

TERMS AND CONDITIONS

FOR UNIVERSITY WEEKEND EVENTS

If you have any questions, you can contact us by email at bih@bbk.ac.uk or by telephone on 0207 6612 631.

1. WHO WE ARE AND ABOUT THESE TERMS

1.1 University Weekend events are operated by the Birkbeck Institute for the Humanities and the Birkbeck Institute for Social Research, in partnership with the London Review of Books (“us” or “we”). The Birkbeck Institute for the Humanities and the Birkbeck Institute for Social Research are both housed within Birkbeck College, University of London. The College is a higher education institution incorporated by Royal Charter in England and Wales (company number RC000048) having its registered address at Birkbeck, University of London, Malet Street, London WC1E 7HX. For further details about the College or its charitable status, please visit the relevant webpage [here](#).

1.2 These are the terms and conditions which apply to University Weekend events and form an agreement between you and us. We will not file a copy of our agreement with you. These terms and conditions are available in the English language only.

1.3 By booking a University Weekend event you accept these terms and conditions. You should read them carefully before making a booking. We recommend you save a copy of them for your future reference.

2. UNIVERSITY WEEKEND EVENTS

2.1. In the interest of safety and comfort for all our guests you acknowledge that admission to any University Weekend event is subject to strict security arrangements and that we may conduct security checks including, but not limited to, checks of the ticket holder’s person and/or x-ray scans of clothing, bags and other items as determined by us, prior to your entering the venue. The following items may not under any circumstance be brought into any venue: explosive substances or materials, pyrotechnics, offensive weapons and firearms (including replica or toy firearms), projectiles and similar devices; sharp items e.g. knives (including Swiss army knives) scissors, cutlery and/or screwdrivers; spray paint; padlocks and/or chains; items that make a noise (e.g. whistles); banners, placards and/or flags; alcohol; any other items which in our opinion pose a health and safety risk to, or affect the enjoyment of, the other visitors in any way (“Prohibited Items”). You may not be permitted to enter the venue, or may be ejected from it, and required to surrender any tickets you hold without refund, if you refuse searches or refuse to leave a Prohibited Items with our stewards. You acknowledge that restrictions and additional terms may apply to University Weekend events. You must check the relevant event description for details of any additional terms or restrictions before making a booking. You promise that you, and anyone on whose behalf you make a Weekend University event booking, will observe and comply with any such terms or restrictions.

2.2. Participants on a University Weekend event should be 18 or over.

2.3. When you submit a booking for a University Weekend event you are making an application to us to attend that University Weekend event. Our acceptance of your booking will take place when we issue a written confirmation of your booking. We reserve the right to refuse an application for attendance. No verbal or written correspondence will be entered into with unsuccessful applicants although unsuccessful applicants may apply to other selective University Weekend events.

2.4. In order to get the most from the University Weekend events you should ensure you arrive in good time to register before the start time listed in the event outline.

2.5. We reserve the right to request that any person leaves a University Weekend event if that person's conduct is unacceptable (in our reasonable opinion). No refund of fees or any other costs will be made in these circumstances.

2.6. We will be entitled to change the venue and make minor changes to the timing and content of any University Weekend event. In the unlikely event we have to replace a speaker, we shall make every effort to ensure the replacement speaker has similar expertise to the one advertised. In addition, it may be necessary for the speaker to re-arrange a single session at a date mutually convenient for the speaker and us.

2.7. We will send an email confirmation of your booking to the email address you provide to us shortly after we accept your booking. It is your responsibility to ensure that the email address you provide to us is valid.

2.8. Except as permitted by section 4.2 below, all bookings are non-transferable and must not be resold or passed on for commercial gain.

2.9. The unauthorised use of photographic and recording equipment is prohibited at University Weekend events. Restrictions on items which may be taken into University Weekend event venues may also apply (e.g. your own food and drink). You are advised to check when before booking.

3. FEES

3.1. When booking a University Weekend event full payment of the fee is required at the time we accept your booking.

3.2. Details of the fees for each University Weekend event will be set out on the booking page. The prices include VAT. Our prices may change at any time but price changes will not affect bookings that we have confirmed with you.

3.3. Payment can only be made by credit or debit card. Cash or cheques and payment via invoice will not be accepted.

4. REFUNDS AND CANCELLATION

4.1. Masterclasses take place on a specific date, therefore once a purchase is complete we will not be able to refund you where you do not attend or if you cancel your event booking. This is because we will have reserved and set aside a specific place for you at the event which we will not be able to fill or resell.

4.2. Tickets are not transferable to another date for the same course. We are able to change the name on the ticket if you are unable to attend and choose to have another party attend in your place.

4.3. We may cancel any University Weekend event at any time prior to its commencement. Except as set out in clause 4.4 below, we will repay any fees received from you in respect of the relevant University Weekend event. Please note that we will not refund travel or other extra costs for cancelled or rescheduled courses.

4.4. There is no entitlement to a refund where we are forced to cancel part or all of a University Weekend event due to reasons beyond our reasonable control. However, refunds may be paid at our discretion.

4.5. We regret we cannot offer refunds where we have to change speakers or venues or make other reasonable changes as described in clause 2.6 above.

4.6. Concession discounts must be applied for on purchase. Purchasers will not be partially refunded a discount after their purchase is complete..

4.7. You do not benefit from a legal cooling off period for bookings for University Weekend events.

5. FEEDBACK AND COMPLAINTS

5.1. University Weekend events are designed to provide an enjoyable and high-quality experience for those attending. At the end of each University Weekend event, we will provide an evaluation form, which will offer you the opportunity to provide feedback.

5.2. In the event of a complaint, please make your complaint in writing and send to bih@bbk.ac.uk within 7 days of the University Weekend event ending. We take any complaint seriously and will aim to investigate and respond as quickly as possible and in any event within 28 days.

6. OUR LIABILITY TO YOU

6.1. Nothing excludes or limits our liability for personal injury or death due to its negligence. You have certain rights under the law, for example that we will provide the University Weekend events with reasonable care and skill. Nothing in these terms will affect these rights.

6.2. Please ensure you take care of your personal possessions as we cannot accept any liability for them unless loss or damage is caused by our negligence. Please note: we do not have any dedicated storage space for personal items at University Weekend events.

6.3. Except as stated in section 6.1, we are not responsible for: (i) losses not caused by our breach; (ii) indirect losses which means loss to you which is a side effect of the main loss or damage and where you and we could not have reasonably anticipated that type of loss arising at the time of entering into these terms and condition; (iii) failure to meet any of our obligations where such failure is due to events beyond our control; or (iv) any increase in any loss or damage which results from breach by you of any of these terms and conditions or your negligence.

6.4. Except as stated above in this section 6, our total liability to you is limited to the fees you have actually paid for the relevant University Weekend event and we shall not be liable for any loss of enjoyment or wasted expenditure. Personal arrangements including travel, accommodation or hospitality relating to a University Weekend event which have been arranged by you are at your own risk.

6.5. You are responsible for your transport to and from University Weekend events and other costs not specifically included in the price of the University Weekend ticket (such as drinks, snacks and meals not included in the price).

7. DATA PROTECTION

To find out what personal data we collect and how we use it, please visit our privacy policy at <http://www.bbk.ac.uk/professional-services/its/data-protection>.

8. GENERAL

8.1. These terms and conditions are a contract between you and us. No other person shall have any right to enforce any of the terms.

8.2. Each of the paragraphs of these terms and conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

8.3. We may revise our terms and conditions from time to time, for example to reflect changes in relevant laws or regulatory requirements or improvements we make to the University Weekend events and related services.

8.4. This agreement shall be governed by and construed in accordance with English law and the parties agree that the English courts shall have non-exclusive jurisdiction in relation to this agreement. However if you are a resident of Northern Ireland you may also bring proceedings in Northern Ireland, and if you are a resident of Scotland, you may also bring proceedings in Scotland.