

APPLICATION FOR SHORT TERM ACCOMMODATION

This Application Form MUST be completed IN FULL (please use BLOCK capitals) before returning it to the Residential Services Office on the campus you wish to stay at. All stays must be paid for IN ADVANCE. Please refer to our Terms & Conditions and Schedule of Charges for information and costs.

NAME: Prof/Dr/Mr/Mrs/Ms

ADDRESS/CURRENT ROOM:

DATE OF BIRTH:

Email address:

TELEPHONE/MOBILE No (inc full access codes from UK)

FAX No (inc full access codes from UK)

CONTACT POINT IN NORTHERN IRELAND (if you will be working or carrying out research/placement in Northern Ireland, please give contact details of your Employer or Supervisor, etc.)

ARRIVAL DATE:

ESTIMATED TIME OF ARRIVAL:

DEPARTURE DATE:

ESTIMATED TIME OF DEPARTURE:

TYPE OF ACCOMMODATION REQUESTED: TRADITIONAL HALLS, STANDARD ROOM, ENSUITE ROOM, etc. (Please refer to Schedule of Charges for details):

TYPE OF RATE REQUESTED (Please refer to Schedule of Charges): **A** **B**

IF YOU OPTED FOR RATE A DO YOU REQUIRE BED LINEN?

(Please circle as appropriate)

YES

NO

REASON WHY ACCOMMODATION IS REQUESTED (eg attending Summer School, research, short course, holiday)

SPECIAL REQUIREMENTS (indicate if you have special requirements eg relating to a medical condition)

CREDIT/DEBIT CARD PAYMENT DETAILS

NAME ON CARD:

Card Type: **VISA** **MASTERCARD** **OTHER**

CARD NUMBER:

Start Date:

Expiry Date:

BY SIGNING BELOW I AUTHORISE THE UNIVERSITY TO DEBIT MY ACCOUNT FOR THE AMOUNT ADVISED. IF ADMITTED TO UNIVERSITY RESIDENCES I WILL ABIDE BY THE TERMS & CONDITIONS, RULES AND REGULATIONS AND PAY THE FEES AND CHARGES APPROPRIATE. I UNDERTAKE TO OBSERVE THE CHARTER, STATUTES AND ORDINANCES OF THE UNIVERSITY.

SIGNED:

DATE:

**PLEASE FORWARD COMPLETED APPLICATION FORM TO THE RESIDENTIAL SERVICES OFFICE
ON THE CAMPUS WHERE YOU WISH TO STAY:**

University of Ulster
Northland Road
DERRY/LONDONDERRY
BT48 7JL
Tel: + 44 (0) 28 7130 9960
Fax: +44 (0) 28 7130 9965
Email: a.mullan@ulster.ac.uk

University of Ulster
Cromore Road
COLERAINE
BT52 1SA
Tel: + 44 (0) 28 7032 4665
Fax: + 44 (0) 28 7032 4948
Email: c.scott@ulster.ac.uk

University of Ulster
Jordanstown
NEWTOWNABBEY
BT37 0QB
Tel: + 44 (0) 28 9036 6236
Fax: + 44 (0) 28 9036 6862
Email: gr.campbell@ulster.ac.uk

SCHEDULE OF CHARGES

Rate A : Basic/Casual let, for University of Ulster applicants (4 weeks minimum charge). No bed linen, towels, utensils or welcome pack normally provided. Bedlinen and bed made up can be provided at an additional one off charge of £15. Student responsibility to launder.

Campus	Period	Standard Room £	Ensuite Room £	Family Flat £
Magee	per week	TERM TIME RATES APPLY please refer to website for details: www.accommodation.ulster.ac.uk/		
Coleraine				
Jordanstown				

Rate B : Corporate Conference Service, for individuals/groups. Bed made up for arrival and linen/towels changed after 3rd night. Towels, utensils and welcome pack included. Prices are per person.

Campus	Period	Standard Room £	Ensuite Room £	
Magee	per Night	18.50 + VAT = 22.20 Magee only	28.00 + VAT = 33.60	
Coleraine				
Jordanstown				

Notes:

These charges apply until 7th September 2012

VAT is charged at prevailing rate of 20% to non-University of Ulster students/individuals. For group bookings of multiple people staying multiple nights with different service requirements please contact the Accommodation Officer regarding appropriate nightly rates and services.

** The "per Night" rate applies after the minimum stay of 4 weeks (or alternative weekly rate whichever is cheapest).*

TERMS & CONDITIONS

Individuals or organisers booking accommodation are reminded that by signing and submitting the official booking form they are entering into a legally binding contractual arrangement with the University of Ulster which will be concluded by the University confirming the booking.

ACCOUNTS

Payment in advance will be required. Credit facilities may be provided for large bookings upon request.

CHARGES

Final numbers must be confirmed not later than 15 days prior to the commencement of the period of hire.

Cancellations received after this will be charged in full.

Cancellations received up to 60 days prior to the event will be charged at half price.

Clients will be charged for accommodation booked but that used.

Where credit facilities have been provided an invoice listing the full charges (less the deposit) for accommodation booked plus any charges for lost property (i.e. room keys) or damages or additional facilities or services requested during the event will be issued immediately following the event.

DEPOSIT

Where credit terms are made available a non-refundable deposit, the amount of which will be 25% of the full estimated costs must be paid at the time of booking and should be sent together with the Booking Form no less than 30 days from the issue of the estimate of costs. In the event of the deposit not having been paid by the organisers the booking will be treated as unconfirmed and all facilities booked by the client may be relet by the University.

INSURANCE

Loss or damage to hirer's property etc: The University does not accept any responsibility or liability in respect of loss or damage to any property or equipment brought on to University premises by or on behalf of the organisers or those staying in the accommodation specified or using the facilities provided. Appropriate insurance cover should be obtained by the hirer.

Damage to property belonging to the University or third parties: The organisers shall accept full responsibility for any such damage and should provide the necessary insurance cover to indemnify the University –

a) for loss or damage to University premises and their contents occupied or used during the period of the booking where such loss or damage is caused or occurs as a result of any action or omission of the organisers, their servants, contractors, agents or licenses or any member of the group;

b) made by or against the organisers, their servants, contractors, agents or licenses arising from loss or damage to property or bodily injury to the organisers, servants, contractors, agents, members of the group or any third parties, except injury, loss or damage caused by the act, default or negligence of the University, its servants, contractors or agents.

The organisers' attention is drawn to the fact that the type of insurance cover required to cover their liability is highly specialist and is not covered by most conventional policies. The organisers should seek advice from their own insurance agent/broker.

PUBLIC ADMISSION TO UNIVERSITY PREMISES

Organisers should note that in accordance with The University's Charter and Statutes, premises booked for conference, exhibition, accommodation and/or social purposes may not be open to attendance by members of the general public regardless of whether any admission charge or contribution is made or otherwise. The usage of all premises for events will be deemed to be private and restricted solely to the delegates and their guests who are members of the particular body or association holding the event.

DAMAGE/MISUSE

Any loss, damage or misuse of/to University premises, facilities or contents will be charged on the final account of the event or group responsible. Loss or non-return of room keys will be charged for in full, which may include the cost of changing locks.

UNAUTHORISED USE OF THE NAME UNIVERSITY OF ULSTER

Any organisation or individual making bookings for accommodation are reminded that they may not use the name University of Ulster or associated logos save with specific authorisation. Where usage is required (e.g. as part of a postal address) such use should be qualified by a note that any courses offered are not courses of the University. Photographs of any part of the University must not be used without formal approval.

INDUSTRIAL ACTION

In the event of industrial action or any other unforeseen circumstances affecting the provision of services, staff will do everything they can for the convenience of guests but cannot accept responsibility for any difficulties that may arise or for the lack of any particular service.

FUNCTIONALITY OF UNIVERSITY FACILITIES

The organisers should satisfy themselves in advance that the facilities provided by the University (whether owned or managed) meet their exact requirements. If additional facilities, goods or services have to be provided to meet specific needs, these may be provided by the University given reasonable notice and at additional cost.

EMPLOYMENT OF NON-UNIVERSITY OF ULSTER SERVICES

Where any non-University of Ulster service is required by the organisers and the University makes the necessary arrangements, it should be clearly noted that under such circumstances the University acts as an agent and not the principal and can therefore not be held responsible in the event of any problems arising.

CONDUCT & GENERAL BEHAVIOUR

The University's residences have strict policies regarding noise and general behaviour to ensure that guests and members of the local community are not inconvenienced. Meetings can be taking place in various buildings throughout the day and early evening and may be easily disrupted by unreasonable noise or boisterous behaviour. It is therefore essential that noise levels be kept to a minimum at all times and, in particular, between the hours of 10.30pm and 8.00am.

In accepting any booking for groups of young persons, the University insists that an adequate level of adult supervision at all times. Any complaints arising as a result of unreasonable noise or behaviour may result in the offending party being requested to immediately vacate the premises. Within the University's catering areas groups will similarly be expected to behave in a reasonable manner and to observe the permitted entitlement of food that may be taken at any meal.

It is the responsibility of the organisers to ensure that these important conditions are explained in detail to all such groups and in particular to the accompanying adults, in advance of their arrival.

FIRE SAFETY, ELECTRICITY AT WORK, AND OTHER HEALTH AND SAFETY REGULATIONS

The University operates a strict code of practice in connection with all fire safety, electricity at work and other health and safety regulations which organisers are required to observe at all times. Full information will be forwarded to organisers on request.

JURISDICTION

These terms and conditions are governed by the law of Northern Ireland and are subject to the nonexclusive jurisdiction of the Courts of the United Kingdom of Great Britain and Northern Ireland.

CLIENT'S DUTIES

Activities must be properly supervised at all times by the Client.

University furniture and fixtures must not be moved or in any way interfered with except with the prior written permission of the University. Except with the prior written permission of the University, any alteration or addition to the electrical system is strictly forbidden.

Musical, literacy or dramatic works must not be performed without the consent of the owner of the copyright or other similar rights, in such works. The Client will be liable for any infringement of any such rights occurring during the period of hire.

Intoxicating liquor must not be sold, supplied or consumed on, or bought onto the University premises or any part hereof except with the prior written permission of the University.

Gambling in any form is not permitted.

The client must provide to the University a copy of their insurance documents, a copy of their risk assessment and where young persons under the age of seventeen are attending the event, a copy of their policy and procedures in relation to child protection.

It is the responsibility of the client to ensure that all overseas delegates hold the correct visas and authorities' to enter the UK.

ACCESS TO I.T. FACILITIES

Whilst resident in University accommodation visitors will have access to the University broadband service. All visitors wishing to avail of this service agree to abide by the University's acceptable use policy for the use of internet services.

SECURITY

Conference organisers are required to ensure that all delegates or conference staff display an identification badge on their person while on University property.

Delegates arriving to access their pre booked accommodation must produce photographic identification and proof of booking.

ETIQUETTE

The University reserves the right to judge acceptable noise or behaviour of the Client, its guests, representatives or contractors (including, but not limited to, to persons engaged by the Client to provide entertainment or other services. The Client must ensure compliance with the University's direction as to noise or behaviour.

SIGNATURE OF BOOKING FORM

By signing this booking form the representative of the organisers accept the terms and conditions noted herein and warrants that he or she has been duly authorised to legally bind the individual or organisation on whose behalf the booking is being made. In the event of the organisation not being an incorporated body, the signatory to the booking form warrants that he or she has power to bind members of the organisation being a partnership or unincorporated association all jointly and severally as agents, failing which the signatory accepts personal liability under the contract which is entered into.