

University College Technical Events Committee



Terms and Condtiotions

September 2023

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Introduction

This document serves to set out the clear procedures for hiring equipment (wet of dry hire) from the University College Technical Events Committee (UCTEC) a.k.a. “Castle Tech”. UCTEC is a University College JCR affiliated society that acts semi-separately from the JCR.

UCTEC Status

UCTEC is an official committee of the JCR, it is run by the Technical Director. UCTEC uses the main JCR bank account and works closely with the JCR Treasurer to ensure that invoices are paid on time. The Technical Director has overall responsibility for the committee and reports to the JCR Social Chair. The Technical Director is a Tier 1 Non-Executive role as defined by the JCR Standing Orders and is entitled to the perks that are laid out in the Standing Orders.

The Technical Director may at their discretion hire a Vice Technical Director to help fulfil their duties in their absence, or otherwise. The Technical Director may also hire a Hiring Manager to help deal with all external hires. The Vice Technical Director and Hiring Manager are both Tier 2 JCR roles.

The Hiring Procedure

Any use of UCTEC managed equipment must be approved by the Technical Director.

JCR Music Societies may use equipment for any rehearsals provided they have notified UCTEC prior to the start of their use and must return equipment neatly and in the correct places. UCTEC must be notified at the earliest convenience if equipment is damaged. JCR Music Societies must also follow the Hiring Procedure set out below when they require equipment for a concert or any other performance.

Anybody who uses equipment without permission will be charged for all equipment used with the late return fee.

The Procedure

Anybody who wishes to hire equipment or the services of UCTEC must email castle.tech@durham.ac.uk stating what equipment/services they require. Once an agreement has been made, UCTEC will provide a quote for the job. In exceptional circumstances, the hire cost of the equipment may change but in most jobs this will not differ from what was quoted. The labour cost is likely to change. All jobs are quoted with an estimated number of hours of work at the average wage rate per hour. The final labour charge is confirmed after the job once the number of hours worked is known and the actual wage rates are known.

An invoice will be issued after the job has been completed. The client then has 10 days to transfer payment to the JCR bank account or else a 10% late fee will be applied and a new invoice issued. Once payment has been confirmed by the JCR Treasurer, UCTEC will confirm to the client that payment has been received.

Equipment Hire Costs

All equipment available to hire is listed in the hire catalogue with a 2-day and a 7-day hire price. Whilst 1 day hires are rarer, they do still occur and will be charged at half that of the 2-day hire.

Hires lasting longer than 7 days will be considered on a case by case basis with a hire fee agreed with the JCR Treasurer.

External hires include a 2 hour labour charge to account for the equipment being prepared for collection and after the hire being checked back in to ensure no equipment is missing and is all still in working order. Any damaged or missing equipment will be repaired or replaced at the client's expense.

Goodwill Discount

UCTEC offers a "Goodwill Discount" on any equipment hires from another JCR affiliated club or society. The discount never applies to the labour charge. The percentage offered depends on a number of factors.

- 1) If the proposed event is free then the discount will be 100% (i.e. no equipment charge)
- 2) If the proposed event is making a profit for the organising club or society then the discount will be 20%
- 3) If a portion (or all) of the proceeds are to be donated to charity then the discount will match the portion or be 20% (whichever is highest)

In addition to this, JCR Music Societies will not be charged for any music or sound equipment that they require for an event. They will, however, still be charged for any lighting, staging and labour costs.

UCTEC reserves the right to adjust or withdraw completely the "Goodwill Discount" at its discretion. For example, the discount may be withdrawn if a club or society has an outstanding debt with UCTEC.

All external hires will be charged at the full rate unless a special exception is made at the discretion of the Technical Director after approval from the JCR Treasurer.

Late fee

UCTEC kindly requests that all invoices are paid within 10 calendar days of the invoice being issued – as stated on each invoice. A late payment will incur a 10% late fee. UCTEC will strive, where possible, to remind clients of their outstanding debt before the 10 day deadline has passed. However, ultimate responsibility remains with the client to pay on time and UCTEC will not accept any responsibility for late payments should a reminder not be given.

If the client wishes to question the invoice, they are welcome to do so via email. If the invoice is amended, a new invoice shall be issued and the 10 day period will restart upon receipt of the new invoice. If the invoice remains unchanged then payment must still be received by the original 10 day deadline.

If exceptional circumstances prevent the invoice from being paid on time, UCTEC must be notified at the earliest convenience and a payment plan will be agreed between UCTEC, the client and the JCR Treasurer.

If the 10% late fee is applied, a new invoice will be issued with the fee listed. Clients have 5 days to pay this invoice. If it is an internal hire, the JCR Chair and Vice Senior Student will be copied into the email as well as the Treasurer. For external hires, an appropriate contact will be copied into the email.

Labour Costs

The wage rates are set each April at the start of the new tax year in line with any adjustments made to the national minimum wage. The rates are agreed between the Technical Director and the JCR Treasurer.

The wage rates for the 2023/24 academic year are as follows:

Age	Wage /hour
18 – 20	£7.50
21 – 22	£10.18
23+	£10.42

All workers must be members of the JCR unless an exception is made by the Technical Director.

Supervisors

Additional pay is available to workers who supervise a shift. Workers who supervise a shift are paid at the wage rate above what they are normally entitled to. For workers who are normally entitled to the 23+ wage rate, their additional pay is rounded up to the nearest pound.

Technical Director Pay

The Technical Director is paid at the 23+ wage rate for all shifts. If they are normally entitled to the 23+ wage, then their pay is rounded up to the nearest pound.

External Hires

All external hires must pre-agree a time to collect equipment from University College where a member of UCTEC will meet the client at the Gatehouse. It is the clients responsibility to transport any equipment from University College to their venue and return it on the pre-agreed date. All equipment must be transported carefully and appropriate precautions should be taken to ensure no damage occurs. Likewise, during the event, every effort must be taken to ensure the hired equipment is not damaged.

Should the collection date or return date need to change, please inform UCTEC at the earliest convenience and we will attempt to accommodate the change. Please note that last minute changes may not always be possible as all of our members are full time students and have busy schedules.

Keep and Gatehouse Lighting

The following organisations may contract UCTEC to illuminate the Keep and/or Gatehouse of the Castle to mark important or symbolic events:

- Durham University
- University College
- University College JCR
- University College MCR
- Other organisations in exceptional circumstances

Generally, when contracted, the lights will be turned on at sunset (or shortly afterwards) and turned off 15-30 minutes after the Undercroft Bar closes. This is to allow students who reside in the Keep and/or Gatehouse accommodation to have a relatively uninterrupted night's sleep. This means that any requests to light the Keep and/or Gatehouse throughout the whole night, for an extended period or during the University Exam Period are likely to be rejected (some exceptions are made on a case-by-case basis).

As a general rule of thumb, requests to light the Keep and/or Gatehouse to commemorate religious events will not be considered.

Examples of recent events that the Keep and/or Gatehouse have been lit up for are:

- The coronation of King Charles III
- The anniversary of the start of the War in Ukraine
- Holocaust Memorial Day
- CCFS
- June Ball
- MCR Charity Ball
- Freshers Week

This list serves merely as an indication of the types of events that are approved for the lighting of the Keep and/or Gatehouse. UCTEC will consider any reasonable request.