

## TERMS AND CONDITIONS OF BOOKING

### 1. Cancellation Terms for Bed and Breakfast (excluding 9 – 19 July 2021 – see point 3.1)

- 1.1. If the Client cancels a reservation 14 or more days prior to arrival all monies paid will be refunded with the exception of a £15.00 per room cancellation fee which shall be retained. Cancellations made within 14 days of arrival will receive no refund. Any amendment to your booking made 14 days or more prior to your arrival date which results in a lower overall booking cost will incur a £15 per room cancellation fee. Any amendment to your booking made within 14 days of the arrival date will receive no refund.

### 2. Cancellation Terms for Self-Catering at David Russell Apartments (excluding 9 – 19 July 2021 – see point 3.1)

- 2.1. If the Client cancels a reservation 28 or more days prior to arrival all monies paid will be refunded with the exception of a £100 per flat cancellation fee which shall be retained. Cancellations made within 28 days of arrival will receive no refund. Any amendment to your booking made 28 days or more prior to your arrival date which results in a lower overall booking cost will incur a £30 per flat cancellation fee. Any amendment to your booking made within 14 days of the arrival date will receive no refund.

### 3. The Open 2021 accommodation bookings 9 – 19 July 2021

- 3.1 For all reservations, the full accommodation cost per room is required at time of booking. Reservations made after Thursday 4 February 2021 are 100% non-refundable. Any reduction or full cancellation in bed nights made on or prior to Thursday 4 February 2021 will receive a 50% refund and the remaining 50% will be treated as a cancellation charge. Any other amendment to your booking (for nights out with 9 – 19 July) made on or prior to Thursday 4 February 2021 which results in a lower overall booking cost will incur a £15 per room cancellation fee. Any amendment to your booking made after Thursday 4 February 2021 will receive no refund. We strongly recommend that guests arrange travel insurance cover.

### 4. Liability

- 4.1. The University will not accept liability for death, injury, disease, damage to, or loss of property unless proved to have been caused by negligence on the part of the University.
- 4.2. The Client will be liable for the costs of rectifying any damage caused by or arising out of their occupancy of the premises.
- 4.3. The University accepts no responsibility for loss or damage to property or goods belonging to or used in the premises by the Client, or third party.

### 5. Health & Safety Regulations

- 4.1 Smoking is not allowed in any part of the premises in compliance with the Smoking, Health and Social Care (Scotland) Act 2005 and the Client must comply with the no smoking policy.
- 4.2 All exits, fire alarm controls, firefighting appliances and emergency doors must not be tampered with in any way, and at all times shall be kept free of obstruction.
- 4.3 The Client is responsible for ensuring that the University is notified in advance of any individual who will require assistance in the event of an emergency evacuation.

### 6. Other

- 6.1. Animals are not permitted on University premises. However an exception is made for Registered Assistance Dogs. Please notify us in advance if you plan to bring an Assistance Dog with you so we can assist you.

### 7. Availability

- 7.1. The University reserves the right to alter or cancel any booking, or part of a booking. If for any reason beyond the control of the University we are unable to fulfil any order, we shall not be liable for damages or compensation but our charge will be abated by a fair and reasonable apportionment.

### 8. Jurisdiction

- 8.1. The contract shall be read, construed and governed in all respects in accordance with the Laws of Scotland. The parties agree that the contract shall be subject to the non-exclusive jurisdiction of the Scottish courts.

### 9. VAT

- 9.1. Prices quoted include VAT at the prevailing rate, unless otherwise specified, and are subject to alteration should the rate change.

### Correspondence

Correspondence on the organisational and financial arrangements for Accommodation, Conferences and Events should be addressed to:

The Commercial Manager  
Accommodation, Conferences and Events  
Agnes Blackadder Hall  
North Haugh  
St Andrews  
Fife, KY16 9XW  
Tel: 01334 463000  
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