

Highlands College

Venue Hire Terms and Conditions (2024/2025)

Highlands College (HC) requires members of the public, organisations and businesses which make use of a Highlands College Venue must comply with the following Terms and Conditions.

1. General

1.1 The Hirer is responsible for submitting a completed online booking form to HC with relevant details of the proposed event, including the agreement of the following Terms and Conditions.

(a) The Hirer shall be responsible for ensuring HC is fully aware of the nature and details of the Hirer's proposed use and purpose for hiring the event space and shall not use the event space for any other purpose or activities other than made known to HC.

(b) The Hirer shall not use the event space or any part of the buildings for any activities which are dangerous, offensive, noxious, illegal, unethical or which may become a nuisance to HC or any other occupiers of any part of the College or neighbouring property.

1.2 The Hirer is responsible for the administration, organisation and running of the event.

(a) The Hirer is responsible for providing sufficient staff to ensure the efficient planning, co-ordinating and management of the event preparations and the event itself to ensure the smooth safe running of the event. The HC event staff are available for support if required however their roles are not exclusive to venue hire clients and they may not be available to assist at short notice.

1.3 The Hirer is responsible for ensuring all guests are appropriately dressed including footwear, which is suitable for the activity and area used.

1.4 No smoking is permitted anywhere on the HC campus. It is the Hirer's responsibility to enforce this policy during the Hire Period.

1.5 No dogs are permitted on the HC campus at any time, except guide and service dogs.

1.6 During the normal operating hours all suppliers and hirers should conduct themselves in an appropriate manner and abide by health and safety regulations. Noise and nuisance must be kept to a minimum.

1.7 All suppliers and their staff who take part in functions at HC must be aware of the conditions outlined in this agreement and comply with them fully while following reasonable instructions from HC staff members.

1.8 HC reserves the right to intervene and stop any entertainment or action, or even suspend the event, should any of the Terms and Conditions be breached.

1.9 The use of smoke machines, any flame or flammable products, or similar, are not permitted in the HC Great Hall.

1.10 The use and service of alcohol is only permitted in the Academy Restaurant, except where an external supplier has a Liquor Licence as per the Licensing (Jersey) Law 1974. Traders may need to supply a copy of their Liquor Licence to HC for approval.

(a) The Hirer is responsible for ensuring that no alcohol is consumed on HC premises except where supplied by a licensed supplier or in our designated building as per our Liquor Licence.

1.11 The breach of any major or multiple clauses within the terms and conditions may result in the immediate cancellation of the booking. The Hirer will still be responsible for the full invoice.

2. Public reputation of Highlands College

2.1 No signage, banners or advertising may be placed on HC campus without the prior written consent of HC.

2.2 No mention or inclusion of the name, logos or property of HC may be made without the prior written consent of HC. All advertising or literature which makes any inclusion of the HC name, logo or property must be submitted for approval in advance.

2.3 HC must be consulted and give prior permission before broadcasting/television rights are agreed to, or film, video or photographs for any professional use or publication are taken.

3. Bookings and fees

3.1 The Hirer is solely responsible for informing attendees of the details of the booking or event taking place at HC and providing directions to the campus.

3.2 An invoice for the hire fee, catering or additional costs incurred will be issued following the completion of the booking to the address submitted on the booking form. The hirer will provide the necessary details for payment through the Government of Jersey system (Ariba) if this is applicable.

3.3 HC requires a minimum of **2 weeks' notice (10 working days) of the cancellation of a booking**; bookings cancelled after this time will be required to pay the full hire fee.

(a) Cancellation on the same day or no shows will be required to pay the full hire fee.

(b) Bookings can be rescheduled with two weeks' notice (10 working days) free of charge providing we have availability at the point of rescheduling.

3.4 All booking requirements (set up, catering, IT, audio or administrative) must be made 7 working days in advance to the HC Events Team via the booking form.

3.5 The Hirer must provide a guest list at least 7 working days in advance of the booking.

3.6 The Hirer is not permitted to book catering requirements directly with Café Connect or the Academy of Culinary Arts, unless permission has been given by the HC Events Team or Café Connect Head Chef.

3.7 Any bookings scheduled outside of the standard HC operating hours (below) must be requested at least 14 working days in advance and are subject to the facilities and caretakers' availability:

Monday to Thursday: 8am – 6pm

Friday: 8am – 5pm

Saturday: 8am – 4pm

(a) If bookings are agreed to go ahead outside the Caretakers normal hours the Hirer is required to pay the caretakers overtime fees (available on request), this will be added to the final invoice after the event.

3.8 Users with outstanding financial obligations to HC will be denied further use of the facilities until such obligations are met.

3.9 Bookings are non-transferable and may not be offered for use to another organisation or individual.

3.10 If for any reason the venue requested or booked becomes or is likely to become unavailable, we will endeavour to substitute the venue for a venue of same size or similar. We will endeavour to notify you as early as possible in such event.

3.11 By submitting a booking for you are confirming that you agree to our terms and conditions.

4. Changes to venues

4.1 No alterations, additions, removals or defacing of a HC venue, whether temporary or permanent may be made without the prior written consent of HC. Any such alteration must be removed, and the venue returned to its original condition by the end of the hire period, unless otherwise agreed by prior written consent.

(a) Excessive clean-up will result in a fee of £50.

(b) The Hirer will be responsible for the cost of items that have been damaged beyond repair.

4.2 No property or piece belonging to HC shall be removed from campus or used in any way without the prior written consent of HC.

4.3 The Hirer and their suppliers shall not interfere with the normal operations of the college, or restrict access to any area, without the prior written consent of HC.

4.4 Events, audio and presentation equipment must not be used without prior consent from the HC Events Team.

(a) The Hirer must make the events team aware if they will be bringing their own audio and presentation equipment or using a third-party supplier.

(b) The Hirer must request on the venue hire booking form if they would like to use the venues audio and presentation equipment.

5. Set up and clear up of venues

5.1 Hirers of a HC venue should inform the HC Events Team of all activities relating to their event, including contact details of all contractors and facilitators. In return, the HC Events Team will inform the Hirer of activities that may impact their event, e.g. exams, scheduled fire alarms or maintenance works. HC will endeavour to reduce the impact this has on the Hirer's event.

5.2 All room set up and clear up times must be agreed in advance with the HC Events Team. Any additional time taken above what is agreed will be charged for at £25 per hour for each member of HC staff, required to be present.

5.3 A schedule will be required from all suppliers detailing their set-up and clear-up procedures, including times of access.

5.4 All deliveries relating to a hire should be made within normal working hours and with knowledge of HC, or by arrangement with the Events Team.

5.5 Hirers must agree in advance to the positioning of any structures with HC.

5.6 The Hirer or their catering contractors must ensure that all areas used are left clean and tidy, so that no rubbish remains on site once the caterers have left the building.

5.7 All waste materials relating to a hire of a HC venue must be disposed of or removed from site. Kitchen and cooking waste, especially oil, must be removed from site at the end of the hire period in suitable containers. All spillages must be reported to a site representative as soon as possible.

5.8 Equipment available to HC may be used by the Hirer at the discretion of HC by prior arrangement. All equipment must be returned to the location where it was found, and any faults must be reported to the HC Events Team as soon as possible.

5.9 All equipment used for a function, which is not supplied by HC, and all litter and waste must be removed immediately after the event, or if this is not possible before 8.30am the following morning. The Hirer or event organiser with the authority to ensure compliance with this agreement must always be available during the set-up, clear up and whole duration of any function held at HC venue.

5.10 Parking of vehicles must be agreed with the site representative.

6. Health and safety, accidents and damage

6.1 The Hirer or event organiser has a primary duty of care to its guests in relation to health & safety.

6.2 The Hirer or event organiser must make all attendees aware of the emergency procedures and assembly point(s) designated for the HC Campus.

6.3 In the event of a fire or other emergency, the event organiser must provide to the Fire Marshal or those managing the incident a full register of those attending their event and identify which of those listed are accounted for.

6.4 With reference to Covid-19 or similar health emergencies. The Hirer/event organiser is responsible for gaining consent from individuals attending the event for the collection of their personal information. The Hirer/event organiser is responsible for the safe storage and destruction of the personal information they collect and hold, as required by the Data Protection (Jersey) Law 2018.

6.5 It should be clearly understood that HC is only responsible for the safety and security of the site, not the event. The Hirer must be responsible for all health & safety issues that arise from their use of a HC venue.

6.6 It is further agreed and understood that the sole obligation of HC is to make available to the Hirer the area(s) to be hired and the staff and facilities, as specifically agreed. The use by the Hirer of the area(s) to be hired is at the sole and exclusive risk of the Hirer and the Hirer renounces and abandons any claim which might otherwise arise against HC in respect of loss or damage or personal injury incurred or suffered by any person in the area(s) to be hired during the period of hire howsoever arising and the Hirer hereby indemnifies and holds safe HC against liability.

6.7 HC holds insurance for public liability and buildings, the Hirer should arrange additional cover for the duration of the hire for third party liability and may consider cover against cancellations due to unforeseen circumstances.

6.8 The Hirer will be liable for any damage done to, loss or theft of objects at HC sites, including damage, loss or theft by a supplier or guest.

6.9 Accidents and damage must be reported to a HC staff member immediately, so that appropriate action can be taken to minimise risk of permanent damage.

6.10 The Hirer shall not bring onto a HC site any articles of an inflammable or explosive nature.

6.11 No entrance, exit, or emergency access route may be obstructed at any time.

6.12 The Hirer must follow instructions from the Health and Safety Lead on site at the time of the event and be responsible for ensuring the guests of the event are informed of any instruction and follow necessary procedures.

6.13 The Hirer must adhere to the stated room capacity numbers as indicated by the HC Events Team.

6.14 We may insist on the immediate departure of any visitor from the venue and/or premises if we consider that the conduct or behaviour of that person is unacceptable. This includes anyone who is at risk to themselves, others or our premises.

7. Lanyard policy

7.1 For all venue hire bookings, delegates are to arrive at the Highlands College Reception, unless otherwise agreed with the HC Events Team and collect a delegate lanyard. Lanyards

must always be visibly worn whilst on HC premises. The attendee is to return their lanyard to Reception at the end of their booking. Any lost lanyards will be charged at £5.00 each.

7.2 For specialist or large-scale events, the Hirer is to assign at least 2 ‘responsible delegates’ to manage entry and exit of their attendees and liaise with the HC Events Team. In this case, the hirer is responsible for returning lanyards upon completion of the booking and is liable for any lost lanyards.

7.3 For events with under 25 attendees. Attendees will be supplied with red ‘Visitor Lanyards’ at reception. For larger events with more than 25 attendees, the Responsible Delegates will be given Visitor lanyards with door passes as well as a box of purple delegate lanyards. These must be given to attendees on arrival and collected at the end of the event.

8. Parking

8.1 HC cannot guarantee that attendees of bookings or events meetings will be able to park in the college car parks. Visitor parking spaces are available on a first come first served basis and cannot be reserved, unless agreed with the HC Events Team.

8.2 All attendees wishing to park onsite must collect a temporary parking permit from the HC Reception once a parking space has been secured. Receipt of a parking permit is not a guarantee of a space.

9. Safeguarding

9.1 It is HC’s priority to safeguard the students of HC, therefore it is the Hirer’s responsibility to follow and ensure that the visitors or attendees of the event follow the procedures we have in place to ensure the effective safeguarding of the students on HC premises.