

2023 Room Hire Agreement- Regent by Citystay Ltd

These Terms and Conditions shall form the entire agreement between You and Us for the use of Facilities. By agreeing to these Terms and Conditions, we grant You a license to use Our Facilities in accordance with the Booking form. For the avoidance of doubt, your agreement for the Hire of Facilities is with Regent by Citystay Ltd. If you have any questions to these Terms and Conditions, please speak to a member of our staff or email Us at sales@citystayuk.com.

In these conditions, the 'Hirer' is the organisation or person specified on the Booking Form.

1. Booking Confirmation and Invoicing:

- a) Provisional bookings are not guaranteed until Regent by Citystay Ltd is in receipt of a completed booking form.
- b) Bookings must be paid in advance of booking.
- c) Catering will be ordered one week prior to the event and is non-refundable.

2. Refund policy:

- a) If you wish to cancel your booking, you must inform Us as soon as possible, in writing, via reception@theregentcambridge.com
- b) If You wish to cancel the contract before the event, at the discretion of the Regent by Citystay, You will be immediately liable (unless agreed otherwise in writing) for the following Charges:

More than eight weeks prior to booking	100% of total charge
Between eight and four weeks prior to booking	75% of total charge
Between four and one week prior to the booking date	50% of total charge
Within one week of booking	Non-Refundable

- c) You will be responsible for covering any cost associated with the cancellation of any related ancillary contracts, for example, contracts for food and drink, first aid or other vendors that have been booked for the Event.

3. Security:

- a) Regent by Citystay Ltd maintains a high level of security. Hirers must pay the costs for any additional Security Staff required to manage their event.
- b) Hirers and their guests must remain within the defined areas for room lettings at all times and act immediately on requests from security Staff.
- c) Organisers are encouraged to arrive well in advance of the specified start time in order to verify delegates/guests.
- d) For safety reasons the procedure to follow, if the alarms ring, must be explained at the start of any meeting. Organisers should make themselves familiar with primary and secondary escape routes and the assembly point opposite the main entrance or appoint someone in their team to be responsible for this.

4. Fire Regulations:

- a) Regent by Citystay Ltd regulations will be observed by the Hirer at all times.
- b) Candles and indoor fireworks are not allowed under any circumstances.

5. Damage:

- a) All rooms must be left in the condition they were found.
- b) Hirers will be subject to the full cost of mending any damage or excessive wear and tear to Regent by Citystay Ltd property.

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c) Under no circumstances may posters be fixed to walls or doors using Sellotape or Blu-Tack Adhesives.

Failing to meet this condition will result in an automatic additional charge of £100.00 plus VAT.

e) Hirer will be subject to pay the full cost of any extra cleaning required.

7. Function Room Opening Hours:

a) Access times to rooms are through prior arrangement.

b) All events must be finished by 19:30. The Hirer and all associated parties must have vacated the building in their entirety by 20:00 (unless pre-arranged), for which the Hirer is responsible for ensuring take place, to allow for the final building security checks to take place.

c) If any guests of the Hirer remain in Regent by Citystay Ltd after the end time stated on the booking form, Regent by Citystay Ltd reserves the right to charge an additional cost, based on the standard room hire rate.

8. Obligations to Regent by Citystay Ltd

Regent by Citystay Ltd will use its best endeavours to supply the meeting space specified in the booking form. Regent by Citystay Ltd shall not be liable for any failure to provide the meeting space reserved when that failure is caused by an event beyond its reasonable control although Regent by Citystay Ltd will use its best endeavours to provide alternative meeting space. Regent by Citystay Ltd also reserves the right to determine and vary the location of any meeting space to be used at its discretion both before and during the period of hire.

9. Liability

Regent by Citystay Ltd will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon Regent by Citystay Ltd premises either by the Hirer or by its Agents, Contractors or Delegates. The Hirer shall be liable for and indemnify Regent by Citystay Ltd against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or claim is caused by or arises by reasons of the act, omissions or neglect of the Hirer, Agents, Contractors or Clients.

10. No Smoking Regulations:

a) Smoking is prohibited inside the Regent by Citystay Ltd building.

b) Regent by Citystay Ltd smoking regulations will be observed by the Hirer at all times.

11. Copyright:

The Hirer is responsible for ensuring that no copyright laws are broken during the events held on Regent by Citystay Ltd premises.

12. General:

The Hirer and any parties brought into Regent by Citystay Ltd are expected to behave in a responsible manner, with due regard to the regulations of Regent by Citystay Ltd (including those relating to statutory fire and safety requirements) and may result in termination of the booking.

13. Correspondence:

Any notice to the Hirer shall be given at the address on the booking form or any other address provided by the Hirer at the time of booking.

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14. Jurisdiction and Proper Law:

The contract, constituted by the booking form and Regent by Citystay Ltd.'s confirmation thereof, shall be subject to English law and shall be deemed to have been made in England. Regent by Citystay Ltd - Company Limited by Guarantee. Reg No. 13392076 Registered Office: 2 Nuffield Close, Cambridge, CB4 1SS.

15. Data Protection

We will process your personal data in accordance with the Data Protection Act 2018, the General Data Protection Regulation (EU) 2016/679, Privacy and Electronic Communications 2003 (EC Directive) Regulations 2003, and any relevant replacement/subsequent European and/or UK privacy legislation, for the purposes of performing its obligations and exercising its rights under these terms and conditions.

I have read, understood, and accept Regent by Citystay Ltd Terms and Conditions of Room Hire, as stated above.

Hirer Name

Hirer Signature

Date

On behalf of Regent by Citystay Ltd
