Terms and Conditions of Booking
University of Sussex Housing Services - Summer Residence

These Terms and Conditions apply to reservations for residence by guests (the “Guest”) in respect of property owned or managed by the University of Sussex (the “University”).

Bookings are made and accepted only on the following Terms and Conditions:

Bookings and Charges General

1. The agreement formed of these Terms and Conditions and the offer letter (the “Agreement”) is between the Guest and the University. A contract is deemed to have been made once the Guest has paid a deposit (if applicable) or made full payment, and the University has dispatched a confirmation of booking. The Guest must be over 18 years of age at the time of booking and not be in debt to the University.

2. Booking: The Guest who makes the booking is deemed to have agreed to these Terms and Conditions will be responsible for all persons included in the booking and should ensure that they are all aware of these Terms & Conditions. The University reserves the right to decline any booking or refuse to hand over a key to any person who has not complied with these Terms & Conditions.

3. Except in the case of certain events occurring in the city of Brighton and Hove such as Pride, the minimum booking period for individuals is 7 nights. Minimum booking period for groups is 3 nights, and groups must consist of 4 or more persons.

4. Single rooms are for single occupancy only and shared rooms (twins) are for no more than 2 persons. Anybody found to be sharing, sub-letting or reassigning their room will be asked to leave and will face a fixed penalty charge of £250.

5. For bookings made for 19 persons or less, the total amount of the booking fee is payable at the time of the booking. If the total booking fee is not paid at the time of booking the University has the right to cancel the booking. The University may accept a request to pay by instalments from current registered University students only.

6. For bookings made for 20 persons or more which are made more than 4 weeks before arrival, a deposit (part payment) of 25% of the total amount of the booking fee, is required at the time of booking. The Guest agrees to pay the balance of the booking fee 4 weeks before the booking period is due to start (the “Due Date”). Email reminders are sent, but delivery of such emails cannot be guaranteed. If you fail to pay the balance of the booking fee by the Due Date the booking may be cancelled and the deposit retained by the University.

7. For bookings made for 20 persons or more which are made less than 4 weeks before arrival, the total amount of the booking fee is payable in full at the time of booking.

8. Except for current registered University students and educational visitor group bookings, VAT will be charged and be payable on all bookings. Any final year University students will be charged VAT once the Summer term has ended.

9. All visitors who are not current registered University students must make payment using the details provided in your offer letter. All charges for current University students will be made to their student accounts, apart from students graduating this summer. Any students graduating this summer need to declare this information in their booking form and make payment via the University of Sussex Online Shop.

10. Bookings may be amended at the discretion of the University however, an administration charge of £40 per change will be applied.
11. A fee will be charged and payable for any lost keys and damages to the residence. The full list of charges is available in the Summer Residence Handbook which will be available to guests during their stay.

Cancellation

1. All cancellations must be immediately notified to the Housing Office by telephone and then in writing. Contact details for the Housing Office are provided in the offer letter. If you cancel your stay more than 4 weeks before the booking period commences then your deposit will be retained. If you cancel less than 4 weeks prior to the booking period commencing then the full balance remains due and is not refundable.

2. The University will not cancel your booking except in exceptional circumstances. Notification will be given of the cancellation as soon as possible and we will promptly refund all payments made by you. The University’s liability for cancellation will be limited to the amount equal to payments received by you in respect of the booking.

3. The University reserves the right to amend or change the booking where necessary, but will inform the guest prior to their arrival.

Additional terms and conditions specific to group bookings:

1. The Guest will supply the Housing Services with a list of occupants at least two weeks in advance of arrival.

2. Organised groups consisting of group members of the age of 11 to 17 inclusive must have in place and share a safeguarding policy with the University of Sussex prior to arrival and such groups must follow their policy whilst staying in the University managed residence. The minimum age of occupants staying in the residence as part of an organised group is 11 years.

Check-in and check-out

1. Except for booking periods commencing on 15 June 2019 all rooms are available from midday (not earlier) on the day of arrival. For booking periods commencing on 15 June 2019 rooms shall be available from 2pm. Check out is by 10.00am on the day of departure. You can collect your keys from the porter’s office/reception for the residence and further details are provided in the offer letter.

2. There is no exception to check out by 10:00 am. If you depart after 10:00 am you will be charged for another night. If you depart after 10:00 am or after your designated leave date and it conflicts with another booking, we will charge you a £50.00 penalty each night as well as the cost of the room each night.

3. At the end of the booking period occupants must leave the residence and the communal areas cleared of their belongings and in a clean and tidy condition. The University reserves the right to make a charge to cover additional cleaning costs if the residence is left in an unacceptable condition.

Residence Rules

1. The Guest and any occupants (together the “Occupants” and each of them being an “Occupant”) must not do anything which may cause damage to the electrical installation or equipment in the residence or which may be a fire risk or in any way put the health and safety of others or the University’s or other people’s property at risk.
2. Occupants must not smoke in the residence. Anyone found tampering with smoke detection equipment will be asked to leave and will face a £250 fine.

3. Occupants must not change, damage, affix to or attempt to repair the structure of decorative finish of the residence, the communal areas or the contents and must not bring additional furniture into the residence or communal areas.

4. Occupants must not store any bicycle or scooter in the residence or communal areas.

5. Occupants must not use the residence for any other purpose than a study bedroom.

6. Occupants must not cause nuisance to others.

7. The Guest is responsible for the conduct of any invited visitors; visitors are required to book their own rooms if they intend to stay overnight.

8. The University shall not accept responsibility for loss or damage to residents’ personal possessions or vehicles.

9. The Occupants shall not allow or keep any animal, bird, reptile insect or fish in the residence or communal areas. Assistance dogs are permitted provided the Guest obtains written permission from the University at the time of booking.

10. Occupants under the age of 18 are not permitted in our residences unless arranged in advance in writing with Housing Services and accompanied by at least one over 18 in each flat occupied. Occupants aged 11 to 17 years cannot share flats with Occupants over the age of 18 who are not part of their family or an organised group. Children aged 8 to 11 years are only permitted to stay in our residences if another Occupant is a member of their family. Children under the age of 8 are not allowed in our residences.

11. Any issues regarding the maintenance of the building or operational issues within each building should be referred to the reception at the residence or York House 24 hour reception, as maintenance is managed by the Sussex Estates and Facilities.

Breaking any of these residence rules can result in charges and being asked to leave the residence.

Additional information

1. Wi-Fi is not provided, but should be available via the free private provider O2. You can find more information here.

2. All vehicles parked on campus are subject to the University regulations, parking fees and at your own risk. You can find more information here.

Building Works and Maintenance on the campus

Please be aware that there will be building and maintenance work in progress on the campus throughout the summer months. There may be some disruption caused by this. This could start as early as 8am so bear this in mind when making your booking.

Limitation of Liability

1. Subject to the paragraph 2 below, the University is not liable for:
   (a) the death of, or injury to the Occupants or invitees to the residence; or
   (b) damage to any property of the Occupants or that of invitees to the residence; or
   (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Occupants or invitees to the residence in the exercise or purported exercise of the rights granted under this Agreement.
2. Nothing in paragraph 1 above shall limit or exclude the University’s liability for:
(a) death or personal injury or damage to property caused by negligence on the part of the University or its employees or agents; or
(b) any matter in respect of which it would be unlawful for the University to exclude or restrict liability.

Governing Law and Jurisdiction

1. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

2. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).