

**Event Services**  
**London School of Economics and Political Science (TW3.3.02)**  
**Houghton Street**  
**London WC2A 2AE**  
Tel. +44 (0)20 7955 7087

**Booking Terms & Conditions**

I) Definitions

'The School' and 'We' means the property(ies) for which a contract is agreed.  
'The Customer' and 'You' mean the organising body/company and organiser responsible for commissioning of and payment for the event.  
The 'Contract' means the agreement between The School and The Customer for a specific booking or series of bookings. These Terms and Conditions will form part of the Contract, together with any other terms stated in the Contract.

II) Charges and Payment

1. The School requires at least 14 days' notice prior to arrival date to arrange any credit facilities. Credit accounts must not exceed their credit limit at any time. The School reserves the right to undertake any necessary searches through a Credit Reference Agency.
2. Payment is due for credit accounts 30 days following the date of invoice. Payment must be made in pounds sterling (UKL) payable to the London School of Economics.
3. Should a deposit or pre-payment be required for any event, this will be specified on the Contract. If the Customer is booking facilities at LSE for the first time and/or the total value of the booking exceeds £1,000, the Customer will be asked to make pre-payment or pay a deposit to confirm their booking. LSE is unable to issue cash/cheque refunds or make credits to credit cards. A credit note for use against future bookings would be issued if applicable and subject to these terms & conditions.
4. You will pay any bank charges involved in making the payment.
5. LSE reserves the right to apply interest to any invoices not paid within terms, according to our statutory right under the Late Payments of Commercial Debts (Interest) Act 1998
6. If you are a customer from outside the UK we reserve the right to ask for a guarantee of payment from a UK bank.

III) Confirmation by The Customer

1. All bookings are considered as provisional until both the Customer and the School sign the Contract. Once both parties sign the contract, all such provisions reserved on your behalf will be subject to the terms and conditions of the Contract.
2. The signed Contract must be returned to the School by the date indicated on the contract. If the contract is not received within this period, any facilities reserved on your behalf will be automatically released.
3. Catering numbers and requirements (menu, timings etc) must be advised to the School at the time of booking and will be identified on the Contract. Final timings, menus, numbers and any special requests must be confirmed to the School at least 7 working days prior to the event. If you do not do this we will decide what we should supply and charge accordingly. Any amendments to these arrangements must be received in writing by the School no later than 3 days prior to the function. Late cancellations/reductions in numbers/amendments may be charged at the full price.

IV) Amendments by The Customer to the contracted agreement

1. Amendments to room-hire requirements, provision of services or catering must be confirmed to the School in writing at least 7 working days prior to your event.
2. Reductions in the duration or contracted value of the booking shall be subject to the School's cancellation policy.
3. Should a reduction in numbers of 10% or more be made at any time prior to the event resulting in facilities and services being released, the School will first endeavour to re-sell any facilities and services released to a similar value. In the event that the released facilities and services cannot be re-sold, then any reductions of 10% or more shall be subject to the School's Cancellation Policy.

V) Cancellation by The Customer

1. Any cancellation, postponement or partial cancellation should be advised to the Event Services office of the School in the first instance verbally. Cancellations must also be sent in writing or by e-mail.
2. In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the School will make every effort to re-sell the facilities on your behalf.
3. Definitive cancellation charges due can only be confirmed to you after the intended date of your event. If the School is able to re-sell the facilities (or any part of the facilities) reserved on your behalf, then the cancellation charges will be reduced by the amount received by the School for these facilities. Any deposit paid is only refundable if the School re-sells the facilities on your behalf. The School reserves the right to raise the following charges if an event is cancelled 8 weeks or less before the event start date (or if there is a reduction in numbers of more than 10%)

8 – 5 weeks prior to the event	10% of room hire charges
4 – 1 week prior to the event	30% of room hire charges
Less than 1 week prior to the event	75% of room hire charges

If an event is cancelled 3 working days or less before the start date, catering and AV cancellation charges may also apply.

VI) Cancellation by the School

- 1 Should the School, for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities.
- 2 Should the Customer make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by the School. If changes to the proposed programme alter the security implications for the event, the customer will be expected to pay any additional charges incurred.
- 3 The School may cancel the booking:
  - a) If the booking might, in the opinion of the School, prejudice the School's reputation.

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- b) If the Customer is more than 30 days in arrears of previous payments to the London School of Economics.
- c) If the School becomes aware of any alteration in the Customer's financial situation.
- d) If the School reasonably believes the customer intends to use the room(s) for any purpose other than the function stated.
- e) If the School reasonably believes the nature of the function/event or any items in its programme is such as to render it undesirable that it take place in the School.

In the event of cancellation of the event by the School, the Conference Manager's decision is final and the School cannot accept responsibility for any inconvenience or loss caused as a consequence of such cancellation.

#### VII) Arrival/Departure

1. Meeting rooms are available for the times shown on your Contract only. Any extension may incur additional charges. Access to set up rooms prior to events is by arrangement only and will be noted on the contract. Any items brought onto the premises are at the owner's own risk and should not be left on the premises before or after the event.

#### VIII) Free Speech

1. The School is subject to Section 43 of the Education (No. 2) Act, 1986, which requires all institutions of further and higher education to guarantee freedom of speech on their premises; in pursuance of its duties under the law the School has published a Code of Practice on Free Speech. Copies of the Code are available on request. Customers indicate acceptance of the Code as a condition of booking, and the School should be provided with a full programme for the event, including a list of speakers and (when requested by the School) a list of attendees. This information must be provided 10 working days before the event. Any changes to this information should be notified to the School.

#### IX) General

1. "LSE" and the LSE logo are registered trademarks, and the School will take all appropriate steps to protect the use of its name, including legal action where necessary. In particular, please note that your booking at the School is subject to your agreeing that:
  - a) You will not state, imply or give the impression in any information that the LSE is in any way responsible for the management of your event, the provision of teaching or the marking of examinations, or the award of any certificate or qualification relating to the event/teaching/examinations in question; or that participants in your event are students of LSE.
  - b) Reference to LSE's name may only be made in travelling and location directions for participants, If a member of the School's full-time teaching staff is participating in the meeting LSE can be mentioned in their CV. In this case, LSE's name will not be given undue emphasis, and it will be made clear, in both text and design, that your organisation is responsible for the management and conduct of the event and, where relevant, the academic direction of any teaching and examinations.
2. The School reserves the right of refusal over any entertainment, services or activities that you have arranged and cannot accept any liability for any resultant cost.
3. Should any of your delegates be unable to correct any aspect of poor behaviour or activities unacceptable to the School, the School reserves the right to terminate your event, should this occur, no money will be refunded to you. The Conference Manager's decision is final.
4. The Customer will bear the costs of repairing any damage caused to the property, contents or campus by your delegates or staff. If the damage prevents other facilities from being used while the damage is made good you will be charged for any revenue lost during this period.
5. No food, alcoholic or soft drink or any refreshment should be consumed on the premises or taken into the rooms hired unless purchased from or supplied by the School's approved caterers.
6. The School will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its control.
7. The School must comply with certain licensing and statutory regulations and requires the Customer to fulfil their obligations in this respect.
8. We are concerned for your health and safety and that of all users of the School. You are required to obtain prior written approval if you wish to fix items to the walls, floors or ceilings.
9. No posters/signs or any other materials are to be attached to the walls using blu-tak, adhesive tape, or any other adhesive likely to damage surfaces. Items thus stuck to walls, doors, windows or woodwork will be disposed of by School staff. Notice boards and signboards should be used where provided.
10. Prices quoted include VAT at the rate prevailing when the Contract was prepared and are subject to alteration, should the rate change.
11. It is the customer's obligation to acquaint itself and to comply with all applicable requirements and restrictions imposed by governmental and other authorities or corporations relating to the function.
12. Gender segregation is not permitted in any academic meetings or at events, lectures or meetings provided for students, or at events attended by members of the public or employees of the university or the students' union. There are very few exceptions, such as for occasions of religious worship. For more information view *Gender segregation at Events and Meetings: [guidance for Universities and Students' Unions](#)* LSE follows this guidance.
13. The customer agrees that at the end of the hire period as stated on the contract to remove from the School anything that they have brought into the School for the purposes of their event. Arrangements must be made with the Conference Office if the customer wishes to leave items at the school after the end of the hire period.
14. The School cannot be held liable for any items of personal or corporate property left unattended on the premises. The customer should make provisions to remove all items of personal/corporate property from the School at the end of their booking, as stated on the contract, or if the event is for more than one day, to make arrangements to remove all items of personal/corporate property from the premises at the end of each day.
15. London School of Economics & Political Science operates a No Smoking policy in all its buildings
16. The customer must inform LSE Event Services in advance of any personnel or attendees who have any special requirements or who may require specific assistance in the event of an emergency.

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 London School of Economics and Political Science  
 Operational January 2015