

# DOWNING MAY BALL 2023 - TERMS AND CONDITIONS

This document lays out the Terms and Conditions for the purchase of tickets to the Downing College May Ball 2023. The May Ball will, subject to the conditions laid out below, take place on 20 June 2023.

The agreement is between the Principal Ticket Purchaser (hereafter “Applicant”, until the application is successful and “Purchaser” thereafter) and the Downing College May Ball 2023 Committee (hereafter “the Committee”). For reference, “Ticket Holder” is any individual holding a valid ticket to the May Ball. If the Applicant is purchasing tickets for guests, then they also submit to this agreement on behalf of the guests on their application.

Failure to adhere to these terms and conditions can lead to, amongst other things, an application being refused or voided, tickets being cancelled without refund, entry to the Ball refused or the guest being ejected from the Ball.

## 1. Eligibility for Ticket Purchase and Admission to the Ball

- 1.1. Admission to the May Ball is by valid ticket only, plus photographic identification (university card preferred, and required for current Cambridge student Ticket Holders, driving licence, or passport), and is subject to possible COVID-19 requirements in line with Downing College and/or Government guidelines. Any such requirements will be communicated to ticket holders before the Ball.
- 1.2. The Applicant must be either a current student, alumnus or alumna, fellow, or member of staff within the collegiate University of Cambridge.
- 1.3. Guests must be bona fide acquaintances of the Applicant but need not be connected with the University.
- 1.4. All attendees must be at least 18 years of age on the day of the Ball.
- 1.5. All attendees must take every reasonable effort not to bring contraband into the Ball.
- 1.6. Intermitting students may under no circumstances attend the Ball, in line with University policy.
- 1.7. Any student who intermits in the time between buying a ticket and the date of the Ball is eligible for a refund by contacting the ticketing officer at [ticketing@downingball.co.uk](mailto:ticketing@downingball.co.uk).

## 2. Ticket Types

- 2.1. There are five standard entry ticket types available, and three add-on ticket types.
  - 2.1.1. The five standard entry ticket types are: (i) Downing student; (ii) Student; (iii) Downing Staff/fellow, (iv) Full Cambridge Bursary Student, and (v) Non-Student. Each ticket type has corresponding eligibility criteria.
  - 2.1.2. The corresponding eligibility categories are: (i) current students at Downing College and their guests; (ii) current students at the University of Cambridge and their guests; (iii) current fellows and members of staff at Downing College; (iv) current students at the University of Cambridge in receipt of the full Cambridge Bursary; (v) all other eligible guests of the Ball, including all alumni and their guests.
  - 2.1.3. The three add-on ticket types are: Queue Jump, VIP, and Dining.
  - 2.1.4. Add-on tickets do not provide entry to the ball and must be used with one of the standard entry tickets.
- 2.2. Other than the differences laid out below all tickets are subject to these terms and conditions.
- 2.3. All ticket types only allow entry into the ball site proper exclusively between 8.30pm and 10.30pm, except VIP and Dining tickets as explained below.
  - 2.3.1. Standard tickets entitle holders to enter the Ball at 8.30pm.

- 2.3.2. Queue Jump tickets entitle holders to enter the Ball at 8.30pm.
- 2.3.3. VIP tickets entitle holders to enter the ball from 7.30pm onwards, with the VIP Champagne reception commencing at 7.45pm.
- 2.3.4. Dining tickets entitle holders to enter the Ball at 6.15pm, to be seated for dinner by 6.45pm.
- 2.3.5. The above timings are only provisional and are subject to change. Any adjustment in timings will be communicated to the Ticket Holder in due course.
- 2.3.6. Each ticket has the option to opt-out of a £2 charitable donation.

### **3. Ticket Applications**

- 3.1. All ticket applications must be made online.
  - 3.1.1. Current students, fellows and members of staff at Downing College may make ticket applications via the website from 12pm on 16 February 2023 and are entitled to purchase a ticket for themselves and up to four guests.
    - 3.1.1.1. The Committee reserves the right to halt the sale of guest tickets at any time during this release.
  - 3.1.2. All other current students, alumni, fellows, and members of staff within the collegiate University may make ticket applications from 12pm on 23 February 2023
  - 3.1.3. Only one add-on ticket per standard entry ticket purchased may be purchased. The committee reserves the right to void any additional add-on tickets purchased.
- 3.2. An application containing incorrect or misleading details is automatically void. Such an application may be amended at the President's discretion.
- 3.3. The Applicant is responsible for the guests on their application under this agreement and submits to this agreement on their behalf.
- 3.4. Any name changes up to and including the 28 May 2023 will be subject to a £20 administration fee for this, as well as any other change of details (such as address). From 28 May to and including 11 June 2023 changes will incur an administration fee of £40. No changes will be permitted after 11 June 2023
  - 3.4.1. Any request to change details must be immediately communicated to the Ticketing Officer ([ticketing@downingball.co.uk](mailto:ticketing@downingball.co.uk)) or the ticket will be rendered void.
  - 3.4.2. Exceptions for this charge will be decided at the President's discretion.
- 3.5. By submitting an application the Applicant agrees to have their details stored electronically as per The Downing May Ball Data Protection Service. Details of this can be found on the website.
- 3.6. The contract between the Committee and the Applicant is only complete after their bank transfer payment has arrived in the May Ball bank account and has been processed.
- 3.7. The Applicant is entitled to a refund if the reason for refund is either, due to a change in illness/disability that means that the event is no longer accessible to them, or if amendments to the Downing May Ball access statement make the Ball no longer accessible to them. No medical evidence will be required. The Applicant should email the Ticketing Officer ([ticketing@downingball.co.uk](mailto:ticketing@downingball.co.uk)), or the accessibility/welfare officer ([Accessibility&Welfare@downingball.co.uk](mailto:Accessibility&Welfare@downingball.co.uk)) to do this.
- 3.8. The Committee reserve the right to refuse a refund for tickets once payment has been made.
  - 3.8.1. In the event of a cancellation of the May Ball for reasons related to weather, terrorism, order of government, public health or other unforeseeable circumstances, tickets may instead be rolled over to the next occurring Downing May Ball rather than refunded to the Applicant.

## 4. Ticket Payment

- 4.1. Confirmation of your purchase will be communicated via email
- 4.2. Payment must be made via online payment at the time of purchase.
- 4.3. Name change payments must be made by bank transfer. If the Applicant cannot pay via bank transfer, please contact the Ticketing Officer ([ticketing@downingball.co.uk](mailto:ticketing@downingball.co.uk)) for an alternative payment method.
- 4.4. For payments by bank transfer, payments must be made to the May Ball Company bank account (details given at the time of requesting a name change).
- 4.5. Where discounts are applicable to current students within the University of Cambridge in line with 2.1.2.(ii) – not including current students at Downing College entitled to such discounts – evidence of eligibility (in the form of a letter demonstrating the Applicant’s entitlement to the full Cambridge Bursary), must be received by the Ticketing Officer ([ticketing@downingball.co.uk](mailto:ticketing@downingball.co.uk)) within 1 week of the ticket purchase.
  - 4.5.1. Where evidence is not received within this timeframe, an extension may be granted at the discretion of the President. Otherwise, a request will be made for the full price to be paid, and where this is not received within a further extension period, communicated to the Applicant, the ticket will be voided.

## 5. Ticket Distribution

- 5.1. Tickets will be generated electronically and sent via email in the purchase confirmation email prior to the Ball. The confirmation email will supply you with a unique QR code for each ticket.

## 6. Dress Code

- 6.1. The only acceptable attire is Black Tie, Military Mess Dress, Highland dress, or equivalent national dress; dresses should be of a comparable standard. Sports blazers are not allowed.
  - 6.1.1. The Committee reserve the right to refuse entry to anyone they deem to be not suitably attired.
  - 6.1.2. Anyone wearing attire associated with drinking societies will not be granted entry into the Ball.
  - 6.1.3. Further guidance on the dress code may be sought from the President ([president@downingball.co.uk](mailto:president@downingball.co.uk)).

## 7. Safety and Security

- 7.1. Last entry to the Ball is at 10.30pm.
- 7.2. Before entry to the Ball is allowed, the Ticket Holder must receive a wristband, which must be displayed at all times while on the Ball site or when requested by any employee of Downing May Ball.
  - 7.2.1. The wristband will only be issued upon the presentation of a valid ticket, photographic identification, and proof of student status (if necessary).
- 7.3. Ticket holders will not be permitted to leave and re-enter the Ball.
- 7.4. Ticket holders are reminded that smoking at the Ball is only permitted in the designated areas.
- 7.5. The Committee reserves the right to eject any person from the Ball and to take whatever further action they deem appropriate. If deemed appropriate by the Committee, an attendee may be prevented from attending subsequent May Balls at Downing College. Grounds for such exclusion include, but are not limited to, violent, loud, indecent, illegal, or immoral behaviour, excessive intoxication, possession of illegal drugs or any other breach of these terms and conditions. A further ground for exclusion is where the Committee and/or its duly authorised representatives have reasonable grounds to believe the Ticket

Holder may have committed or may be about to commit any other criminal offence or has engaged or is engaging in other such activities that the Committee deems to be unacceptable.

- 7.6. The Ball accepts no liability for lost or stolen belongings of Ticket Holders.
- 7.7. The Ball accepts no liability for financial compensation to the Ticket Holder if they are ejected from the Ball.
- 7.8. The Committee reserves the right to photograph and record CCTV footage of the Ball site, its immediate surroundings, the grounds of Downing College, and those entering, present in and leaving it, in order to document the event in case of later legal action.
- 7.9. The Committee reserves the right to conduct searches of persons or property to verify any belief that the terms and conditions laid out here are not being adhered to.
- 7.10. Ticket Holders are entitled to bring, if they wish, a small bag not exceeding 30cm x 15cm x 10cm in size.
  - 7.10.1. Should any Ticket Holders wish to bring a spare pair of shoes, these should either be carried by hand or contained within a small foldable bag (rucksacks, large handbags and holdalls are not acceptable).

## **8. Other**

- 8.1. The Committee reserves the right to alter the programme and menu without notice.
- 8.2. The Committee reserves the right to cancel the May Ball at its discretion at any time.
- 8.3. All decisions of the Committee are final.

Queries should be made either by post to The May Ball Committee, Downing College, Cambridge, CB2 1DQ, or by email to Imogen Grimes ([president@downingball.co.uk](mailto:president@downingball.co.uk)), except where otherwise specified.