensions to such agreed times shall not be possible without prior agreement with the Centre Manager. Bookings which finish after the agreed time will incur a charge of £150 per hour or part of an hour.

5. Minimum numbers

A charge based upon minimum numbers (set out below) will apply when booking the whole CPD Centre, the Wolfson Lecture Theatre or the Forum Lecture Theatre in the event that fewer delegates attend than anticipated:

Whole CPD Centre – 60 delegates at the agreed Day Delegate rate
Forum Lecture Theatre – 40 delegates at the agreed Day Delegate rate
Wolfson Lecture Theatre – 75% of the expected number of delegates at the agreed Day Delegate rate.

6. Payment in advance

Upon receipt of a signed confirmation, an invoice for a deposit equal to 25% of the anticipated final bill will be sent.

The invoice must be paid within 30 days of receipt. The deposit payment will be offset against the final bill. The final bill will include any other charges incurred during the event, eg. photocopying. Any equipment hired in by the Client such as posterboards etc. will be paid for in advance by the Client. Any deposits or invoices paid to a third party by the University on behalf of the Client are the full responsibility of the Client and will be added to the final bill for payment by the Client.

7. Final Payment

The final invoice will be issued approximately five working days after the event. You must pay in sterling, to the address shown on the invoice, within 30 days of the date of the invoice. You will pay any bank charges involved in making the payment.

8. Changes to the booking

Any changes to the booking must be requested in writing, no fewer than 21 days before the event. Changes approved by the University shall be acknowledged in writing to you. It may not be possible to accommodate any additional requirements that may be requested at this time, although every effort will be made to do so. Extra requirements should be notified to the University at the earliest opportunity. The University reserves the right to provide alternative meeting rooms to those agreed as long as the alternatives provided are reasonably suitable.

9. Final details

Final details of menus, timings, special food requirements, equipment requests and delegate numbers must be sent to the University no fewer than 21 days before the event. If you do not do this the University will in its absolute discretion decide what equipment materials and catering should be supplied and charge accordingly. If you provide fewer than 14 days notice of a lesser number of guests attending than previously notified, the University reserves the right to charge the full delegate charge for each guest not attending.

10. Cancellation

Cancellation of the booking must be notified in writing to the University as soon as possible prior to the event. Cancellations are subject to the following sliding scale of charges based upon when notice of cancellation is given. The charges will be calculated as a percentage of the total booking value.

16 weeks' or more notice: no charge
More than 12 weeks but less than 16

weeks' notice: 25% 6–12 weeks' notice: 50%
More than 4 weeks but less than 6 weeks : 75%
Four weeks or less: 100%
Any costs incurred by the Centre on behalf of the Client at the point of cancellation must be paid for by the Client in addition to the cancellation charge.

11. Cancellation by the University

The University may cancel the booking:
(a) if circumstances beyond the reasonable control of the University mean it is unable to fulfil the contract
(b) if you become insolvent or enter into liquidation or receivership
(c) if you are more than 32 days in arrears with payment to the University for previously supplied services
(d) if the booking may in the opinion of the University prejudice the reputation of the University or
(e) for any other reason by notice in writing to you, not less than nine months before the event.

12. Food, drink and smoking

You may not, nor may any member of your party, bring food or drinks onto any University premises to eat or drink without the University's agreement. Smoking and vaping/e-cigarettes are prohibited within the Medical School and University Buildings. Smoking and vaping/e-cigarettes is not permitted within 10 metres of the buildings.

13. Damage

You shall bear responsibility for, and the costs of repair of damage caused to University property as a result of the carelessness, neglect or default of any of the delegates, guests or visitors at your event.

14. Freedom of speech

You should inform the Centre Manager of any guest speakers. The University reserves the right to require a Freedom of Speech form to be completed by any speakers at the event. This form should be completed no fewer than 14 days prior to the event taking place.