BOOKING TERMS & CONDITIONS

Booking Form Instructions
Please return the completed booking form to the Conference and Events Office at least two weeks before the date of your conference/event.

Booking and Deposit Payment
Provisional bookings made by telephone or in person should be confirmed in writing.

Provisional bookings will only be held for a period of 14 days from the date of booking.

To confirm the booking we will require a non-refundable deposit of 50% of the basic 2 months or less prior to the start date of the event.

Details of Delegates
Any changes in delegate numbers should be notified in writing promptly to the Conference and Events Office, and a complete alphabetical list of all delegates, stating any special dietary requirements, should be sent to the Conference and Events office one week before the event.

The final invoice will be based on the numbers submitted on the delegate list, or on actual numbers attending, whichever is the higher figure.

In the event of unforeseen circumstances, or if numbers alter significantly, Nuffield College reserves the right to change the location of the booking to another suitable College room.

Conference Programme
Please submit a draft conference programme, detailing all audio visual requirements, at least 2 weeks before the conference.

Out of Hours Events
Keys will be made available for any conference/event that will run outside normal working hours (Monday-Friday, 08:00-17:00). These will be given to the event organiser, who should return them to the Lodge porter on duty once the event has ended. Any keys issued but not returned will be charged on the final invoice.

Cancellations
In the event of cancellation once the booking contract has been signed, you will be immediately liable to pay to the College, if such amount has not already been received in full.
by the College, 50% of the Basic Charge (the full deposit due under clauses 2.1 and 2.2 of the Booking Contract; less any saving of costs made by the College resulting from the College being able to re-let the cancelled location.

**Health and Safety**

The conference organiser will receive information regarding the College Health and Safety procedures via the Welcome Pack document given on arrival.

**Smoking Policy**

Smoking is not permitted in any room in College. Nor is smoking permitted in any outdoor area of College other than the designated smoking area by the main rear gate to George Street Mews (located through the archway located by D staircase and past the bicycle racks).

**Contact information**

Please contact us at: [conference@nuffield.ox.ac.uk](mailto:conference@nuffield.ox.ac.uk) or +44 (0)1865 278527 with any queries or concerns about your event.