

# 1 Introduction

1.1 These Terms and Conditions are an agreement between you (“the Guest”) and the Homerton May Ball 2019 Committee (“the Committee”).

1.2 Other parties referred to in these Terms and Conditions include Homerton May Ball 2019 (the “May Ball”), the President of the Homerton May Ball 2019 Committee (“the President”), the May Ball Presidents’ Committee 2019 (“the MBPC”), the Homerton Union of Students (“the HUS”), Homerton College, Cambridge (“the College”), and the University of Cambridge (“the University”).

1.3 It is your responsibility to ensure that you have read and understood the Terms and Conditions below.

1.4 If you have purchased tickets on the behalf of additional guests, it is your (“the Primary Applicant”) responsibility to ensure that any other guest(s) in your application (“Associated Guests”) have also read and understood the Terms and Conditions below.

1.5 Ticket payment is taken as full and unreserved acceptance of the Terms and Conditions by the Primary Applicant and their Associated Guest(s).

# 2 Ticket Allocation

2.1 The Primary Applicant must be either a current member of the University or an alumnus of the College.

2.2 Each Primary Applicant may apply for up to three additional tickets for Associated Guests. Guests need not be affiliated with the College or the University.

2.3 Tickets for current members of the University are priced at £120 for Standard, £135 for Queue Jump, and £150 for VIP. Tickets for alumni of the College are priced at £130 for Standard, £145 for Queue Jump and £160 for VIP.

2.4 Students who are a recipient of the full Cambridge Bursary of £3,500 per year are eligible for a discounted standard ticket, priced at £100. All other ticket types (Queue Jump and/or VIP) are not available at a discounted price. Proof of eligibility (a letter from the university) must be provided to the Ticketing officers upon request. Failure to provide sufficient evidence will result in either: the student being required to pay full price; the cancellation of the ticket. The Committee reserve the right to refuse a discounted ticket if the evidence provided is deemed insufficient.

2.5 Tickets will be on sale from 8pm on Monday 28th of January. The Committee reserve the right to change the number of available tickets at any one time, at their own discretion.

2.6 Tickets will be allocated on a first-come, first-served basis, and any guests requesting tickets after they are all reserved will be added to the waiting list (see section 5).

2.7 If an application contains incorrect or misleading details, it shall be automatically be considered null and void with exceptions at the President's discretion. Any incorrect data granted discretionary dispensation by the President must be corrected within 7 days.

### **3 Payment**

3.1 Registration and reservation of tickets does not constitute purchase of a ticket to the May Ball. Only receipt of confirmation of payment from the Committee constitutes the purchase of a ticket.

3.2 Ticket payment will be accepted by bank transfer (preferred), or alternatively by cash or cheque only.

3.3 Cash should be sealed within an envelope clearly marked with the name of the Primary Applicant and their individual payment reference. If the application contains Associated Guests, all cash should be contained within a single envelope. This envelope should then be handed in directly to the HUS Office, open between 10am and 2pm on weekdays. Cash payments will not be accepted outside of these hours.

3.4 All cheque payments must be made payable to "Colophon Limited". If the application contains Associated Guests, the names of each Associated Guest must be included with the cheque in a single envelope. Cheques must be handed in directly to the HUS office as detailed above in section 2.3.

3.5 Online Bank Transfer payments must be sent directly to Colophon Limited using the account details provided in the confirmation email. At point of payment, Guests must quote their unique payment reference. Failure to do so may result in the incompleteness of the ticket sale.

3.6 All tickets made in a single purchase order must be paid for using the same payment method.

3.7 Payment must be made within 7 days of the receipt of the confirmation email. It is the responsibility of the Primary Applicant to make full payment of their order.

3.8 If payment is not made by the specified deadline, all unpaid tickets in the order will be cancelled and re-released. If a Guest feels that they will be unable to complete a payment before the relevant deadline, they should contact the Ticketing Officer (Mayball-Ticketing@homerton.cam.ac.uk) as soon as reasonably possible. Extensions may be made at the Committee's discretion.

3.9 It is forbidden for tickets to the May Ball to be sold for profit in any way. Any ticket found to have been sold for a profit will be considered null and void.

3.10 An optional £2 charitable donation can be added to the ticket price during the reservation process. Donations will be distributed between the Committee's chosen charities.

## **4 Check In and Entry**

4.1 Admission to the May Ball is by valid ticket only. Guests must also present valid photographic ID (passport, photographic driving license or University student card).

4.2 All Guests must be at least 18 years of age on the date of the May Ball.

4.3 All Guests will receive a wristband upon entry to the May Ball, after presentation of a valid ticket and valid photographic ID.

4.4 The Committee reserves the right to eject any person found within the grounds of the May Ball without an official wristband, as well as any Guest whose wristband shows evidence of attempted removal or other tampering.

4.5 Upon leaving the May Ball site at any time, Guests will have their wristband removed. Re-entry to the May Ball is strictly forbidden.

4.6 The Committee reserve the right to refuse entry to anyone who presents damaged or counterfeit tickets, or does not present valid photographic ID.

4.7 Last entry to the May Ball will be 23:00. The May Ball will operate between the hours of 21:00 on Friday 14<sup>th</sup> June 2019 and 05:00 on Saturday 15<sup>th</sup> June 2019 for Standard and Queue Jump ticket holders. VIP entry will take place from 20:00 to the Principal's lawn, with VIP entry to the rest of the site from 20:45, after which time general operating hours apply.

4.8 Guests must be dressed in acceptable attire, defined as Black Tie, White Tie or National/Military Dress. Sports blazers are not permitted. The Committee reserve the right to refuse entry to anyone they deem not suitably attired.

4.9 The Committee reserves the right to refuse entry to any Guest at their discretion.

## **5 Safety and Security**

5.1 All Guests and other persons are responsible for their own health and safety whilst within the grounds of the May Ball or in the queueing areas.

5.2 Guests that arrive in an unfit state or who are visibly intoxicated will be refused entry at the discretion of the Committee and the Security staff in the employ of the Committee.

5.3 The May Ball has a strict no drugs policy and anyone found with illegal drugs in their possession at any time during the May Ball will be escorted from the site and their illegal items confiscated. Any Guest ejected from the May Ball under this clause may also be subject to prosecution.

5.4 Smoking or vaping on the May Ball site or other College grounds is only permitted in designated smoking areas, which will be clearly indicated. Any Guest found to be smoking or vaping outside these areas will be asked to move to a designated area. Failure to comply with this may result in ejection from the May Ball (including removal of wristband).

5.5 The Committee reserves the right to eject any person from the May Ball and to take whatever further action they deem appropriate. Grounds for such exclusion include violent, loud, indecent, illegal or immoral behaviour, gatecrashing, excessive intoxication or possession of illegal drugs or being in breach of these Terms and Conditions.

5.6 The Committee accepts no liability, financial or otherwise, for any loss or damage incurred during the course of the May Ball. This includes (but is not limited to) lost, stolen or damaged belongings and personal injury.

5.7 Guests ejected from the May Ball for breach of these Terms and Conditions will not be eligible for compensation, financial or otherwise.

5.8 The Committee reserves the right to photograph people ejected from the May Ball and to use this as evidence in later prosecutions.

5.9 All gatecrashers will be reported to the MBPC and blacklisted from all events for the May Week of 2019. The Committee reserves the right to take action with the Dean of a gatecrasher's college and to pursue financial compensation.

5.10 Security staff in the employ of the Committee or the College will have full authority to act on their behalf to ensure the safety and enjoyment of Guests, and compliance with these Terms and Conditions.

## **6 Waiting Lists, Cancellations and Name Changes**

6.1 Those applicants who apply but are not allocated tickets immediately will have their details added to a waiting list. If more tickets become available, they will be distributed on a first-come, first-served basis to the waiting list. The applicant will be notified via email that tickets have become available. The payment for these tickets must be within 7 days from the date on which this email is sent.

6.2 In the event of a Primary Applicant or Guest wishing to transfer their ticket to another person, they must apply for a name change from the May Ball website. All

applications made by Associated Guests must be known to and approved by the Primary Applicant. If the Primary Applicant applies to transfer their own ticket, the new ticket holder must remain a current member of the University of Cambridge or an alumnus of Homerton College, as outlined in section 1.1.

6.3 Name changes will be confirmed at the discretion of the Committee. Name changes are not possible for tickets for which full payment has not been received.

6.4 Name changes will incur an administrative fee for each ticket at the following rates. All name change fees will be donated to the MBPC charity fund.

- Before Friday 15<sup>th</sup> March 2019 - £15
- Friday 15<sup>th</sup> March 2019 to Friday 31<sup>st</sup> May (inclusive) - £20
- Saturday 1<sup>st</sup> June to Friday 7<sup>th</sup> June (inclusive) - £25

After Friday 7<sup>th</sup> June name changes may no longer be applied for via the May Ball website. Any Guest wishing to make changes to their application after Friday 7<sup>th</sup> June must contact the Ticketing Officers directly, but should be advised that any changes will be at the discretion of the Committee and may cost more than £25.

6.5 All tickets are non-refundable and it is the duty of the Primary Applicant or Guest to find an alternative buyer (at face value plus name change fee or less) if they can no longer attend the May Ball.

## **7 Data Protection and GDPR Compliance**

7.1 All data provided to the Committee will be dealt with in accordance with the Data Protection Act 1998. We will not pass any data to third parties without explicit consent. Any information provided will be used only for the provision of the May Ball.

7.2 The Committee reserves the right to employ a photographer at the May Ball. Guests accept that photographs may be taken of them, and that these may be released into the public domain.

7.3 All data will be dealt with in accordance with General Data Protection Regulation (GDPR). The Homerton May Ball Committee are the controller and processor of the personal data you provide to us. We will only collect basic personal data about you, including name, contact details and college affiliation. You may also choose to share data such as dietary or access requirements with us.

We need to know your basic personal data in order to process your ticket application, payment and entry to the ball. We will not collect any personal data from you that we do not need for the purposes of the May Ball.

Personal data are also provided by May Ball guests at the point of payment to the Finance Office of Homerton College. These data are anonymised using our dedicated

payment references before being shared with the May Ball Committee. No member of the May Ball Committee will have access to personal data such as your bank details.

All the personal data we collect are stored on servers within the University of Cambridge and are password-protected. Data will be processed by Committee members only. No third parties have access to your personal data.

If at any point you believe the data we hold about you is incorrect, you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact the President at [mayball-president@homerton.cam.ac.uk](mailto:mayball-president@homerton.cam.ac.uk), or alternatively speak with members of staff of Homerton College.

## 8 Other

8.1 The Committee reserves the right to alter these Terms and Conditions at any time.

8.2 The Committee reserves the right to alter the programme of events and menu at any time, up to and including the date of the May Ball, without notice.

8.3 It is the responsibility of the Guest to inform the Committee of any special accessibility requirements they might have. The Committee is committed to making the May Ball as accessible as possible; however, due to the nature of the event, the Committee cannot guarantee that all areas will be accessible to all Guests, particularly in the event of inclement weather.

8.4 The Committee reserves the right to cancel the May Ball at any time.

8.5 In the event that the May Ball, or any aspect thereof, must be cancelled or curtailed through circumstances out of the reasonable control of the Committee such as to make the holding of the May Ball dangerous to any Guest or individual associated with the provision of the May Ball, prohibitively expensive or otherwise impossible, the Committee are not liable to make any refund in the way of ticket prices or surcharges thereupon. Such circumstances include, but are not limited to: *force majeure*, acts of God, natural disaster, states of national or local emergency, police intervention, fire, or excessively adverse weather conditions.

8.6 Guests undertake to abide by any and all rules as set out by the Committee, College or any affiliates thereof.

8.7 All decisions of the Committee are final.