



## Northern Ireland Assembly

### **Terms and Conditions for Sponsored Events at Parliament Buildings**

#### **Definitions**

**‘Commission’** means the Northern Ireland Assembly Commission

**‘Designated Event Space’** has the same meaning as in the Policy.

**‘Event Plan’** means the Event Plan agreed with the Organiser by the Commission.

**‘Organiser’** means the person identified as such by the Primary Sponsor, and where no such person is identified, the Primary Sponsor.

**‘Policy’** means the Sponsored Events in Parliament Buildings Policy 2024

**‘Booking Confirmation’** mean the completed booking confirmation provided by the Commission.

**‘Primary Sponsor’** means the Member of the Assembly or other person listed in section 2 of the Policy.

**‘Sponsored Event’** is a planned activity which takes place at a Designated Event Space within Parliament Buildings

**‘Parliament Buildings’** are the premises located at postcode Belfast BT4 3XX applied for the purposes of the Northern Ireland Assembly and the environs of those premises.

#### **Whole Agreement**

1. These terms and conditions together with the Event Plan and booking confirmation constitute the whole agreement between the Primary Sponsor, the Organiser (if different), and the Assembly Commission. The Primary Sponsor and organiser must comply with the “[Sponsored Events in Parliament Buildings Policy 2024](#)”. The policy contains important information about the use of event spaces, visitor behaviour, health and safety compliance, and other requirements which must be observed.

#### **Use of Parliament Buildings**

2. The Northern Ireland Assembly is situated in Parliament Buildings. The Assembly is a working legislature, and all sponsored events are booked subject to availability and the requirements of the Assembly. The availability of, and access to, the Designated Event Space may be delayed, curtailed, or cancelled at short notice.

3. The Commission has the exclusive right to provide catering for any Sponsored Event.

### **Organiser's responsibilities**

4. The Organiser must agree the Event Plan with the Commission at least two weeks prior to the event and use the event space only for the purposes of the sponsored event. In addition, the Organiser must:
  - a. notify the Commission team of any changes to the Event Plan, including cancellation of the event.
  - b. use the Designated Event Space only between the start and finish times agreed in advance with the Commission team.
  - c. comply with all instructions given by the Commission, its employees, and contractors.
  - d. undertake all organisational matters relating to the sponsored event.
  - e. provide a list of all contractors or employees of the Organiser who require access to Parliament Buildings for the purposes of the Sponsored Event at least three working days in advance of the date for the Sponsored Event, including contractor vehicle details and estimated arrival and departure times.
  - f. be present at the reception area of the Designated Event Space when guests and contractors arrive.
  - g. ensure the Designated Event Space is in a reasonably clean condition at the end of the event.

### **Liability and Indemnity:**

5. The Commission accepts no responsibility for any theft, loss, or damage to any property of the Organiser, their employees, contractors, and guests.
6. As soon as reasonably practicable after the end of the Sponsored Event, the Commission will inspect the Designated Event Space, and record any damage likely to have been occasioned during the Sponsored Event. The Organiser may be present when the inspection is carried out.
7. The Organiser will be responsible for any damage which was in the reasonable opinion of the Commission occasioned during the Sponsored Event, and will indemnify the Commission against all losses, damages, costs, and expenses incurred by the Commission as a consequence.
8. Organisers and their employees, contractors, and guests must comply with the Commission's Policy '[Security Policy Conduct and Behaviour of Visitors in Parliament Buildings](#)' found on the NI Assembly website.
9. The Organiser is responsible for the conduct of its employees, contractors, and guests during the Sponsored Event.

10. The Organiser undertakes to exercise all reasonable precautions to protect Parliament Buildings from any harm that might arise from the Organiser's presence and that of its employees, contractors, and guests at Parliament Buildings.
11. The Organiser is responsible for ensuring all equipment brought into Parliament Buildings for the purposes of the Sponsored Event is removed again immediately after the Sponsored Event or within such other time as may be agreed with the Commission in advance and in writing. If it is necessary for the Commission to arrange the removal of such equipment:
  - a. The costs of removal and relocation must be paid by the Organiser to the Commission, and
  - b. the Commission is not responsible for any damage to the equipment which may incur during removal and relocation.
12. All vehicles controlled by Organiser, its employees, contractors, and guests which are present at Parliament Buildings for the purposes of a Sponsored Event and located in car parks controlled by the Commission must be removed at the end of the Sponsored Event. If it is necessary for the Commission to remove such vehicles:
  - a. The costs of removal and relocation must be paid by the Organiser to the Commission, and
  - b. the Commission is not responsible for any damage to the vehicles which may incur during removal and relocation.
13. Nothing in these Terms and Conditions shall exclude or limit the liability of the Commission or the Organiser for:
  - a. death or personal injury resulting from negligence, or
  - b. any other liability that cannot be limited or excluded at law.

### **Termination of the Agreement**

14. In the event of any breach or non-observance of the terms and conditions in this agreement by the Organiser, their employees, contractors, and guests, the Commission may terminate the sponsored event.
15. The Organiser will not be entitled to any compensation or refund in the event of the Commission terminating the event in accordance with clause 14.
16. The Commission will not be liable in such an event for any consequential losses alleged to be suffered by the Organiser because of the termination of the sponsored event.

### **General**

17. The Commission, its employees, contractors, and agents are entitled to access all parts of Parliament Buildings, including the designated event space at any time for the purpose of inspection, management, and supervision.

## **High Risk Events**

18. If the Sponsored Event is deemed by the Commission to be of a high risk, the Commission may undertake a specific risk assessment. The Organiser, its employees, contractors must provide any information reasonably required by the Commission for the preparation of such an assessment within such a period as the Commission may direct.

## **Insurance:**

19. The Organiser is responsible for having appropriate insurance for the Sponsored Event which insures against the risks of third-party damage, fire, and theft. The Commission may require the Organiser to produce a copy of all insurance policies, together with receipts or other evidence of payment of the latest premiums due under those policies.
20. All equipment brought into Parliament Buildings for the purposes of the Sponsored Event is present at Parliament Buildings solely at the risk of the Organiser. The Commission does not accept any responsibility for the loss or damage to such equipment.

## **Publicity & Promotion Material:**

21. A draft copy of the proposed tickets, publicity and promotion brochures, posters and other literature should be provided as part of the Event Plan. Any such amendment to this material as the Commission may direct shall be implemented at the cost of the Organiser.
22. All press releases about the Sponsored Event must be agreed in advance with the Commission.

## **Force Majeure**

23. Subject to clause 2, if the Sponsored Event cannot be held because of any cause beyond the reasonable control of the Commission (including natural disasters, national emergencies, civil wars, fire, or explosion) or because of any industrial action or dispute involving the Commission, the Commission may refund the costs of the event the Organiser.

## **Governing Law**

24. These terms and conditions are governed by the laws of Northern Ireland and the parties agree to submit to the jurisdiction of the courts of Northern Ireland.

**Agreement of the Terms & Conditions**

I / We hereby acknowledge and agree to abide by the Terms & Conditions stated herein.

Signature (please indicate if representing a body or organisation)

Signature of Organiser

Print Name / Signature of Member who is Primary Sponsor

Print Name

Date

Please return a signed copy of these Terms & Conditions to confirm your booking and keep a copy for your own reference.