



SUBVENTION POLICY

Purpose

The policy exists to encourage associations and other not for profit organisations to hold their conferences in Jersey. This is to ensure that Jersey is not disadvantaged by being un-competitive in the association market, particularly when pitching against other destinations for events.

Applications

All applications for funding are to be made by the venue on behalf of the organisation to the officers of the Jersey Conference Bureau, who will give an indication of the probable outcome of the application within two working days, and ensure that official approval is gained at the earliest opportunity.

Qualifying Organisations

Organisations which are non-profit-making to include associations, institutes, unions or charitable bodies qualify.

Minimum Requirements

The qualifying organisation's event should have a minimum of 600 room nights. Organisations which do not meet numerical criteria will still be considered by the Board, with each application being decided on its own merits.

Meeting Room Requirement

It is the policy of the Jersey Conference Bureau to provide funding for the hire of the main meeting room only for the conference. Further funding requests for additional rooms will be considered in the context of the overall event structure and value to the Island.

Venues being used by the organisation for the event are required to be a Partner or Principal Partner of the Jersey Conference Bureau.

Venues – States of Jersey Owned

Funding will be offered for each day of the conference and for a maximum of one set-up day / rehearsal. The terms will be negotiated directly between the Bureau and the venue. It is anticipated that fees will be known for a period of 2 years in advance of a conference taking place.

Venues and Hotels – Privately Owned

Funding will be offered for each day of the conference and for a maximum of one set-up day / rehearsal. Funding, which will be negotiated between the venue management and the Jersey Conference Bureau, will be available to a maximum of 50% of the published room hire tariff.

The subvention policy is designed to promote residential business to several hotels. Therefore, in the event that 50% or more of the delegates / accompanying persons attending the conference stay at the hotel hosting the conference, the conference will be deemed to be residential and funding will not be provided. Changes to the status of conferences will be referred to the Board of the Jersey Conference Bureau.

Official Hospitality

Vin d'honneur's will be provided to organisations fulfilling the criteria of the minimum requirements. In all cases where there is a relevant States department in the organisations field, they will be approached by the Jersey Conference Bureau for funding.

Applications for funding of hospitality for qualifying organisations must be made to the Jersey Conference Bureau. For each vin d'honneur, the funding will be to a maximum of 50% of the normal selling price of the food and beverage. This is based on a consumption of 1.5 drinks per person.

Use of agencies/ accommodation booking providers

Organisations using third party accommodation booking agencies or destination management companies will only receive funding if they are exclusively using the Jersey Tourism online accommodation booking service and/or a Partner or Principal Partner of the Conference Bureau who is providing that service.

Contracts & Liability

The venue will be required to make a contract with the conference organisation for the services to be provided and will ensure that the criteria of the subvention policy are met in full before claiming payment from the Jersey Conference Bureau.

Venues with cancellation charge policies should ensure that organisations are made fully aware of their contractual responsibilities. If necessary, venues should advise on cancellation insurance and other relevant methods of client protection to ensure that no liability is carried by the Jersey Conference Bureau.

In the occurrence that a venue cancels the event, when all aspects of the contract with the organisation have been met, then the venue is liable for all additional costs incurred by the Jersey Conference Bureau for the change of venue.

Minimum occupancy clauses operated by private venues shall not be applied to events receiving subvention funding, without the written and express permission of the Jersey Conference Bureau.

The Jersey Conference Bureau will not accept liability for any cancelled or postponed event, or for any event previously approved for funding, which fail to meet the agreed criteria. It is advised that the qualifying organisation has full insurance coverage for the conference. This should include financial cover for all costs incurred for cancellation and for change of venue, whether the fault of the organisation or any other party.

The Jersey Conference Bureau can withdraw or amend any element of subvention at any time without liability.

Updated January 4th 2011