

PETERHOUSE
CAMBRIDGE

ACCOMMODATION AND CATERING – DECLARATION BY ELIGIBLE BODY

In order to determine if VAT is chargeable on the price of your function we need to know whether or not your organisation is an “eligible body”.

An “eligible body” is broadly:

- (i) a school; or,
- (ii) a UK University and any college, institution, school or hall of such a University (UK campuses of foreign universities are excluded, but may be eligible under paragraph (vi) below;) or,
- (iii) a Further and Higher Education Institution; or,
- (iv) a public body, for example a Government Department, Executive Agency, Local Authority and Health Authority; or,
- (v) a body which provides the teaching of English as a foreign language but only in so far as the provision relates to the teaching of English as a foreign language; or,
- (vi) a body not falling within paras (i) to (v) above which;
 - (a) is precluded from distributing and does not distribute any profit it makes; and,
 - (b) applies any profits made from supplies of education, towards the continuance or improvement of such supplies.

Please confirm whether you are an eligible body as defined above, and if so, under which category you fall. You will also need to certify that your function will be of direct benefit to your students, conference delegates or trainees etc.

To the Conference Co-ordinator, Peterhouse, Cambridge
(Fax: 01223 338245)

FUNCTION TITLE:

ORGANISED BY:

DATE OF FUNCTION:

*1) This organisation is not an eligible body.

*2) This organisation is an eligible body under category () detailed above.

*3) I further certify that the services to be provided by you for this function will be for the direct benefit of our students, conference delegates, or trainees.

*Please delete as applicable.

SIGNED:

POSITION HELD:

DATE:

