

Cohab Initiative Secretariat CLG

Standard Terms for Side Event Bookings

1. This document outlines the standard terms under which the Cohab Initiative Secretariat CLG (a company limited by guarantee registered in the Republic of Ireland, operating as a non-profit organisation) (herein “Cohab”) facilitates or engages with another party, person or entity (herein “the organiser” or “organisers”), for the purpose of providing space and support for a side event during any Cohab event.
2. These terms should be read in conjunction with the Cohab Initiative Events Code of Conduct and any other associated or applicable codes, instructions or guidance prepared by Cohab.
3. Cohab is under no obligation to agree to, approve, facilitate, support or endorse any side event or proposal for a side event.
4. Where booking charges are applicable, payment secures a booking for a side event during a Cohab event, subject to prior approval with Cohab.
5. The time, location, format and scheduling of side events is entirely at the discretion of Cohab, and, where relevant, venue management. Whilst reasonable effort will be made to facilitate organisers’ preferences for side event times and location, fulfilment of such requests cannot be guaranteed.
6. Any applicable booking charges may contribute to processing, scheduling, room hire, staffing, catering, and security costs incurred by Cohab, and to any routine cleaning costs as may reasonably be expected to be associated with the normal running of a side event.
7. Organisers are expected to leave their side event space in good condition and to support Cohab with clean up following the end of their side event.
8. The organiser is responsible for all promotion, management, production, delivery and fulfilment of their respective side event.
9. Any change to the size, location, or format of any side event booked for or in conjunction with a Cohab event is to be agreed with Cohab no less than 24 hours in advance of the scheduled start time of the side event.
10. In the event that the organiser decides to cancel their side event, refund requests for any fees paid must be made no later than 2 weeks before the start of the associated Cohab event. Any associated charges may be refundable, at Cohab’s discretion, subject to a fee of 50%, before that date. Any refunds may further be subject to the requirements of the Cohab event venue and any co-hosts or partnering organisations. Unless otherwise agreed in advance, no refund requests will be entertained with less than 2 weeks’ notice.

11. All side event organisers, their speakers, support staff, chairs, hosts and participants, when attending in person, must be fully registered for the associated Cohab event and must hold a valid Cohab event access badge. As a rule, non badge holders will not be permitted to enter the Cohab event area or to participate in side events.
12. Side event organisers, their speakers, support staff and participants agree to follow instruction from Cohab and venue staff and security personnel at all times, and to abide by the Cohab Event Code of Conduct and any other associated or relevant codes, guidelines and requirements set out by Cohab, its partners and / or venue management, as applicable.
13. Cohab will endeavour to facilitate all booking requests and to support side events, to the extent agreed pursuant to receipt and approval of side event proposals. Cohab, venue staff and security personnel reserve the right to defer, delay, reschedule, relocate, cancel, curtail, suspend or discontinue any side event, for any reason, at their own discretion.
14. Unless otherwise agreed in writing, Cohab's responsibilities for side events include provision of appropriate side event space, and any supporting materials reasonably appropriate to the side event (e.g. flip charts, stationery, drinking water etc.) or as may be agreed to in advance.
15. For side events taking place off-site from the main Cohab event venue, the organiser(s) agree to release and indemnify Cohab from any and all economic or legal liabilities resulting from any loss, damage, or injury to persons howsoever arising from or relating to activities of said side event. Neither Cohab nor its personnel / support staff shall be held liable for any loss, damage, or injury to persons or property, or any economic or legal liabilities howsoever arising from or relating to activities of any side event taking place off-site from the main conference venue, save where otherwise agreed in writing.

Cohab Initiative Secretariat

<https://cohabinitiative.org>