



Client Obligations

The College reserves the right to judge acceptable levels of noise or behaviour of the Client, its guests, representatives or contractors (including, but not limited to, persons engaged by the Client to provide entertainment or other services). If the Client is unable to remedy to the College's satisfaction any aspect of poor behaviour or activities unacceptable to the College, the College reserves the right to terminate the Client's event. Should this occur no monies will be refunded. The College's decision is final.

- a. It is the responsibility of the Client to ensure that these important conditions are explained in detail, in advance of arrival, to all groups and in particular to adults accompanying minors.
- b. The buildings on the College sites can be shared by groups of all ages and interests. It is essential that noise levels are kept to a minimum at all times and, in particular, between the hours of 22:00 and 08:00.
- c. Non amplified music is permitted in all of the College rooms and on Latham Lawn until 21:00. Amplified music and dancing is only permitted in the Aula Bar and Crescent Room.
- d. No drugs (except for medical purposes) are permitted on the College premises.
- e. Gambling in any form is not permitted.
- f. Smoking, including e-cigarettes, is not permitted in any College building including any bedroom area and is only permitted in designated areas.
- g. College furniture and fixtures must not be moved or in any way interfered with except with the prior written permission of the College. Any costs resulting from the Client's movement or interference will be passed onto the Client.
- h. The Client shall be responsible to the College for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein or to the College generally by any act, default or neglect of the Client or any contractor, sub-contractor, employee or guest of the Client and shall pay to the College on demand the amount required to make good or remedy any such damage.
- i. Except with the prior written permission of the College, any alteration or addition to the electrical system is strictly forbidden. All electrical equipment plugged into the College system must be PAT tested with current certificates available on demand.
- j. The Client shall indemnify the College against all costs, damages and expenses, which may arise from any infringement of copyright, registered trade mark or intellectual property rights by any person attending the event, or anything arising from the event.
- k. No notices or signs shall be erected or displayed within the precincts of the College except those supplied by the College. Clients are also requested to observe Local Authority rules on fly-posting outside of the College site.
- l. Use of images or material from the College is strictly prohibited unless the prior written consent of the College is obtained first.
- m. You are not permitted to make use of name, logos, crest and coat of arms or insignia of the University of Cambridge or Trinity Hall without prior permission. You may say your event is being 'held' at the College, but must be clear that Trinity Hall is just the venue and that the event is not directly or indirectly associated with Trinity Hall or the University of Cambridge.

- n. You are welcome to arrange a press release either pre or post event, but please be careful to mention that the event is being 'held' at the College rather than 'hosted by' the College. If you would like to invite press into the College during your event you will need to contact your events manager to ask permission in advance.
- o. No videography, television or radio recordings, broadcasts or interviews may be made on College premises without the express written permission of the College.
- p. The use of Drones is not permitted within the College grounds without the express written permission of the College.
- q. Assistance dogs are accepted with prior arrangement but otherwise no pets are allowed at the College.
- r. The College does not accept responsibility for the property (including but not limited to equipment) of the Client or its guests. Where the cloakroom facilities are provided for the convenience of Clients and guests such items shall be left at the owner's risk and without any liability on the part of the College.
- s. Upon conclusion of an event the Client will dispose of all materials it has brought on site for the booking. Where the Client fails to remove these materials, the College shall be entitled to remove any such materials remaining at the end of the hire period and the Client shall indemnify the College in respect of the cost. The College does not accept responsibility or liability whatsoever for any goods or property of any person left at the premises after the end of the event.
- t. All rooms must be vacated at the stated hour.
- u. The Client and their guests, suppliers and events staff are not permitted to bring into, or store in any College building bicycles or motor vehicles other than in the specifically designated areas.
- v. Any accidents that take place on College property must be reported to an official of the College immediately.
- w. Children are welcome at private events, however, children must be supervised by a responsible adult at all times. Child-minding services must be provided by a registered child-minder only.

Updated March 2023