

Conference UCC Terms and Conditions

Set out below are the Terms and Conditions that apply to the use by the Event Owner of University College Cork’s (“UCC”) facilities for events. The Event Owner is required to sign a separate Event Management Agreement. Event Owners must read and accept all of the Terms and Conditions set out below before signing the Event Management Agreement) that references or incorporates these Terms and Conditions before continuing with your registration.

By signing the Event Management Agreement that references or incorporates these Terms and Conditions, Event Owners:

- indicate that they have read and accept these Terms and Conditions;
- enter into an Agreement with the UCC Conference Office (“Conference UCC”) for the services as set out therein (“the Services”); and
- will be bound by all of these Terms and Conditions.

If you are entering into this Agreement on behalf of a company/organisation and/or its affiliates, you warrant that you have authority to represent such company/organisation and its affiliates.

Do not sign the Event Management Agreement if you do not agree with these Terms and Conditions and/or you have no authority to represent the company/organisation.

These Terms and Conditions were last updated on 26th February 2019.

<p>Booking Confirmation</p>	<p>A non-refundable deposit (the “Deposit”) will be required before a conference/group booking is accepted as confirmed and guaranteed by Conference UCC. The Deposit is payable on receipt of an invoice from Conference UCC which will issue once the Conference Quote is accepted by the Event Owner. The Deposit must be paid by the due date noted on the invoice or Conference UCC is free to offer the date to others. Until the Deposit is received, all bookings are considered to be provisional and cannot be guaranteed.</p> <p>The Event Management Agreement must be signed and returned to Conference UCC unless the Event Owner..</p> <p>Account Balance - the balance of the total event costs must be paid at least two weeks prior to the event on foot of an invoice issued to the Event Owner by Conference UCC. For bookings made within two weeks of an event the total cost of the event will be due on confirmation of the booking. If Conference UCC does not receive payment at least 2 weeks prior to the event and if there is no special payment arrangement in place, then it will be assumed that the event is not taking place and your booking may be allocated to another group without further notice to you. The Deposit is non-refundable.</p> <p>Payment - All reservations must be made and paid for to Conference UCC by the Event Owner. Any residual balance for additional services, including but not limited to catering, AV services, additional Conference UCC Services, must be paid by the due date on the invoice. Should your organisation have a difficulty meeting this deadline, Conference UCC should be contacted to discuss the possibility of any special payment arrangements at the discretion of Conference UCC.</p> <p>Conference UCC reserves the right to move an event to an alternative room/location on the UCC campus on notice to the Event Owner.</p>
<p>Cancellation</p>	<p>Cancellation of your event must be notified to Conference UCC by email. The Deposit already paid is non-refundable. If you cancel your event with less than</p>

	<p>two weeks' notice, any money already paid is non-refundable. You agree to discharge any service cost incurred by UCC due either to your failure to cancel your event, or the late cancellation of your event (for example security, cleaning, transaction fees, etc.), on receipt of an invoice from Conference UCC for the amount incurred. Event Owners are liable in respect of any losses suffered by delegates arising from the cancellation of an event.</p>
<p>Price & Payment</p>	<p>Conference UCC reserves the right to increase the total cost of the event after the date of signing of the Event Management Agreement where the cost of providing the Services to the Event Owner increases because the Event Owner requests a change to the Services from the Services detailed in the Event Management Agreement. Written notification of any increase in the event cost will be sent by Conference UCC to the Event Owner as soon as possible.</p> <p>The Event Owner shall within 7 days following the notification of the increase in the cost, confirm to Conference UCC whether it (i) accepts the increased cost or (ii) does not accept the increased cost and wishes to proceed with the Services as originally set out in the Event Management Agreement at the original cost.</p> <p>Conference UCC reserves the right to refuse any requested changes to the Services.</p> <p>Any changes to the Services after the date of signing of the Event Management Agreement must be in writing and agreed between both parties.</p> <p>The Event Owner may be required to pay a further instalment, in addition to the Deposit, prior to the date on which full payment falls due to fund conference expenditure.</p> <p>Invoices must be paid to the Conference UCC bank account (noted on the invoice) by the payment date set out on the invoice.</p>
<p>Finance (including Expenditure & VAT)</p>	<p>If the Event Owner chooses to use Conference UCC's online registration system to collect delegate registration income, the Event Owner remains entirely responsible for the payment of all expenditure costs and for any deficits that may occur in relation to the event. The Event Owner is responsible for events held on UCC campus and/or organised by Conference UCC on its behalf. The Event Owner undertakes to underwrite any such losses incurring with full reimbursement to UCC of any loss or deficit occurring in relation to the event.</p> <p>It is the responsibility of the Event Owner to carry out an informed VAT assessment for the event in advance of setting up an account with Conference UCC and informing UCC in writing of the VAT status of the conference. It is the responsibility of the Event Owner to account and report for all transactions as appropriate in respect of VAT including reporting to the Revenue Commissioners in respect of all income, expenditure and VAT as appropriate.</p> <p>Where the Event Owner is an internal UCC party, the Event Owner should discuss VAT with Conference UCC on booking the event.</p>
<p>Room Layout</p>	<p>The Event Owner is not permitted to change the layout of lecture halls and teaching/meeting rooms. By prior arrangement with UCC Security Staff through Conference UCC, the layout of the Aula Maxima (and in special circumstances, other teaching/meeting rooms) can be custom configured for your event. In some cases, a charge will apply for this service which will be added to the total cost of your event. Any special layout requirements must be supplied to Conference UCC when booking your event. In such circumstances, it will be the responsibility of UCC Security Staff to convert the layout to its next configuration.</p> <p>Please Note: Special safety arrangements must be applied to large halls fitted out with loose seating in concert/conference mode. Layout must be undertaken by</p>

	<p>UCC General Services as loose seating must be tied together in groups of 5 and aisles of adequate width and location must be provided. It is not permitted to remove furniture from lecture halls and teaching/meeting rooms or to move furniture from one room to another under any circumstances. If you encounter difficulty with furniture in a lecture hall or teaching/meeting room, please contact UCC Security Staff immediately. See contact details below on final page.</p>
<p>Food/Drink Consumption & Smoking</p>	<p>Smoking is prohibited internally in all UCC buildings and other non-smoking zones on the UCC campus. It is not permitted to consume food and/or drink in UCC lecture halls and teaching/meeting rooms unless it has been organised and booked with UCC caterers through Conference UCC. Conference UCC reserves the right to insist on the immediate removal of all such products. Where catering is ordered, it is the responsibility of the Event Owners to prepare the catering materials for collection by the caterers. Catering points including electrical supplies to same may not reduce the effective width of escape routes, encroach on exits or constitute trip hazards or danger to building users.</p>
<p>Room Condition after Event</p>	<p>It is the responsibility of the Event Owner to remove all materials brought to a room for an event (for example, posters, hand-outs, flower arrangements etc.). Event Owners will be invoiced for any additional cleaning/waste disposal costs arising from their event. Refuse must not be placed within, or discarded in, escape routes, corridors or stairways. Waste should not be deposited in a way that creates trip hazards in rooms/access routes.</p>
<p>Special Requirements</p>	<p>Should you have any special requirements for your event, these must be outlined in the Initial Scope of Services and Requirements Form at the time of booking to assess suitability as a number of the rooms in the older buildings on the UCC campus, for example, are unsuitable for people with disabilities. If special requirements come to light after the date of booking the event, Conference UCC cannot guarantee that such requirements will be met and will not be held responsible for any resulting consequences. Special security and safety arrangements may apply.</p> <p>Conference UCC will forward details of your special requirements to UCC’s Health and Safety Office, the General Services Department and the Buildings and Estates Office at the time of booking which must be a minimum of 6-8 weeks prior to the event. Marquees constitute a special fire risk and their use must adhere to the requirements of Cork City Council Fire Authority.</p> <p>Please Note: Due to the constant changing nature of campus, ongoing building development and associated restrictions, it is imperative that you meet with Conference UCC prior to your event. Roof top access for photographs is prohibited on safety grounds due to the risks involved.</p> <p>The use of drones is entirely at the risk of Event Owners. The proposed use of drones must be notified to Conference UCC who reserves the right to refuse to permit drone usage at a particular event or on a particular date. The Event Owners are solely responsible for the operation of drones and hereby agree to indemnify UCC against the risks involved in drone usage which include but are not limited to standard aviation risks, third party liability and breach of privacy rights.</p>
<p>Photography</p>	<p>If you intend using photographs or other images of UCC/taken on UCC grounds in any promotional or other material in relation to your event, you must discuss the intended use and purpose in advance with Conference UCC who will confirm if such use/images are permitted.</p>

<p>Damage/Loss of property</p>	<p>The Event Owners shall be liable for any loss, damages or expenses whatsoever incurred by UCC which relate to or arise out of the acts or omissions of the Event Owner, its subcontractors and/or agents and/or its delegates (including without limitation any suppliers of the Event Owner or any supplier of a delegate) and the Event Owner shall indemnify UCC accordingly.</p> <p>While UCC and Conference UCC use all reasonable endeavours to ensure the safety of all persons and their property on UCC premises, no responsibility is accepted by UCC and/or Conference UCC or their servants, agents or representatives for the care of property of any description including money, valuables, luggage, clothing or motor vehicles belonging to the Event Owner or any of its party or event delegates save where such damage is caused by the wilful and negligent act of such person. The Event Owner is responsible for ensuring that all event delegates and other persons keep all money and valuables safely on their person at all times.</p>
<p>Liability</p>	<p>UCC and/or Conference UCC shall not be liable to the Event Owner in contract, tort (including without limitation negligence) and/or breach of statutory duty for any loss or damage which the Event Owner and/or any delegate may suffer (including any loss of profits and/or any indirect or consequential, including economic, loss of any kind) by reason of any act or omission, neglect or default in the performance of the Services hereunder by UCC and/or Conference UCC, its servants or agents.</p>
<p>Service Charge</p>	<p>There are two possible service charges (in addition to room booking charges where applicable) relating to the booking of lecture halls and teaching/meeting rooms. These are for security staff and additional cleaning. A service charge applies for security staff if:</p>
	<ul style="list-style-type: none"> • A building that would otherwise be closed is opened especially for a particular event
	<ul style="list-style-type: none"> • A security staff member is on duty especially for a particular event
	<ul style="list-style-type: none"> • The layout or configuration of a teaching or meeting room or restaurant area needs to be changed or a large hall needs to be fitted out in conference/concert mode
	<ul style="list-style-type: none"> • If the nature of an event is such that extra security staff is required to support/monitor the event
	<ul style="list-style-type: none"> • If an event taking place in UCC on Monday to Friday commences prior to 08.30 hrs or continues past 22.30 hrs
	<ul style="list-style-type: none"> • If an event taking place in UCC at a weekend or Bank Holiday commences prior to 08.30 hrs or continues past 22.00 hrs
	<ul style="list-style-type: none"> • Any other circumstance which requires extra security staff on duty, or security staff dedicated to an event

	<p>A service charge applies for additional cleaning if your organisation requires cleaning additional to the regular cleaning schedule. This could arise when:</p>
	<ul style="list-style-type: none"> • The event is taking place in the evening and the most recent cleaning will have taken place before 9am that morning
	<ul style="list-style-type: none"> • The cleaning tasks required by the Event Owners for the event are additional to the regular scheduled cleaning tasks
	<ul style="list-style-type: none"> • The event is of a nature that additional cleaning is essential to the successful presentation of the event
	<ul style="list-style-type: none"> • Any cleaning required after the event to restore the room to its pre-event condition
Signs	<p>The Event Owner’s signage plan must be approved in advance by Conference UCC. It is the responsibility of the Event Owners to create signs to indicate the location of their event on campus if required. All signage must be approved by Conference UCC at least two weeks prior to the event and must comply with health and safety standards/requirements in terms of weighting, secure positioning etc.</p>
Start and End Times of Events	<p>It is the responsibility of Event Owners to supply the correct start and end times of events (for each day of the event) to Conference UCC. These times determine the opening and closing times of the rooms booked and possibly the building in which the room is located.</p>
Event Set-Up/Set-Down	<p>Equipment may not be left overnight in central teaching rooms unless by prior arrangement with Conference UCC. Please discuss with Conference UCC at the time of booking (very limited opportunities will exist in this regard). Equipment and combustible materials may not be left unattended in common areas/escape routes either prior, during or after events.</p>
Guest Speakers/VIPs	<p>It is the responsibility of the Event Owner to inform Conference UCC if there is any possibility of controversy/protest/civil disorder in relation to the event or any participants. Please advise Conference UCC so that General Services\Security may make special arrangements that will not compromise Fire Brigade access to buildings. Conference UCC reserves the right to refuse to host a particular event/speaker for any or no reason. Conference UCC also reserves the right to arrange for the immediate removal of all speakers, delegates, Event Owners etc in the event of protest/civil disorder.</p> <p>It should be made clear on any promotional materials that the views and/or opinions expressed by speakers at events do not necessarily reflect those of UCC.</p>
Behaviour on UCC premises	<p>Event Owners must make sure that they, members of their party and all delegates behave in such a way that they do not cause a nuisance or unreasonable disruption to UCC, its employees or visitors to UCC. Conference UCC reserves the right, at its absolute discretion, to arrange for the removal of any individual or individuals connected with the event who, in the opinion of Conference UCC, is behaving inappropriately.</p>

<p>Guarantee of Numbers</p>	<p>Where the Event Management Agreement specifies a number of delegates, the Event Owner will be responsible for the payment of the full cost of the event as agreed even if the actual number of delegates is less than the number stated.</p> <p>If the Event Owner wishes to increase the number of delegates from the number specified in the Event Management Agreement and, Conference UCC shall use all reasonable endeavours to comply with such request provided it is made no later than 7 days prior to the date of the event. Any additional costs incurred will be payable by the Event Owner on demand. Please note that Conference UCC cannot guarantee that it will be able to facilitate a request for an increase in delegate numbers or other requests for changes to details confirmed at the time of booking.</p> <p>Any changes to the event details, including delegate numbers and other arrangements and information must be provided in writing to Conference UCC.</p> <p>Event Owners are required to confirm the number of delegates attending their event at least 7 working days prior to the event together with final timings, menus and any special requirements. This information should be provided in writing to Conference UCC.</p> <p>Conference UCC reserves the right to move an event to an alternative room if an alteration in the booking means that it is a smaller event than originally envisaged.</p>
<p>Brand Protection</p>	<p>No material publicising the event and no product sold or distributed at the event shall contain any reference, or shall give any impression, to the effect that UCC has endorsed the event or any product offered for sale/distributed at the event. The Event Owner shall ensure at all times that the event is not promoted or presented in such a manner that any inference would reasonably be drawn that the event or any product offered for sale/distributed at the event is sponsored by or linked to UCC or has UCC's approval and shall comply with any directions given by Conference UCC to this effect.</p>
<p>Responsibility for under 18's</p>	<p>If the event will include delegates under the age of eighteen (18), it is the Event Owner's responsibility to ensure that all necessary child protection measures and arrangements in connection with the proposed activity are in place, including, but not limited to: (i) undertaking an appropriate risk assessment, (ii) ensuring that the Event Owner's staff are properly trained and briefed on procedures for dealing with concerns about child protection, (iii) seeking and obtaining appropriate levels of Garda Vetting of relevant staff and (iv) ensuring that the Event Owner has the appropriate insurance arrangements in place.</p>
<p>Parking</p>	<p>Visitor car parking on campus is very restricted. Delegates/speakers/other attendees should be encouraged where appropriate to use public transport or taxis. It is the responsibility of Event Owners to notify all attendees of the parking situation. Delegates/speakers/other attendees bringing their vehicles to UCC can use UCC's Car Park at Perrott's Inch and Perrott's Avenue. Access is granted on a first-come-first-served basis, and attendees must pay to exit from the car park (hourly fee). Vehicles must only be parked in clearly marked spaces. Illegally parked vehicles may be clamped. A small number (6) of visitor car parking spaces are provided adjacent to the Security Centre at the vehicular entrance to the main campus on College Road. These parking spaces are for VIPs or are to be used in situations where central campus parking is essential. The availability of these spaces cannot be guaranteed. This parking should be prearranged with Conference UCC at least two weeks prior to the event to increase likelihood of availability.</p> <p>Please Note: Attendees who are unable to obtain parking on the campus are requested to pay due regard to the access needs of the residents in the area surrounding the campus. Prepaid disc parking controls operate on most of the on street parking in this area.</p>

<p>Access\Regress Routes</p>	<p>Electrical cables or other trip hazards shall not be run across escape routes. Exit doors and fire doors shall be kept clear and in a useable condition at all times. Combustible materials such as furniture, displays stands, boxes of stationary\handouts etc. may not be stored in common escape routes. (Note: All such items should be delivered to the room of use and removed at the end of the event). Events may not commence or continue if people are seated on aisles or if the escape routes are compromised. For any issues arising in this regard, contact UCC Security at Emergency Extn: 3111, Main Campus.</p>
<p>Deliveries\Set Downs</p>	<p>Deliveries and set downs associated with events must be executed in a safe manner that does not interfere with or obstruct building exits\entrances or impede or restrict fire brigade access to buildings. Event Owners are required to comply with the UCC Policy in this regard which can be found at: https://www.ucc.ie/en/build/commuting/accessparkingfaqs/. Set down deliveries should comply with the foregoing and a driver should be in attendance on the vehicle at all times. If this is not possible, cars\vans should be parked in designated car parking spaces and wheeled trolleys utilized to move the materials to the event location. Deliveries should be confined to off peak times. Event Owners must arrange for the provision of their own moving equipment.</p>
<p>Disability access</p>	<p>Delegates/speakers/other attendees with disabilities are permitted to access campus whenever possible on request at the vehicular entrance to the main campus. A number of designated marked spaces on campus are solely for use by attendees with a disability. Whilst our modern buildings and parts of our older buildings provide for universal access, a number of the central teaching facilities in the older buildings are unsuitable for persons with disabilities. A request for venues with accessible facilities should be made when organising events which may be attended by persons with disabilities.</p>
<p>Audio Visual Equipment</p>	<p>The standard audio-visual equipment in central teaching and meeting rooms is an Overhead Projector and Screen. Should you require additional equipment to the Overhead Projector and Screen for your event, you must contact Conference UCC. Charges may apply for audio visual services. It is advised to contact Conference UCC prior to your event to ensure all the audio-visual equipment is in working order.</p>
<p>Flip Charts</p>	<p>Stands (not paper or markers) for flip charts can be booked in advance of your event from Conference UCC. These stands are available on a first-come-first-served basis.</p>
<p>Insurance</p>	<p>Event Owners using UCC facilities or providing partial/full services on UCC grounds, must provide evidence (in advance) of their Employers Liability (if relevant) and Public Liability insurance cover, for the duration of their presence on site. The following is an outline of the evidence required:</p> <ul style="list-style-type: none"> • A signed statement/certificate from their insurer; • Number of the policy under which cover is being provided; • Amount of the full limit of indemnity should be stated. The indemnity limits should be not less than €13m for Employers' Liability and €6.5m for Public Liability; • Any policy of insurance required must contain a specific indemnity in favour of UCC. UCC is also indemnified by the Event Owner in respect of any suppliers, agents or other third parties introduced by the Event Owner. Copies of the policies shall be furnished to Conference UCC forthwith on request. • Renewal date of the policy and any specific exclusions or restrictions under its cover, relevant to their presence at UCC should be confirmed.

	<p>Where the Event Owner is an internal UCC party, the Event Owner should discuss insurance requirements with Conference UCC on booking the event.</p>
Force Majeure	<p>Neither Conference UCC nor the Event Owner shall be liable to the other in the event that either party is delayed in or prevented from the performance of its obligations hereunder by reason outside its reasonable control (“Force Majeure”). Force Majeure shall mean any cause of delay or prevention beyond the reasonable control of Conference UCC and/or the Event Owner and shall include but not limited to strikes, lock-outs or protests, destruction or damage of essential equipment by fire, explosion, act of nature, flood or reduction or unavailability of power or other services.</p>
Entertainment	<p>The Event Owner must discuss the type and/or extent of any entertainment to be provided at the event prior to any arrangements being made. Conference UCC reserves the right to refuse, at its sole discretion, any entertainment it deems inappropriate or which does not comply with UCC’s regulations or licencing requirements.</p>
Exhibition and Registration Desk Space	<p>Due to Fire and Safety regulations the provision of exhibition space in the common areas\corridors\foyers\stairways\escape routes etc, servicing all central teaching and conference rooms is prohibited. If you require such facilities, please discuss this with Conference UCC at the time of making your booking, as an additional room may be required. Displays, stands, tables and mains electricity powered equipment (including personal computers) may only be erected within the conference rooms and/or any meeting\teaching rooms or reception rooms in use. These items may not be erected in the common corridors\foyers (escape routes) outside of said rooms. Temporary displays, stands or tables shall not be erected on the aisles of seated conference rooms. Displays, stands or tables within conference rooms or exhibition areas shall not encroach upon or obstruct exit routes or exit doors. Displays, stands or tables shall be secured\stabilized to prevent over-turning and shall comprise materials of low combustibility\flammability. All electrical fittings\supplies to such displays should be pre-examined by a competent electrician. Evidence of same shall be available at all times. Event Owners shall provide their own portable step ladders for the setup of any high level elements of stands\displays. Combustible materials may not be fixed to the walls or ceilings of rooms.</p> <p>Please Note: Security Supervisors and the UCC Safety Officer or UCC Fire Officer and representatives reserve the right at any time to request changes to or removal of any exhibition if the Fire and Safety Regulations are contravened. Electrically powered equipment, lighted stands, etc. are not permitted in the common areas\corridors\foyer\stairways\escape routes outside central teaching and meeting rooms. Registration desks and tea\coffee stations are generally prohibited (with a few exceptions) in common areas and escape routes. The exceptions are areas where there is sufficient space to temporarily accommodate modest sized tables without encroaching on exits or reducing the width of the escape route. Registration desks and tea\coffee stations where allowed, are subject to the condition that such desks and associated supplies are permanently manned for the duration, do not reduce the effective width of the escape routes or encroach on any exit, are not trip hazards and any electrically powered equipment\ignition sources\stocks of combustible materials are kept to an absolute minimum.</p>
Third Party Services	<p>If an Event Owner asks Conference UCC to arrange for a service to be provided by any third party, Conference UCC will only act as an agent for the Event Owner. Any resulting contract will be between the Event Owner and the third party providing the service and the Event Owner shall be entirely responsible for the payment of any third party’s fees, costs and expenses and any legal obligations arising.</p>

<p>Making a booking more than a year ahead</p>	<p>If an event is booked more than a year ahead, Conference UCC may need to increase its charges to include but not limited to an increase in the Consumer Price Index,. At the time of booking, the Event Owner agrees to pay the charges for the Services as set out on in the Event Management Agreement plus any VAT payable (where chargeable) at the rate applicable at the time of the event. Conference UCC reserves the right to increase its charges from the figures it quotes at the time of booking.</p>
<p>Safety Procedures</p>	<p>There is a Fire Action Notice affixed to the wall adjacent to the lectern of every central teaching and meeting room in UCC. This Notice outlines the procedure to be followed if the fire alarm operates. It is the responsibility of every group facilitator/speaker to draw the attention of the group to the notice. A copy of this notice can be found at: https://www.ucc.ie/en/occupationalhealthandsafety/. This should be brought to the attention of the group inserting the correct Assembly Area from the notice on the wall of the room booked. Emergency exits should be pointed out to participants before the event or session begins. All fire signs should be kept visible at all times. Aisles and exit doors must be kept clear at all times.</p>
<p>First Aid\Ambulance</p>	<p>The conference facilitator(s) should make special arrangements for first aid\CPR\ambulance standby if the audience is likely to constitute a predominately at risk cohort.</p>
<p>Marketing</p>	<p>Conference UCC reserves the right to refer, if appropriate, to particular events and Event Owners in its marketing and social media activities. If there is a particular reason why you do not wish for Conference UCC to refer to your event in this regard, please advise Conference UCC.</p>
<p>Data Protection</p>	<p>The Data Processing relationship between the Event Owner and Conference UCC and their obligations under the Data Protection legislation are set out in Special Condition 1 in Schedule B in the Event Management Agreement.</p>
<p>Service Requirements/Reporting Difficulties with Rooms or Room Bookings</p>	<p>Should you experience difficulties with central teaching/meeting rooms, or with your booking on the day of your event, the first step is to make your difficulty known to the closest security point. Security staff will then attempt to resolve your difficulty as quickly and efficiently as possible. If a security staff member is not at the security point, call Conference UCC on 021 420 5744 during office hours (8.30am to 5pm) or otherwise contact a Services Supervisor at Ext. 2266, or if calling from a Mobile Tel. 021-4902266. On the next working day after your event, you should report your difficulties to Conference UCC. Conference UCC, in consultation with the security staff on duty at the time of your event, will attempt to establish the cause of your difficulties, and will take any action required to ensure that further difficulties are not encountered.</p>
<p>Governing Law</p>	<p>The contract between Conference UCC and the Event Owner (which is governed by the Event Management Agreement and these terms and conditions) and any dispute arising out of or in connection with it shall be governed by and construed in accordance with the laws of Ireland, and each party submits to the non-exclusive jurisdiction of the Courts of Ireland.</p>
<p>Assignment</p>	<p>The Event Owner shall not be entitled to assign the contract or any benefit thereunder. Conference UCC shall be entitled to assign, or sub-contract the performance of any part of the contract.</p>
<p>Entire Agreement</p>	<p>The Event Management Agreement, the Conference Quote, the Special Conditions including these terms and conditions, constitutes the whole agreement</p>

	<p>between Conference UCC and the Event Owner. Conference UCC and the Event Owner each agree that neither of them has relied upon any statement, representation, condition, warranty or understanding other than set out in the Event Management Agreement , including these terms and conditions, and that neither party shall have any remedy in respect of any such statement, representation, condition, warranty or understanding provided that nothing in the Event Management Agreement , including these terms and conditions, shall exclude liability for fraud, fraudulent misrepresentation or any other liability which by law cannot be excluded.</p>								
<p>Severability</p>	<p>The provisions of these terms and conditions are severable and distinct from one another, and, if at any time any provision is or becomes invalid, illegal or unenforceable, the validity, legality or enforceability of the other provisions shall not in any way be affected or impaired.</p>								
<p>Codes of Practice/Policies/Legislation</p>	<p>The following codes of practice must be considered by the Event Owner when planning an event at UCC and, where applicable, must be adhered to:</p> <ul style="list-style-type: none"> (a) Code of Practice for Safety at Sports Grounds issued by the Department of Education January 1996. (b) Code of Practice for Safety at Outdoor Pop Concerts: And Other Outdoor Musical Events issued by the Department of Education in January 1996. (c) Code of Practice for Management of Fire Safety in Places of Assembly issued by the Department of the Environment in 1989. (d) Code of Practice for Management of Fire Safety of Furnishings and Fittings on Places of Assembly issued by the Department of the Environment in 1989. (e) Fire Services Acts 1981 and 2003. (f) Fire Safety in Place of Assembly (Ease of Escape) Regulations 1985. 								
<p>Accidents/Dangerous Occurrences</p>	<p>Please report to the General Services Supervisor on duty so that the relevant forms may be completed prior to leaving the campus. See below contact numbers:</p> <table border="1" data-bbox="651 1473 1481 1825"> <tr> <td>Conference UCC</td> <td>021 – 4205744</td> </tr> <tr> <td>General Services Office</td> <td>021 – 4902265</td> </tr> <tr> <td>General Services Supervisors</td> <td>021 – 4902266/2722</td> </tr> <tr> <td>Audio Visual Services</td> <td>021 – 4902596</td> </tr> </table>	Conference UCC	021 – 4205744	General Services Office	021 – 4902265	General Services Supervisors	021 – 4902266/2722	Audio Visual Services	021 – 4902596
Conference UCC	021 – 4205744								
General Services Office	021 – 4902265								
General Services Supervisors	021 – 4902266/2722								
Audio Visual Services	021 – 4902596								

The above terms and conditions are subject to continuous review. Conference UCC reserves the absolute right to amend these terms and conditions from time to time.