

Last updated: 13 May 2020

UCL Careers Events Terms & Conditions

1. Definitions

- 1.1. **'Autumn Fair'** means [any one of the autumn term careers fairs run by UCL Careers].
- 1.2. **'Booking'** means your booking for a space at the relevant Event.
- 1.3. **'Booking Form'** means the booking form that sets out the particulars of the agreement between us.
- 1.4. **'Business Development Manager'** means the business development manager from [UCL Careers], as set out in the Booking Form, or such other person notified by us from time to time.
- 1.5. **'Charge'** means the charge payable by you to us in respect of the Services, as set out in the Booking Form.
- 1.6. **'Event'** means the event specified in the Booking Form.
- 1.7. **'Events Manager'** means the events manager from UCL Careers allocated to the relevant Event, as set out in the Booking Form.
- 1.8. **'Hire Period'** means the date(s) and times for hire of the Premises, as set out in the Booking Form.
- 1.9. **'Jobs Market'** means [the summer term careers fair run by UCL Careers].
- 1.10. **'Premises'** means the premises at UCL, or such other premises, at which the relevant Event is being held, as set out in the Booking Form.
- 1.11. **'Presentation Booking'** means [hiring of the UCL Careers Seminar Room for a recruitment event].
- 1.12. **'Services'** means the hire of the Premises (or any space therein), equipment hire and any other services or equipment that we have agreed to provide for the Hire Period, as set out in the Booking Form.
- 1.13. **'UCL'** (which shall also be referred to as 'our', 'we' and 'us') means University College London. Incorporated by Royal Charter in England and Wales with number RC000631, whose principal address is at Gower Street, London, WC1E 6BT.
- 1.14. **'You'** means the person, firm or company which engages us to provide the Services at the Premises, whose name and details are set out in the Booking Form.

2. Booking agreement

- 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 the relevant Event pursuant to clause 3.3 above, clause 7.3 shall apply.

4. [# Events (both on and off campus)]

- 4.1. *UCL Careers defines “on campus” events as those taking place in the UCL Careers Seminar Room. Events taking place at any other location are defined as “off campus”.*
- 4.2. *On-campus events will be open only to current students and recent graduates (within the past two years). We operate a strict non-attendance policy for non-UCL students and alumni beyond two years.*
 - 4.2.1. *UCL Careers will operate a sign-up list and waiting list for on-campus events, [including presentations in our Seminar Room, skills sessions, departmental events, and Themed Week events](#) . Employers are requested **not** to run a separate sign-up list in order to prevent over-subscription. We will always prioritise entry to students who have signed up through UCL Careers, and will only allow additional attendees if there is enough space remaining.*
 - 4.2.2. *Please do not advertise events hosted by UCL Careers externally unless the Events Manager gives express permission.*
- 4.3. *All [UCL Careers](#) events and activities will be promoted through:*
 - 4.3.1. *Our myUCLCareers portal events calendar*
 - 4.3.2. *Daily and weekly automated emails sent out through myUCLCareers*
 - 4.3.3. *Weekly Events Listing sent directly to academic departments*
 - 4.3.4. *Weekly newsletter sent to all subscribing students and recent graduates*

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-up, we will oversubscribe events by up to 50%, with monitoring of a waiting list and adjusting as appropriate.*
- 4.5. *Employer presentations and on-campus activity should be conducted in English unless there is a specific reason as to why the event is required to be undertaken in a different language. Agreement of this is at the discretion of the Events Manager or Business Development Manager.*
- 4.6. *At Careers Fairs, due to space restrictions, we reserve the right to refuse stands larger than 3m or three panels wide and 1.8m deep. Failure to comply may incur a fine.*
- 4.7. *UCL Careers is unable to share identifiable student data with employers/speakers or other external parties attending or hosting events. If you wish to collect identifiable student data at events, this is at your own discretion and you are responsible for the collection, confidentiality and control of this data. For on campus events, this should not interfere with the event registration process, or be a requirement for attendance. A member of UCL Careers staff may convey this message to the audience at the start of a presentation to clarify expectations to attendees. Neither UCL Careers, nor University College London will be liable for any breach of data protection or confidentiality in these circumstances.*
- 4.8. *For some of our panel events we will request a short biography from the speakers to share with students via the event page. We audio and video record many of our panel events to share with students and recent graduates following the event. In the case of recording, the event organiser will request the completion of a release form, which the speaker is at liberty to decline. We will remove or edit any audio or video recordings of speakers as requested. #]*

5. Payment policy

- 5.1. Payment of the Charge is to be made in full by bank transfer or credit card payment within 30 days of receipt of an invoice or 48 hours prior to the Event (whichever is the earlier) and quoting the relevant invoice reference.
- 5.2. Invoices will be usually raised within 14 days of your booking confirmation and sent to your central Accounts Payable team as outlined from the details completed in your initial booking request. If you require a PO this needs to be provided at the time of booking.
- 5.3. Payment is accepted in pounds sterling only to the account shown on university invoices with all payment due as specified on the invoice.
- 5.4. You are responsible for paying any associated bank charges which may arise through payment of the invoice.
- 5.5. We reserve the right to make an administration charge of [£50.00] if we are required to re-issue an invoice because you:
 - 5.5.1. supplied incorrect details on the Booking Form;
 - 5.5.2. neglected to inform us that invoicing details had changed subsequent to your Booking; or

5.5.3. did not provide purchase order number or other required information.

5.6. Debtors will have subsequent bookings rejected until they have paid outstanding amounts in full.

6. Cancellation policy

6.1. Booking cancellations must be notified in writing to employers@ucl.ac.uk.

6.2. Autumn Fair Booking cancellation:

6.2.1. Cancellation on or before 31st August – Free of Charge; and

6.2.2. Cancellation after 31st August – You will be liable to pay 100% of the Charge.

6.3. Jobs Market Booking cancellation:

6.3.1. Cancellation on or before 30th of June – You will be liable to pay 20% of the Charge; and

6.3.2. Cancellation after 30th of June – You will be liable to pay 100% of the Charge.

6.4. Presentation Booking cancellation:

6.4.1. Cancellation more than 30 days before the Event – Free of Charge; and

6.4.2. Cancellation 30 days or fewer before the Event – You will be liable to pay 100% of the Charge.

6.5. If you fail to attend the relevant Event you will still be liable for the full payment of the Charge.

6.6. We will not be liable for any compensation in the event of an activity being cancelled or amended due to action(s) outside of our direct influence, including, but not limited to: industrial strike action, transportation delays or cancellations, adverse weather conditions, fire, flood, earthquake, elements of nature or Acts of God, acts of war, terrorism, riots, malicious damage, civil disorders, rebellions or revolutions, strikes or lockouts, court orders, police orders, or third party failure or non-performance.

7. Termination

7.1. We reserve the right to terminate this agreement and, in doing so, cancel your Booking, immediately on giving written notice to you, and without any liability to you, if:

7.1.1. you have not made payment of the Charge in full 48 hours prior to the relevant Event or you are otherwise in arrears with respect of any payment due to us;

7.1.2. you are in material breach of any of your obligations under this agreement and you fail to remedy such breach (where the breach is capable of being remedied) within 7 days following written notice from us requiring you to do so;

7.1.3. we become aware that the nature of your Booking might prejudice our reputation and/or breach any of our policies (including, without limitation, UCL policy on Equal Opportunities and Freedom of Speech) and/or cause damage to the Premises and/or any other property owned or made available by us and/or prejudice the comfort or enjoyment of any person on, or in the vicinity of, the Premises and/or pose a health and safety or security risk to us or any person on, or in the vicinity of, the Premises;

- 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.
- 7.3. If we terminate this agreement pursuant to this clause, we shall be entitled to retain the Charge (or require immediate payment of the Charge in full if not yet paid), and any additional costs incurred by us in connection with the termination and the provision of the Services up to the termination date (including, without limitation, administration expenses incurred by us and any costs to which we are committed and cannot recover at the date of termination).

8. Your general obligations

- 8.1. You (and your officers, employees, agents, sub-contractors, security personnel, delegates and guests, as applicable) must comply at all times with all applicable laws, regulations, rules and conditions of UCL relevant to you. You agree that you will be responsible for the actions of your officers, employees, agents, sub-contractors, security personnel, delegates and guests, as applicable. You will observe (and will procure that such persons will observe) any reasonable requirements or directions we communicate to you concerning the use of the Premises and/or any other property owned or made available by us.
- 8.2. You accept that we shall have the right, at all times, to visit all parts of the Premises, but not to interfere with your Booking, save where, in our reasonable opinion, your Booking breaches (or may at any time result in a breach of) this agreement, or may give rise to our right to terminate under clause 7.
- 8.3. You agree that you will not without our prior written permission make any alterations to the Premises, nor will you fix any items to the walls or floors or suspend items from the ceiling of the Premises. You also agree that you will not without our prior written permission bring onto the Premises any form of mechanical or electrical equipment. Where our written permission is given, any such equipment must comply with any applicable regulations (including, without limitation, health and safety regulations).
- 8.4. You agree that your use of the Premises during the Event will be limited to those dates and times set out in the Booking Form. Any extension to these dates and times will be subject to our written approval and to the availability of the Premises and to payment of any additional charges, as notified to you.
- 8.5. You shall not use the name of UCL or any trade name, trade mark or logo used by us or refer to us in any other way in any promotional literature, publications or advertising material (including, without limitation, on tickets, posters, or electronic web-based

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 will agree roles and procedures, giving due regard to the University's policies and 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 personnel hired or engaged by you will be fully trained with appropriate accreditation and shall forward the names of any security personnel who will be present with appropriate licence numbers at least [X] days prior to the Event date.
- 10.5. We reserve the right to:

- 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.

- 12.4. Organisations wishing to film or photograph any event on campus must request permission in advance from employers@ucl.ac.uk. Permission is granted at the discretion of the Events Manager or the Business Development Manager.
- 12.5. External organisations may not use the university's logo without 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 and Privacy Statement.

13. Working with recruitment agencies and third parties

- 13.1. Direct recruiters will be given priority for all engagement with us.
- 13.2. Attendance of third party recruiters at careers fairs, presentations, panel events, or skills sessions will be at the discretion of the Events Manager or the Business Development Manager.

14. Environmental Policy

- 14.1. We have an environment policy in place and a copy of this policy is available on request. It is your responsibility to ensure that your activities at the Premises (and those of your employees, agents, sub-contractors and delegates) are carried out in accordance with this policy.

15. Indemnity and limitation of liability

- 15.1. Subject to clauses 15.2 and 15.3 below, our total liability to you whether in contract, tort, negligence, breach of statutory duty or otherwise for any loss or damage, costs or expenses arising under or in connection with this agreement is limited in the aggregate to 100% of the Charge.
- 15.2. Subject to clause 15.3 below, we shall have no liability to you whether in contract, tort, negligence, breach of statutory duty or otherwise for any indirect or consequential loss or damage, costs or expenses whatsoever or howsoever arising out of or in connection with this agreement.
- 15.3. Nothing in this agreement shall exclude or restrict our liability for death or personal injury resulting from negligence or for fraud or fraudulent misrepresentation or in any other circumstances where liability may not be limited under any applicable law.
- 15.4. You agree to indemnify and keep us indemnified from and against all costs, expenses, claims, damages, losses or liabilities:
- 15.4.1. arising out of or in connection with your negligence, default or breach of the terms of this agreement;
 - 15.4.2. incurred by us in respect of any claim made by a third party against us in respect of:
 - (a) any loss or damage to property; or
 - (b) any injury to any person, including injury resulting from death, caused by you (including your officers, employees, agents, sub-contractors, security personnel, delegates or guests).
- 15.5. This clause shall survive termination of this agreement.

16. General

- 16.1. No consent, approval, permission or otherwise given by us under this agreement shall not exclude, limit, diminish or otherwise affect your obligations under this agreement.
- 16.2. Nothing in this agreement shall have the effect of granting or transferring to, or vesting in, you, any intellectual property rights belonging to us.
- 16.3. No amendment or variation of this agreement shall be effective unless in writing and signed by a duly authorised representative of each of us.
- 16.4. The Contracts (Rights of Third Parties) Act 1999 shall not apply to this agreement and nothing in this agreement shall confer or purport to confer on or operate to give any third party any benefit or any right to enforce any term of this agreement.
- 16.5. This agreement and any documents referred to in it constitute the whole agreement between the parties and supersede any previous arrangement, understanding or agreement between them relating to the subject matter of this agreement.
- 16.6. Both you and we agree that in entering into this agreement, we do not rely on any statement, representation or assurance of any person relating to the subject matter of this agreement other than as expressly set out in this agreement, or as agreed between us in accordance with this agreement.
- 16.7. This agreement is personal to you and you will not assign, transfer or sub-contract any of your rights or obligations under this agreement without our prior written permission.
- 16.8. Nothing in this agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way.
- 16.9. Both parties irrevocably agree to submit to the exclusive jurisdiction of the courts of England over any dispute (including any non-contractual dispute), claim or matter arising under or in connection with this agreement. This agreement shall be governed by and construed in accordance with English law.