

Standard Terms and Conditions for Babraham Bioscience Technologies Ltd

All reservations for conference, meeting and training facilities are made upon and are subject to the terms and conditions set out below:

Definitions "Agreed" means agreed in writing and includes matters dealt with in the booking form. "The Client" means the person, firm or company contracting to hire the facilities at the Babraham Research Campus. "The Function" means the event for the purpose of which the Client has made the reservation. "BBT" means Babraham Bioscience Technologies Ltd. "BRC" means the Babraham Research Campus. "Total Estimated Charges" means total anticipated final charges for the Function to include room hire, catering, AV and any additional charges.

1. Eligibility and Numbers

(a) The Client agrees to provide BBT with full details of the nature and brief of the Function. A best estimate of the number of guests expected to attend should be provided at least 10 working days prior to the Function. The Client agrees to notify BBT promptly of any changes to this estimated number and the exact number of guests expected to attend must in any event be provided to BBT no later than five working days prior to the Function. The Client agrees to pay BBT's charges for the greater of (i) the actual number of guests attending the Function and (ii) the number of guests last notified to BBT as expected to attend. (b) BBT reserves the right to move the Function to a different meeting room on the BRC should the expected number of guests fall below the minimum appropriate for the specific suite which has been reserved for the Function. Under no circumstance shall any fixings be placed on walls, floors or ceilings.

2. Payment

An initial deposit of 25% of the Total Estimated Charges quoted on reservation is required in order to confirm the booking. The full booking amount must be paid in full 14 days prior to the Function. Items on account will be invoiced after the Function. The Client agrees to pay for any food, beverage or service not provided for in this contract but made available upon request of the Client or one of its representatives, unless BBT has received specific instruction in writing that such services are not provided. VAT is charged at the prevailing rate where applicable. Payment must be made in pounds sterling and may be made by cheque or BACS.

3. Cancellation by the Client

If the Function has to be cancelled, written confirmation is to be received by BBT and will become effective on receipt on this notice. The following charges are applicable:

- Cancellation prior to 31 days of arrival: BBT to retain initial deposit
 - Cancellation between 8 - 30 Days prior to arrival: 60% of the Total Estimated Charge
 - Cancellation less than 7 Days prior: full value of the Total Estimated Charge
- Any deposits paid will be used against a cancellation charge. Those with approved credit facilities will be invoiced on receipt of written cancellation and normal payment terms will apply. BBT may in addition charge to the Client any third party costs incurred by BBT (to the extent non-refundable) in respect of goods or services which are no longer required as a result of the cancellation.

4. Cancellation by BBT

BBT reserves the right to cancel the Reservation and to terminate this Agreement forthwith by notice in writing to the Client if BBT's premises at CB22 3AT or any substantial part thereof is closed due to circumstances beyond the reasonable control of BBT or if the Client has failed to make the required prepayment pursuant to Clause 2 above, or has otherwise failed in any material respect to comply with the terms of this Agreement. In the event that you become bankrupt, cease to trade, have a receiver appointed or make any voluntary arrangement with your creditors, we shall be entitled to immediately terminate this contract by giving notice in writing to you or your representative(s). Subject to the express provisions of these Terms and Conditions BBT shall not be liable for any indirect loss or consequential loss however caused by its failure to perform its obligations under these Terms and Conditions

5. Punctuality

The Client agrees to adhere to Agreed set up and breakdown times and to commence the Function promptly at the time(s) Agreed with BBT and to procure that its guests vacate the room(s) designated for the Function at the time(s) Agreed with BBT.

6. Contractors

(a) Should the Client wish to employ the services of any outside contractor (other than a contractor supplied by BBT), the Client must inform the BBT Conference Department as soon as practicable. BBT reserves the right within its sole discretion and without assigning any reason to refuse access to any such contractor. (b) Exhibitor plans and access times must be approved by BBT in advance. (c) The Client agrees to indemnify BBT and to keep it fully indemnified against any loss, damage or injury resulting from any act or omission of such contractor, its servants or agents or caused by any equipment supplied by such contractor. (d) It is the responsibility of the Client to ensure that all contract staff engaged by the Client are fully aware of their responsibilities whilst on the BRC and of BBT's no-smoking and behaviour policies.

7. Injury to persons or property The Client will indemnify BBT and to keep it fully indemnified from and against any claims, demands or proceedings brought against

BBT by third parties arising out of or in connection with the Function except to the extent that death or personal injury is caused by the negligent act or omission of BBT its servants or agents.

8. Third Party Personal Insurance and Liability & Public Liability Insurance BBT shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of the function arising from any cause whatsoever. Nor shall BBT be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restrictions, natural disaster or adverse weather conditions which may cause BBT premises to be temporarily closed or the function interrupted. The Client shall be liable to indemnify BBT against any loss or damage caused to the premises, its furniture, fixtures and equipment which may arise as a result of the event or from its items being brought on to the premises by the Client, guests, staff or agents or otherwise by excluding any such loss or damage caused by BBT. The Client is strongly advised to arrange for insurance against such perils and to advise their conference delegates to do so likewise. Nothing in these terms and conditions shall operate to limit the liability of BBT for death or any personal injury caused by its negligence. BBT requires the Client to carry a minimum of £5million in public liability Insurance documents and provide evidence thereof to BBT upon demand.

9. Health and Safety

In accordance with Fire Safety Regulations room capacities must not be exceeded. BBT reserves the right to alter proposed room layouts in order to comply with the Fire Regulations and to refuse admission to rooms if maximum capacity is likely to be exceeded. The Client is responsible for the health and safety of their staff and delegates throughout the duration of the hire period and will be expected to comply with all relevant legislation. Information regarding emergency procedures and first aid arrangements will be provided on the event date. BBT requires the contact details of two (2) nominated persons to ensure health and safety, first aid and emergency procedure compliance. The use of fireworks and chinese lanterns is not permitted. BBT has a strict no smoking policy that must be adhered to at all times by all employees and visitors. The entire Campus is non-smoking with the exception of a) The smoking shelter by the river bridge and b) Inside private cars.

10. Advertising

No advertising or selling is allowed on the premises, except in the privacy of the closed meeting. Any form of publicity or display requires the permission of BBT.

11. Public Relations, website and social media

BBT may use your details for social media, online and pass details on to the Public Relations team. If the Client prefers not to be mentioned in any PR, marketing or online, please let BBT know in writing prior to the event. Any personal data that you provide is processed in accordance with the Data Protection Act 1998 and associated laws.

12. Food and Beverages

The Client is not permitted to bring their own food or beverages of any kind on to the premises for consumption without written consent from BBT. The provision of our onsite caterers is recommended and assumed as part of the booking unless otherwise stated in writing to BBT for consent. Please note that it is our policy that surplus food from any function cannot be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995.

13. Personal Property

BBT does not accept responsibility for the property of visitors to the site any loss or theft is not at BBT's liability. Items are left at owner's risk. Corporate items used during the event must be removed on completion of the event unless otherwise arranged. Items left will be disposed of accordingly after 14 days.

14. Limitation of Liability

The maximum liability of BBT to the Client in respect of a breach of this Agreement shall be limited to the extent of the charges which would otherwise have been payable there under by the Client. Under no circumstances shall BBT be liable for consequential losses of any nature howsoever arising.

15. Law and Jurisdiction

This agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the jurisdiction of the English courts.

16. The Client shall be responsible for the orderly conduct of its delegates and shall ensure that its delegates have regard to any regulations imposed by any competent authority and that nothing shall be done which will constitute a breach of the law.

17. Security

BBT reserves the right to grant or deny access to the site. Please adhere to the BBT site road and traffic regulations. Parking is provided in the designated areas and parking is at owner's risk. The Client must provide BBT with a final delegate list at least 5 working days prior to the Function.

Client Signature:

Company Name and registration number: