

Careers Events

Booking Terms and Conditions for organisations

By submitting your booking form, you are committing your organisation to attend our event. If your circumstances change and you either cancel or do not attend, the Careers Service reserves the right to make a charge for your cancellation/non-attendance.

If you cancel **more than** 2 weeks before the event - £75 + VAT

If you cancel/do not attend less than 2 weeks before the event - £150 + VAT

Please note, that by submitting your booking form, you are agreeing to these terms.

General guidelines

- Careers Forums and Careers Talks are aimed at giving our students an overview of your specific industry and they are not a recruitment presentation. Therefore, we expect the talk to be focused on the industry for the vast majority of the talk, but understand that by association you will draw on your experiences with your organisation.
- Skills sessions/workshops are aimed at providing our students with education on a particular skill and therefore should focus on this area of education rather than promoting your organisation.
- The event is only for Imperial College students, alumni, and staff. Therefore we request that the event is not advertised via your website/social media, etc.
- The Careers Service will handle all the marketing for these events, via our various marketing options.
- The Careers Service will put into place a registration process for our students to attend.



Attendance numbers

By registering students for these events, the Careers Service will have a good indication of the numbers of expected students. In the event that we have insufficient interest, the **Careers Service reserves the right to cancel the event**. In these circumstances, we will contact you, as soon as possible, to make sure that you are not inconvenienced.

Disclaimer

Indemnity for injury and damage to property

Except in circumstances where the College is proven to be negligent, in consideration of the College permitting the applicant to use the room(s) (whether on payment of a fee or otherwise) the applicant agrees, both on his/her own behalf and on behalf of the organisation, that he/she will be responsible for and will release and indemnify the College, its servants and agents from and against all liability for:- (a) personal injury (whether fatal or otherwise); (b) loss or damage to property and; (c) any other loss, damage, cost or expenses; which may arise in any manner howsoever which but for the exercise of such permission would not have arisen. Members of the College and visitors are advised that the College does not accept responsibility for any loss of personal property by theft or otherwise.

Employer property

- The Organisers accept no responsibility for any loss or damage from any cause whatever, in respect to any property brought or sent to events premises.
- The Organisers accept no responsibility for loss or damage to property (including personal property) brought on to College premises.
- The Organisers accept no responsibility for equipment or materials left behind after the event.

Circumstances beyond our control

The Careers Service is not responsible for any loss or damage as a result of substitution, alteration or cancellation/postponement of an event. Imperial College shall assume no liability whatsoever should an event be cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this event impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: fire, labour strike, bomb alert, building evacuation, weather conditions or other emergency.

