

## **MCR Formal Hall Swap Bookings – Terms & Conditions**

By submitting a booking for a formal hall swap organised by the Downing College MCR Committee (“the Committee”), you enter into a binding agreement and accept the following terms and conditions:

### **Booking and Cancellation**

- 1.1. Once confirmed, bookings are strictly non-cancellable. You remain liable for the full charge stated in the relevant communication (email, online form, or otherwise).
- 1.2. In exceptional circumstances, the Committee may, at its sole discretion, reallocate a booking to another Downing MCR member if a waiting list is available. The Committee provides no guarantee of reallocation.
- 1.3. Certain host Colleges require that the booking name match the attendee’s identification. You must therefore bring your CamCard to all formal hall swaps.

### **Dietary Requirements**

- 2.1. You are responsible for providing complete and accurate dietary information at the point of booking.
- 2.2. If a booking is reallocated, the associated dietary requirements will transfer with the booking. No amendments to dietary requirements will be accepted after submission.

### **Charges and Billing**

- 3.1. All charges for bookings, including guest place where permitted, will be added to your College bill. Any student without a College bill account will need to pay the MCR directly.
- 3.2. You are personally responsible for recovering any applicable charges from invited guests (see 4.1 below).

### **Guests**

- 4.1. Attendance of guests is subject to the rules of the host College and the Committee’s discretion.
- 4.2. Guest bookings are subject to the same conditions as member bookings, including cancellation and dietary requirements.

### **Dress Code and Conduct**

- 5.1. You must comply with the dress code prescribed by the host College. This will ordinarily be communicated by the Committee in advance.

5.2. Refusal of entry due to non-compliance with dress code or inappropriate conduct does not exempt you from liability for the full booking charge.

5.3. You are expected to adhere at all times to the rules, regulations, and codes of conduct of the host College.

### **Booking Process**

6.1. Booking opens at the date and time indicated in the Committee's communication. Places are allocated strictly on a first-come, first-served basis.

6.2. The Committee reserves the right to withdraw, suspend, or amend booking procedures at its discretion.

### **Liability**

7.1. The Committee accepts no liability for any loss, injury, or damage incurred by you or your guest(s) in connection with attendance at a formal hall swap.

7.2. Responsibility for compliance with host College rules lies solely with the attendee and, where applicable, their guest(s).

### **Amendments**

8.1. The Committee reserves the right to amend these Terms & Conditions at any time. Any such amendments will take immediate effect and will be communicated via the usual Committee channels.