

## Internal Hospitality Booking – Terms and Conditions

### 1. Purpose

These Terms and Conditions govern all internal hospitality bookings made by employees or departments within the University of Northampton for the use of hospitality services or facilities provided internally.

### 2. Eligibility

Only authorised employees or departments of the University of Northampton are permitted to make internal hospitality bookings. Bookings must be made for legitimate business purposes and not for personal events unless explicitly approved by management.

### 3. Booking Procedure

- All bookings must be made via the designated internal booking system or through the Hospitality Coordinator.
- Requests should be submitted at least 3 business days in advance.
- Confirmation of booking is subject to availability and will be communicated via email or the internal system.
- Last-minute requests may be accommodated at the discretion of the hospitality team but are not guaranteed.

### 4. Cancellations and Amendments

- Cancellations must be made at least 3 days in advance.
- Repeated late cancellations or no-shows may result in restrictions on future bookings.
- Amendments to bookings must be approved by the Hospitality Coordinator.

### 5. Catering and Special Services

- Catering requests must be submitted with full details, including dietary requirements, at least 3 days in advance.

- Changes to catering orders must be made before the final deadline set by the hospitality team.
- Unused or leftover food may be disposed of in accordance with health and safety policies.

## 6. Costs and Chargebacks

- Internal hospitality services may be subject to interdepartmental chargebacks.
- Cost centres must be provided at the time of booking.
- Charges will be clearly itemised and billed monthly to the respective departments.

## 7. Conduct and Compliance

- All users must comply with company policies including health & safety, fire regulations, and data protection.
- Any breach may result in the suspension of hospitality privileges or disciplinary action.

## 8. Feedback and Issues

- Feedback regarding services should be submitted to [Hospitality@northampton.ac.uk](mailto:Hospitality@northampton.ac.uk)
- Any issues or incidents during the use of hospitality services must be reported immediately.