EVENTS

THE BODLEIAN LIBRARIES
THE DIVINITY SCHOOL
The grandest room in the original Old Bodleian Library was designed to impress. Completed in 1488, the Divinity School is a masterpiece of late gothic architecture with a magnificent stone carved ceiling. The huge arched windows down both sides give a dramatic impact to your dinner, reception or presentation.
Capacity 120 seated or 200 standing
Available from 4pm

BLACKWELL HALL
This bright and airy atrium has a colonnade overlooking Broad Street, with a smooth stone floor, high ceilings and visible gallery of books. One of Oxford’s largest spaces for dining, with plenty of room for drinks receptions and dancing. There is an in-built PA system and the option to have a private view of the Libraries’ current exhibitions. Blackwell Hall provides a modern flexible space for a larger event.
Capacity 250 seated or 450 standing
Available from 5pm

LECTURE THEATRE
The Lecture Theatre is well lit, modern and sleek in design, allowing your content to take centre-stage. There are comfortable tiered seats, soft-fold tables and power sockets, and the room is equipped with an in-built PA system with microphones, including lectern and table-based panel mics, and a screen.
Capacity 117 fixed seating
Available from 8.30am–4.30pm, and 5pm with Blackwell Hall hire

WESTON ROOF TERRACE
Newly opened in 2015 the Roof Terrace on the top floor of the Weston Library provides a spectacular setting for drinks receptions. The Terrace is a space with never before seen views over Oxford’s historic rooftops and the hills beyond, and really is a venue set in the heart of the ‘dreaming spires’.
Capacity 100 standing
Available from 7pm Mon–Fri, 4pm Saturday and 11am Sunday

CONVOCATION HOUSE
Convocation House was added onto the Divinity School in 1637 to provide a distinguished meeting place for the University’s supreme governing body. With wooden tiered seating around all four sides of the room and excellent natural acoustics, this provides an opulent setting for presentations, meetings or dinners. The adjoining Chancellor’s Court provides either a private entrance hall or area for catering.
Capacity 100 seated or standing, 30 for dining
Available from 9am–3pm, and 4pm with the Divinity School hire

THE BODLEIAN LIBRARIES
Chief amongst the University’s libraries the Bodleian dates back to 1488 with its first 300 books donated by Humphrey, Duke of Gloucester. Over the last 400 years it has expanded to become the second-largest library in the UK, holding more than 12 million printed items and outstanding special collections.
Our event was managed exquisitely with the Libraries team working to ensure a wonderful and successful night for all. Simply the best venue for entertaining in Oxford.”

Louise Chantal, CEO/Director, Oxford Playhouse

We look forward to welcoming you to the Bodleian Libraries.

The Bodleian Libraries is a charity, reliant on donations and revenue raised from our commercial operations such as corporate and private events.

Your support will carry forward a centuries-old tradition of preserving the world’s intellectual heritage.

For further information please contact the Events team:
The Bodleian Libraries
Broad Street
Oxford, OX1 3BG
Tel: 01865 277224
Email: events@bodleian.ox.ac.uk
www.bodleian.ox.ac.uk/whatson/venue-hire

Located in Oxford City Centre
1 mile from Oxford train station
10 miles from M40 Junction 8

Photo credits
Aston Photography
Clare Byers
John Cairns
Mario Magé Photography
Silver Apples Photography
Stephen Gormley Photography
Unlimited, powered by UBS
Weddings by Nicola & Glen
Will Pryce

Registered Charity No. 280573
## VENUE HIRE FEES
VALID UNTIL DECEMBER 2017

### OLD BODLEIAN LIBRARY

<table>
<thead>
<tr>
<th>CAPACITIES</th>
<th>AVAILABILITY</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Divinity School</strong></td>
<td>120 seated, 200 standing</td>
<td>4pm–1am, Minimum 3hrs hire (6hrs on Saturdays)</td>
</tr>
<tr>
<td><strong>Convocation House &amp; Chancellor’s Court</strong></td>
<td>100 seated on fixed benches, 100 standing, 30 dining</td>
<td>9am–3pm</td>
</tr>
<tr>
<td><strong>Guided tour to Duke Humfrey’s Library</strong></td>
<td>20 guests per tour lasting 20mins</td>
<td>7pm–9pm, Only available with Divinity School hire</td>
</tr>
</tbody>
</table>

### WESTON LIBRARY

<table>
<thead>
<tr>
<th>CAPACITIES</th>
<th>AVAILABILITY</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blackwell Hall</strong></td>
<td>250 seated, 450 standing</td>
<td>5pm–1am, Minimum 3hrs hire (6hrs on Saturdays)</td>
</tr>
<tr>
<td><strong>Roof Terrace</strong></td>
<td>100 standing</td>
<td>Weekdays 7pm–11pm, Weekends 4pm–11pm, Sunday 11am–3pm, When hired with Blackwell Hall</td>
</tr>
<tr>
<td><strong>Lecture Theatre</strong></td>
<td>117 seated, Fixed tiered seats</td>
<td>8.30am–4.30pm, Evenings from 5pm, Only available with Blackwell Hall hire</td>
</tr>
<tr>
<td><strong>Exhibition Galleries</strong></td>
<td>60 standing in each gallery</td>
<td>5pm–10pm, Only available with Blackwell Hall hire</td>
</tr>
</tbody>
</table>

Please note these fees will apply to any set-up and take down time as required.

### BOOKINGS AND FURTHER INFORMATION

To arrange a meeting with us to see the rooms and to discuss your requirements, please contact the Events Team:

Tel: +44 (0)1865 277224
Email: events@bodleian.ox.ac.uk
www.bodleian.ox.ac.uk/whatson/venue-hire
<table>
<thead>
<tr>
<th>APPROVED CATERERS</th>
<th></th>
<th>RECOMMENDED SUPPLIERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLERKENWELL GREEN</strong></td>
<td>Naomi Cotton</td>
<td><strong>TECHNICAL</strong></td>
</tr>
<tr>
<td>02077294072</td>
<td><strong>ENTERTAINMENT</strong></td>
<td>James Walton</td>
</tr>
<tr>
<td><a href="mailto:hello@clerkenwellgreen.com">hello@clerkenwellgreen.com</a></td>
<td>BLACK CAT MANAGEMENT</td>
<td>07977 656325</td>
</tr>
<tr>
<td><a href="http://www.clerkenwellgreen.com">www.clerkenwellgreen.com</a></td>
<td>&amp; PROMOTIONS</td>
<td><a href="mailto:create@that-event.com">create@that-event.com</a></td>
</tr>
<tr>
<td>411a Union Walk Arches, Cremer Street, London, E2 8HG</td>
<td>Tony Kelly</td>
<td><a href="http://www.that-event.com">www.that-event.com</a></td>
</tr>
<tr>
<td><strong>ELEGANT CUISINE</strong></td>
<td>Michael Ashton</td>
<td>44 Beech Road, Wheatley, Oxford, OX3 31XF</td>
</tr>
<tr>
<td>01865 391888</td>
<td><strong>FLORISTS</strong></td>
<td>Peter Gunn</td>
</tr>
<tr>
<td><a href="mailto:michael.ashton@elegantcuisine.com">michael.ashton@elegantcuisine.com</a></td>
<td>DAISIES FLOWER SHOP</td>
<td>01865 722800</td>
</tr>
<tr>
<td><a href="http://www.elegantcuisine.com">www.elegantcuisine.com</a></td>
<td>Sheila Bailey</td>
<td><a href="mailto:info@blackcatonline.co.uk">info@blackcatonline.co.uk</a></td>
</tr>
<tr>
<td>The Courtyard, Kingston Bagpuize House, Abingdon, OX13 5AX</td>
<td><strong>PHOTOGRAPHERS</strong></td>
<td><strong>SILVER APPLES PHOTOGRAPHY</strong></td>
</tr>
<tr>
<td><strong>INDULGENCE BOUTIQUE HOSPITALITY</strong></td>
<td>Vanessa Moor and Becky Stewart</td>
<td>John Cairns</td>
</tr>
<tr>
<td>Sophie Wadley 01295 690888</td>
<td>01865 728240</td>
<td>07960 462502</td>
</tr>
<tr>
<td><a href="mailto:sophie@indulgenceoxford.co.uk">sophie@indulgenceoxford.co.uk</a></td>
<td><a href="mailto:enquiries@oxfordfinedining.co.uk">enquiries@oxfordfinedining.co.uk</a></td>
<td><a href="mailto:john@johncairns.co.uk">john@johncairns.co.uk</a></td>
</tr>
<tr>
<td><a href="http://www.indulgenceoxford.co.uk">www.indulgenceoxford.co.uk</a></td>
<td><a href="http://www.oxfordfinedining.co.uk">www.oxfordfinedining.co.uk</a></td>
<td><a href="http://www.johncairns.co.uk">www.johncairns.co.uk</a></td>
</tr>
<tr>
<td>Main Street, Farnborough, Nr Banbury, OX17 1DQ</td>
<td><strong>BODLEIAN CAFÉ (for lunches and drinks receptions only)</strong></td>
<td>Unit 8 The Gallery, 54 Marston Street, Oxford, OX2 1LF</td>
</tr>
<tr>
<td><strong>OXFORD FINE DINING</strong></td>
<td>Marta Salas Rodriguez</td>
<td><strong>PHOTOGRAPHERS</strong></td>
</tr>
<tr>
<td>Vanessa Moor and Becky Stewart</td>
<td>01865 277 247</td>
<td>Jenny Aston</td>
</tr>
<tr>
<td>01865 728240</td>
<td><a href="mailto:bodleian@benugo.com">bodleian@benugo.com</a></td>
<td>01608 645700</td>
</tr>
<tr>
<td><a href="mailto:enquiries@oxfordfinedining.co.uk">enquiries@oxfordfinedining.co.uk</a></td>
<td><a href="http://www.bodleian.com">www.bodleian.com</a></td>
<td><a href="mailto:jenny@silverapplesphotography.co.uk">jenny@silverapplesphotography.co.uk</a></td>
</tr>
<tr>
<td><a href="http://www.oxfordfinedining.co.uk">www.oxfordfinedining.co.uk</a></td>
<td><strong>BODLEIAN LIBRARIES EVENT SUPPLIERS</strong></td>
<td><a href="http://www.silverapplesphotography.co.uk">www.silverapplesphotography.co.uk</a></td>
</tr>
<tr>
<td>Unit 12, Oddington Grange, Weston-on-the-Green, Oxfordshire, OX25 3QW</td>
<td><strong>FLORISTS</strong></td>
<td>7 Goddards Lane, Chipping Norton, Oxfordshire, OX7 5NP</td>
</tr>
<tr>
<td><strong>THE OXFORD JAZZ AGENCY</strong></td>
<td>Nicola Parke</td>
<td><strong>SILVER APPLES PHOTOGRAPHY</strong></td>
</tr>
<tr>
<td>Tim Richardson</td>
<td>01296 651755</td>
<td>Jenny Aston</td>
</tr>
<tr>
<td>01865 376118</td>
<td><a href="mailto:nicola@passion-for-food.co.uk">nicola@passion-for-food.co.uk</a></td>
<td>01608 645700</td>
</tr>
<tr>
<td><a href="http://www.theoxfordjazzagency.co.uk">www.theoxfordjazzagency.co.uk</a></td>
<td><a href="http://www.passion-for-food.co.uk">www.passion-for-food.co.uk</a></td>
<td><a href="mailto:jenny@silverapplesphotography.co.uk">jenny@silverapplesphotography.co.uk</a></td>
</tr>
<tr>
<td><strong>INDULGENCE BOUTIQUE HOSPITALITY</strong></td>
<td><strong>PHOTOGRAPHERS</strong></td>
<td>Unit 7 a/b, Upper Barn Farm, Westcott, Buckinghamshire, HP18 0JX</td>
</tr>
<tr>
<td><strong>PHOTOGRAPHERS</strong></td>
<td><strong>TECHNICAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
OLD BODLEIAN LIBRARY

DIVINITY SCHOOL
120 seated
or 200 standing

CONVOCATION HOUSE &
CHANCELLOR’S COURT
100 seated or
standing

OLD SCHOOLS
Quad

CHANCELOR’S
door entrance
balcony

Divinity School
proscholium
Chancellors
court

Sheldonian Court
Wren door entrance

WESTON LIBRARY

ST Lee
Exhibition
Gallery

Lecture theatre

Blackwell Hall

Goods road entrance

250 seated
or 450 standing

ROOF TERRACE

100 standing

LECUTRE THEATRE

117 seated

BLACKWELL HALL

Treasury
Exhibition Gallery

Info Desk

Display

Catering access

Catering kitchen

Cafe area

Shop

Loader bay

Goods road exit

ST Lee
Exhibition
Gallery

Catering access

Morten House

ST Lee Exhibition
Gallery

Blackwell Hall

Lecture theatre

Roof Terrace 5th floor

Entrance
from lift and
stairs

Event areas

Staff/reader areas

KEY

Sta

Staff

Reader & Roof Terrace entrance

Entrance
from lift and stairs

Broad Street

Catering access

Roof Terrace

Goods road exit

Goods road entrance

ST Lee
Exhibition
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Lecture theatre

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Staff

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Entrance
from lift and stairs

Broad Street

Catering access

Roof Terrace
OLD BODLEIAN LIBRARY

CONVOCATION HOUSE
FIXED BENCH SEATING  100 guests
Chancellor's Court Entrance

DIVINITY SCHOOL
Wren door entrance

CEREMONY/ THEATRE
STYLE
120 guests

COLLEGE STYLE
SEATING
120 guests

WESTON LIBRARY
LECTURE THEATRE  117 seated

BLACKWELL HALL
DRINKS RECEPTION
450 guests

SEATED DINNER
250 guests
(25 tables)

Bodleian Libraries
UNIVERSITY OF OXFORD

Maps not to scale
1. DEFINITIONS
In these General Terms and Conditions the following words and phrases have the following meanings:

1.1 “Additional Charges” means the charges for Additional Services exclusive of VAT.

1.2 “Additional Services” means any services provided by the Bodleian (as defined below) or requested by the Client over and above the Services or as specifically detailed as Additional Services in the Venue Hire Agreement.

1.3 “Venue Hire Agreement” means the agreement between the Bodleian and the Client setting out the details of the Event and the fees payable, and signed by the Client incorporating these General Terms and Conditions.

1.5 “Fee” means the charges for the Venue and Services as specified in the Venue Hire Agreement exclusive of VAT.

1.6 “Client” means the person whose name and address appears as the Client in the Venue Hire Agreement.

1.7 “Event” means the conference, banquet, reception, wedding or other event intended to take place on the date(s) given in the Venue Hire Agreement of which the Client is the organiser and in respect of which the Client accepts responsibility hereunder.

1.8 “Participant” means an individual who attends or a contracted supplier who is booked to attend the Event.

1.9 “Bodleian” means the Chancellor Masters and Scholars of the University of Oxford ("University") acting for the Bodleian Library, a department of the University.

1.10 “Services” means the Services provided by the Bodleian as detailed in the Venue Hire Agreement.

1.11 “Venue” means the specific location of the Event as detailed in the Venue Hire Agreement.

2. THE AGREEMENT
With effect from the date of the Venue Hire Agreement (the “Effective Date”) the Agreement for the provision of the Services at the Venue for the Event shall come into force subject to the terms contained hereunder.

3. DEPOSIT
This Agreement is conditional upon the payment by the Client to the Bodleian on the Effective Date of a non-refundable deposit in the amount referred to in the Venue Hire Agreement which deposit shall not be repayable under any circumstances, except if the Bodleian serves notice to the Client that it accepts responsibility for any reason, the Bodleian’s aggregate costs, expenses, claims or proceedings whether direct or indirect, or incidental damages even if informed of their possibility.

4. PAYMENT
4.1 The Bodleian will submit a final invoice, including any Additional Charges, to the Client immediately after the date of the Event for the Fee minus the deposit paid.

4.2 All invoices submitted to the Client shall be payable by the Client within fourteen days from the date of invoice. If any amount remains unpaid thirty days after its due date, the Client shall pay to the Bodleian interest thereon at 2% compound per calendar month from the due date until date of payment without prejudice to any other remedies of the Bodleian. All payment of deposits due must be completed in advance of the date of the Event.

4.4 Prices are subject to change without notice.

5. TERMINATION
5.1 The Bodleian shall be entitled forthwith to terminate this Agreement by written notice to the Client if:

5.1.1 payment is not received by the Bodleian in accordance with clause 4;

5.2 The Event is cancelled in accordance with clause 6, or

5.3 The Client or Participants commit any breach of the provisions of this Agreement.

6. CANCELLATION
6.1 The Bodleian reserves the right at its sole discretion to cancel the Event for any reason without any cost or loss to the Bodleian. The Bodleian will use all reasonable endeavours to provide the Client with at least three months’ notice of the cancellation (and where reasonably possible such notice period will be greater) and shall return any deposit paid under clause 3. The Bodleian accepts no responsibility for any loss suffered by the Client or any Participant as a result of termination of this Agreement pursuant to clauses 5.1 and 6.1 and the Client indemnifies the Bodleian against any claim made by any prospective Participant against the Bodleian.

6.2 Subject to clauses 6.3 and 6.4, the Client may cancel the Event by giving the Bodleian notice in writing to that effect.

6.3 If the Client gives the Bodleian notice to cancel the Event less than 60 days before the Event, the following fees shall be payable by the Client:

6.3.1 between 60 and 40 days (inclusive) before the Event – 25% of the Fee;

6.3.2 between 39 and 20 days (inclusive) before the Delivery Date – 50% of the Fee, and

6.3.3 fewer than 20 days before the Event and any time on or after the Event – 100% of the Fee.

7. CLIENT’S RESPONSIBILITIES
7.1 The Client undertakes:

7.1.1 to ensure that a representative of the Client is present at the Venue throughout the Event;

7.1.2 to fully disclose the purpose and nature of the Event in the Venue Hire Agreement;

7.1.3 to fully compensate the Bodleian for any damage done to the Venue, furniture or other property of the Bodleian, or any other person, by the Client or any Participant and to indemnify the Bodleian against (i) any third party claims; and/or (ii) reasonable costs in respect thereof. Such indemnities are subject to notice being given by the Bodleian as soon as is practicable, the reasonable cooperation of the Bodleian, and the Client having sole control of the defence and financial settlement of any third party claim unless otherwise agreed. Any settlement on non-financial terms is subject to the approval of the Bodleian which shall not be unreasonably withheld;

7.1.4 not to undertake any activity that may be likely to bring the Bodleian into disrepute;

7.1.5 not to affix anything to, attach or otherwise decorate any part or the whole of the Venue or facilities without the prior written approval of the Bodleian;

7.1.6 to comply with relevant laws and regulations, including but not limited to current health and safety legislation;

7.1.7 to be responsible for the Participants and to procure that the Participants treat the Venue and the Bodleian’s premises with care and respect for the privacy of its other users and shall not interfere with or gain access to or attempt to gain access to those parts of the Bodleian’s premises for which public use or access are indicated by the Bodleian to be unauthorised;

7.1.8 to provide the Bodleian with any such information as may be required by the Bodleian at a time as required by the Bodleian, including timely notification of the Client’s electrical requirements;

7.1.9 to procure that the principles embodied in the University Code of Practice on Freedom of Speech will be upheld, and shall, if so required, satisfy the Bodleian of its ability to discharge its obligation in regard to upholding freedom of speech.

7.1.10 not to misuse or allow its personnel or delegates to misuse the Bodleian’s IT and network facilities and to use the IT and network facilities in accordance with any instructions issued by the Bodleian from time to time;

7.1.11 (a) not to make use of the name, logos, crest, coat of arms of insignia of the University or the Bodleian; (b) not to hold itself out as part of or an emanation of the University/Bodleian, or as the agent or representative of the University/Bodleian; and (c) not to procure or use all electronic and eye-readable materials connected with or referring to the Event carry the following legend, with the same typography as the bulk of the surrounding material: ‘The Client contracts with the Bodleian for the use of facilities, but has no formal connection with the University of Oxford or the Bodleian Library’;

7.2 The Bodleian reserves the right at any time to exclude from the Event, the Bodleian’s premises and the Venue any Participant whose behaviour is, in the opinion of the Bodleian, an unacceptable nuisance or annoyance to other Participants or to others on the Bodleian’s premises. There will be no refund or reduction in the Fee for the Event in such circumstances.

7.3 The Bodleian reserves the right at its sole discretion to cancel the Event if it is subsequently discovered that the purpose or nature of the Event was not fully disclosed in the Venue Hire Agreement.

8. LIMITATION OF LIABILITY
8.1 The Bodleian shall not be liable to the Client for any damages, losses, costs, expenses, claims or proceedings whether direct or indirect, express or implied arising in connection with this Agreement. If, notwithstanding the provisions of this clause 8, the Bodleian is held to be liable to the Client for any reason, the Bodleian’s aggregate liability to the Client under this Agreement (whether arising from negligence, breach of contract or otherwise) shall not exceed the Fee.

8.2 The Bodleian does not exclude liability for death or personal injury to the extent only that the same arises out of the proven negligence of the Bodleian, its employees, agents or authorised representatives whilst acting within the scope of or in the course of their employment or contract.

8.3 Neither party shall be liable for any indirect, consequential, special, punitive, losses or damages, lost profits, lost savings, lost revenues or incidental damages even if informed of their possibility.

9. THIRD PARTY/PUBLIC LIABILITY INSURANCE
The Client shall obtain public liability insurance for all Events with an indemnity limit of not less than five million pounds (£5,000,000) for the duration of the hiring. In addition, for any caterers, public liability insurance is compulsory for all Events with an indemnity limit of not less than two million pounds (£2,000,000) for the duration of the hiring. The Client shall, on request, provide evidence of both insurance policies (as applicable) at least four weeks in advance of the Event together with confirmation that such insurance is current and any premiums have been paid.

10. RESTRICTIONS ON USE
10.1 The Bodleian reserves all intellectual property rights and all other rights in and to the University name, logo and any derivations of the same and nothing in this Agreement shall be deemed to assign any such intellectual property rights or other rights.

10.2 If anything offered for sale or exhibited in the Venue is considered by the Bodleian to be likely to be undesirable, in breach of copyright, unsuitable or dangerous to any person or property inside or outside the Venue, it shall on request be removed by the Client forthwith.

10.3 Smoking is not permitted anywhere within the Venue.

10.4 The Client hereby acknowledges and shall adhere to any further restrictions on use as set out in the Venue Hire Agreement.

10.5 Charges under this Agreement do not include facility fees for press, TV, film, radio and other media organisations, which are chargeable separately and in addition on all such activities. Advance express permission in writing is required, and the changes shall be agreed between the Bodleian and the Client.

11. ASSIGNMENT
The Bodleian shall be entitled to assign the benefit and/or burden of this Agreement to any subsidiary or associated company without requiring any consent of the Client.

12. LAW AND JURISDICTION
This Agreement will be subject to English law and to the exclusive jurisdiction of the English courts.

13. THIRD PARTY RIGHTS
Except as stated at clause 14.5, the Contracts (Rights of Third Parties) Act 1999 is excluded from applying to this Agreement and nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any terms of this Agreement.

14. GENERAL
14.1 Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of principal and agent or employer and employee between the Bodleian and the Client.

14.2 The rights granted to the Client in this Agreement shall not operate or be deemed to operate as a demise of the Venue and do not create a relationship of landlord and tenant. The Client shall not have or be entitled to any right, title or estate in the Venue save as expressly given in this Agreement.

14.3 The Client shall not sub-let, or attempt to sub-let, the Venue or part thereof.

14.4 Save as otherwise expressly provided in this Agreement no variation to this Agreement shall be binding unless agreed in writing between the Bodleian and the Client by their duly authorised representatives.

15. THE PARTIES TO THIS AGREEMENT
The parties to this Agreement intend that the Bodleian will be able to enforce this clause as if the University were a party to it, pursuant to the Contracts (Rights of Third Parties) Act 1999. This clause may not be amended without the prior written consent of the University.