



CAMBRIDGE
REGIONAL COLLEGE
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ROOM HIRE, CONFERENCING & HOSPITALITY

ROOM HIRE & CONFERENCING PRICE LIST 2025 – 26

Conferencing & Room Hire					
Description	Square Footage (M')	Capacity (Max)	Price (£)		
			Hourly	Half Day	Full Day
Teaching/Meeting Rooms	Various	15-25	£25	£65	£85
Computer Rooms	Various	10-20	£60	£95	£120
B110 - Boardroom	54	45/30	£45	£90	£110
H108 - Conference Room	104	86/57	N/A	£275	£350
H100 - Open/Breakout Area	60+	50/33	N/A	As Above	As Above
MALL	N/A	N/A	£7	N/A	N/A
Dance Studio	N/A	N/A	*£25	N/A	N/A
Video Studio	N/A	N/A	N/A	N/A	£110
Beauty / Hair Salon J block Cambridge	N/A	20 Beds / Stations	N/A	£150	£200
Beauty / Hair Salon - Huntingdon	N/A	14 Beds / Stations	N/A	£100	£150
Equipment Hire Charges					
All prices inclusive of VAT					
Equipment			Fixed Rate Price (£)		
Pack of 4 whiteboard markers			£6		
Flip chart paper A1			£10		
Flip chart stand			£5		
Additional Expense			Price (£)		
Evening Security Lock up Charge			£35		
Out of hours security charges (Minimum 8 hour charge)			£19.80 + VAT		
Staff member (per hour)			£30		

* Studio technician may be required – additional charges apply

EXTERNAL HIRE AGREEMENT

Please complete this form and return to your contact at Cambridge Regional College
Please make no assumption regarding the success of your application until we have confirmed in writing.

For Office Use Only	Date of Receipt		
Accommodation Booked:		Invoice Raised:	

A. Applicant's Details

Applicant's Name:

Name of Organisation:

Address:

Telephone Number:

Email Address:

Where did you hear about us:

B. Requirements

Classroom:

Boardroom:

Conferencing Suite:

The Park Restaurant:

Workshop:

Training Kitchen:

Other:

Purpose of the Function:

Date(s) of the Hire:

Times Requested:

Maximum Number of Delegates:

Accessibility Requirements:

C. Layout & Furniture

Boardroom Style:

Theatre Style:

Horseshoe Style:

Cabaret Style:

Café Style:

Additional Information
or Further Requirements:

Optional Catering
Refreshments Required:

ACCEPTANCE – Please see Hire Terms and Conditions on following pages

Name:

Organisation:

Signed:

Date:

For and on behalf of Cambridge Regional College

Name:

Organisation:

Signed:

Date:

STANDARD CONDITIONS FOR HIRE OF PREMISES

1. Payment

- Non-refundable deposit of 20% is payable to confirm the booking. Bookings will not be accepted without deposit
- Confirmation of final numbers, pre orders where applicable, and full payment of invoice must be made one academic week before event.
- The College reserves the right to charge interest on any overdue account at a rate of 4% (calculated annually but accrued on a daily basis) above the Bank of England Base Rate in force from time to time.
- Any deposit paid by the Hirer may be applied by the College towards payment of the costs of cleaning, repair or reinstatement of the Premises or any other liability incurred under this Agreement by the Hirer but without prejudice to the College's right to be paid the Hiring Fee in full.

2. Cancellation by Hirer

The Hirer is required to notify the College of any cancellation as soon as possible. No charge will be made if the Hirer cancels a booking provided that the Hirer gives at least one month's notice in writing before the commencement of the hire period. Cancellation on notice which is shorter than one calendar month before the commencement of the Hire Period will incur payment of the full Hiring Fee.

3. Publicity

- If the premises are hired for a public event or activity, the College reserves the right to ask to see and approve any publicity material.
- The use of professional photographs/TV crews etc must be agreed by the College prior to the event.
- In order to ensure that adequate safety precautions are met the Hirer must notify the College, in advance, if a well-known public figure is expected to address the function.

4. Use and State of Premises

- The Hirer shall not use the Premises except for the Permitted Use. Only members of the Hirer's organisation and their bona fide guests may attend and the Hirer is required to restrict the number of persons attending to the number of persons specified on this Agreement and Conditions for Hire of College Premises
- The Hirer shall during the Hire Period be responsible for the supervision of the premises and the safety, care and wellbeing of all persons having access to or use of the Premises during the letting period with regard to the impact of the hiring activity on the same.
- The Hirer is required to ensure that good order is kept on the premises at all times during the Hire Period and the College reserves the right to halt any function not properly conducted. Right of entry is reserved to any authorised member of the College who may also request the Hirer to remove any individual causing or likely to cause a disturbance.
- The Hirer is required to leave the Premises in a clean and orderly state and in as good condition as they were prior to use. The Hirer will be requested, on demand, to pay any reasonable costs incurred for additional cleaning or works required as a result of failure by the Hirer to comply with the obligations under this Agreement.
- The Hirer will not bring into, set up on, or attach to the Premises any fittings, decorations, furnishings, equipment or additional lights, or make any extension to the electrical installations of the Premises without the prior written consent of the College. Any such agreed additions to the facilities must be tested and certified safe in all respects and must be fire proofed, and are to be removed immediately with no damage to the fabric of the college after the conclusion of the Hire Period. Any electrical equipment brought into the College premises must have a valid PAT test certificate.
- The Hirer will restrict the number of persons attending to that which is safe and appropriate in relation to the room or premises used and to the nature of the activity, and to the age of the users.
- Site visits must be by appointment only with a minimum of five days' notice.

5. Damage to Premises

No bolts, nails, tacks, screws, pins, Blu-Tack or other such objects may be used by the Hirer, without the prior written consent of the College. The Hirer will not cause, or permit any damage to be caused, to the Premises or to any fittings therein. Subject to clause 6(c), the cost of any damage (including accidental damage) caused by any act or negligence of the Hirer, or their agents, shall be met by the Hirer.

6. Liability

- The College cannot accept liability if the Premises are not available to the Hirer or are temporarily closed because of circumstances which are beyond the College's reasonable control.
- The College also reserves the right to close the Premises for such period or periods as may be necessary from time to time for the carrying out of maintenance work. Whenever possible early notice will be given by the College, and a reduction may be made in the Hiring Fee in proportion to the period of closure.
- The Hirer shall be liable for and shall indemnify the College against all its costs, expenses, liabilities, damages, actions or proceedings arising from failure of the Hirer to comply with the provisions of this Agreement, or with any statutes, regulations or bye-laws applicable to the Hirer's use of the facilities or in any way arising from or occasioned by anything done or omitted to be done by the Hirer, its servants, agents, contractors or bona fide guests or invitees, or in any other way arising from or in connection with the rights conferred by this Agreement for the avoidance of doubt, the Hirer will indemnify the College in respect of all costs expenses, liabilities, damages, actions or proceedings arising from the erection of any signs, advertisements and posters used in connection with the Permitted Use under this Agreement and on any such signs, posters and advertisements the Hirer shall only use the College name to identify the location of the Premises and for no other purpose. The total aggregate amount of the Hirer's liability and the corresponding indemnity under this clause and this Agreement shall in no event exceed £5,000,000.
- The College cannot accept liability for loss or damage to any item of personal property, goods or articles unless caused by the wilful default or negligence of the College, its servants or agents during the Hire Period.
- The Hirer is not allowed to assign or otherwise transfer the use of the Premises (or any part thereof) to any other party, unless agreed by the College.
- The Hirer must state clearly in any notices, which it issues, the identity of the organisation and should not give the impression that the College is in any way connected with the function.

7. Licensing Conditions

- No liquor or refreshments may be brought onto the Premises by the Hirer, agents of the Hirer or any guests attending or preparing for the function.
- No copyright dramatic or musical work may be performed without the permission of the owner of the copyright, and the Hirer must indemnify the College against the infringement of copyright, which may occur during the Hire Period.
- The use of the Premises for gambling is forbidden.

8. Car Parking Arrangements

- Because it is essential that fire appliances have immediate and unrestricted access to the premises, the Hirer is given notice that the following car parking restrictions will be vigorously enforced:
 - Unless separate parking arrangements have been notified by the College in writing, members of the Hirer's organisation and bona fide guests must park their cars in the designated areas in Car Park 2, which is clearly sign-posted.
 - No parking is allowed by the College in any restricted area.
- Delegates will be required to submit their vehicle registration plates at reception using the iPads provided. This will register your plate with our ANPR system. Failure to do so may result in a fine.

9. Insurance

The Hirer shall take out and thereafter maintain for the Hire Period a policy of insurance in accordance with the terms of this condition. As a minimum the Hirer is required to be insured against its legal liabilities to third parties for both personal injury and property damage, including damage to the Premises. Such insurance should be effected with a reputable insurance company approved by the College and have a limit of indemnity of at least £5,000,000 (five million pounds sterling) for any one incident. The Hirer must furnish evidence that such insurance is in force and produce details of the insurance policy - see Appendix C. Such insurance shall not be cancelled during the term of this Agreement.

10. Freedom of Speech Policy

The Hirer confirms that, to the best of its information, knowledge and belief (having made reasonable enquiries) any meeting or other activity, which may be organised as a result of this Agreement, is unlikely to lead to any of the following events

- Any speaker(s) being unable or prevented from entering or leaving the building safely and/or delivering their speeches without serious interruption; or
- Any danger being caused to the safety of persons attending the meeting or other activity or of those in the vicinity; or
- Any damage being caused to Cambridge Regional College premises or property; or
- Bringing the name of Cambridge Regional College into disrepute.

The Hirer shall be responsible for ensuring that any conference or meeting at the Premises will be conducted in accordance with the principle of freedom of speech within the law. The Hirer shall take all reasonably practicable steps to ensure the safety of any visiting speaker together with his or her unimpeded passage to or from the function.

11. Summary of Cancellation by College

- The College reserves the right summarily to cancel a booking if it considers that adequate security and safety arrangements have not been made or that the function may lead to a serious breach of the peace or if the Hirer shall have committed a serious breach or non-observance of any of the terms or conditions of this Agreement. Such cancellation shall be without prejudice to any legal rights, which the College may have against the Hirer to sue for the hiring fee or in any other respect.
- The College reserves the right to terminate this Agreement without liability by giving notice to the Hirer at any time if the Hirer makes any voluntary arrangement with its creditors, becomes subject to an administration order, goes into liquidation or if any encumbrance takes possession or a receiver is appointed over any of its property or assets or the Hirer ceases or threatens to carry on business or becomes insolvent or the College reasonably apprehends that any of these events are likely to occur.

HIRE AGREEMENT

Details of Public Liability Insurance Policy

This form must be completed and returned with the Hire Agreement.

Insurance Company: _____

Insurance Policy Number: _____

Details of Cover: _____
(including limit of indemnity) _____

Signed by Hirer/on behalf of the Organisation: _____

Organisation: _____

Position: _____

Date: _____

12. Safeguarding Arrangements

Cambridge Regional College has a duty of care to ensure the safety and security of learners and staff working both on and off site and seeks to have in place policies and practice to support this. Listed below are key areas of safeguarding which we expect the hirer to read, acknowledge and comply with. The College expects all those who hire our premise to do so responsibly and within the law according to the nature of the event and the individuals participating.

Supervision

- For reasons of security, the College requires that all hirers and their group wear a visible ID (eg name tag/label) at all times when on College premises. The ID must show the name of the hirer/their organisation and the wearer's name
- If using College computers individuals must be supervised at all times to ensure that legitimate and appropriate on-line resources are accessed according to the purpose of the group and individuals must not be left alone when in College computer rooms.
- Individuals must be supervised at all times when on College premises.
- You, or a member of your organisation, must remain on College premises until the last member of your group has left the premises and ensure that no individuals remain on site.

13. First Aid

The College First Aiders may not be available to respond to first aid incidents, particularly if you are hiring the premises in the evening, on weekends or out of term time. First aid incidents which happen during normal College opening hours should be reported to Reception who will locate a First Aider. If an incident occurs out of normal office hours, hirers should inform a member of the College staff. Note: The Science Park Campus Sports Centre has designated first aiders during Sports Centre opening hours.

14. Access by Young People

If children are authorised to be admitted, the Hirer must take into account that they need a greater degree of care and supervision than adults. Therefore, the Hirer will be expected to take full responsibility for children in its care, at all times, whilst on College premises. This is especially important in circulation areas such as stairs, corridors and restaurant areas.

SAFETY/FIRE AND EMERGENCY INSTRUCTIONS

15. Fire Alarm Procedure – Science Park Campus & Huntingdon Campus

On hearing the Fire & Evacuation Alarm, or discovery leave the building(s) immediately and go to the nearest Fire Assembly Point (see attached Appendix 1 which shows College site Fire Assembly Points for Science Park Campus and Huntingdon Campus).

To evacuate the building

- Follow the nearest exit route and make your way to the nearest Assembly Point.
- Do not use the lifts.
- Do not stop to collect personal belongings.
- Do not re-enter the buildings until informed that you may do so by the Fire Brigade or the College's Incident Control officers.
- Assembly points for each campus are indicated by the Fire Evacuation Procedure notices displayed throughout the College.

To evacuate the building

- The orderly and safe admission and departure of all guests, and to take all precautions necessary for the efficient supervision of the premises to ensure the safety of those present during the period of hire.
- Ensuring that all exit doors from the premises are kept unobstructed during the function. No obstruction may be placed or be allowed to remain in any corridor giving access to, or exit from the College premises. Care must be taken not to impede the means of escape from the premises or to wedge or leave open any smoke or fire doors.
- For providing sufficient numbers of suitable supervision as may in the opinion of the College, be necessary to secure compliance with all fire and other emergency regulations and that assistance is available at all times for disabled persons particularly in the event of an emergency. A list of supervisors should be provided with this agreement.
- Notifying all accidents in writing to the College immediately.

The College requires that the hire includes fire evacuation instructions as above to participants taking part in the hirer activity.

16. Inspection

The Hirer of the Premises is required to visit the College before the date(s) of the function(s) to inspect and make themselves familiar with:

- Fire Call Points
- Fire Exits
- Fire Extinguishers in the area of accommodation hired
- Telephone to call emergency services if required

17. Acceptance

I confirm my acceptance of the following conditions, including condition First Aid and Fire & Evacuation procedure.

I apply for use of accommodation as stated in this application. I am willing to pay the sums due in respect of the hire of premises. If I am representing an organisation, I undertake individually and on behalf of the organisation that the above conditions apply to the named organisation.

- I have inspected the accommodation made available for hire and am satisfied that it is appropriate.

Cambridge Science Park Campus Fire & Evacuation Points



SAFEGUARDING

External guests hosting events at CRC must ensure the safety of all participants, especially children and vulnerable adults at all times. They are required to provide their safeguarding policy and an activity risk assessment in advance of the booking being confirmed. In addition to this a Designated Safeguarding Lead should be appointed, and you will need to confirm that all staff or volunteers have an appropriate level DBS check. DBS checks should be shared prior to the booking is confirmed linked to anyone leading or running sessions on CRC premises. Events must maintain safe supervision ratios, avoid lone working, and use rooms with clear sightlines. Written consent for participation and photography is mandatory by all parties within the booking. All safeguarding concerns raised must be reported immediately in line with the hirer's safeguarding policy and to CRCs Designated Safeguarding Lead. Failure to comply with this may result in cancellation of the booking and referral to statutory authorities.

Safeguarding Checklist		
Pre-Booking Requirements	Date Received	Date Checked
Provide Safeguarding Policy		
Submit an Activity Risk Assessment		
Appoint/name a DSL for the event/booking		
Confirm all staff/volunteers have an appropriate level DBS check		
Share DBS check details for anyone leading or running sessions on CRC premises		



