

This form is only valid if pages 1-3 are attached and initialled by the applicant and Assistant Dean (bottom right corner)

## Application for an event in the College Rooms

**Section 1** Applicant name: \_\_\_\_\_ Mobile:

\*Name of person in charge: \_\_\_\_\_ Mobile:

Dates: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event finish time: \_\_\_\_\_ Maximum Number: \_\_\_\_\_

Venue: \_\_\_\_\_ Nature of the event: \_\_\_\_\_

\* For use by Entz Officers **ONLY**, see notes

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### Section 2 *To be completed as the venue booking is made*

Conference & Events Assistant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Section 3 *To be completed if the event is catered by the College, or held in the Hall, Undercroft, or Red Room*

*This event has been discussed with me and can be accommodated in the catering schedule*

Catering Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Section 4 *Equipment*

1. Equipment (including staging): Yes/No

2. Electrical Equipment: Yes/No

*I have been consulted and have, if relevant, agreed to provide the requisite Electrical Safety Certificate.*

Clerk of Works' signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Section 5 *To be completed after consultation with the Head Porter*

Security arrangements:

*I am satisfied, after discussion with the applicant, with the security arrangements for this event*

Head Porter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Section 6** Checklist (to be completed in the presence of the Assistant Dean) and further conditions of use:

*Delete as appropriate*

- Are you planning to serve refreshments? Yes/No
- Is alcohol to be served at the event? Yes/No
- What are the charging arrangements for refreshments? N.A./Free/Bar prices/Fixed
- What food is going to be served? None/snacks/substantial snacks/meal
- Who is preparing the food? External (provide details)/College
- What entertainment is planned? None/small stereo system/PA system/instruments/singing/live band
- Is there going to be a cover charge? Yes/No
- Is there going to be use of any materials (artistic or otherwise) that may make a mess? Yes/No
- Will there be any use of glass or other breakable materials Yes/No
- Are you the President of this Group or Society (non-College)? N.A./Yes/No
- How are you going to advertise the event? Email/posters/other publication
- Does your event involve discussion/debate/promotion of a potentially contentious topic? Yes/No
- Does your event involve a speaker external to Oxford University? Yes/No

**Further Conditions of Use:**

Details on drinks and charging:

Details on materials:

Details on breakable materials:

Details on entertainment:

Details on food provision:

Advertising details:

*I understand that as the organiser of this event I am responsible for: adhering to all of the conditions on page three of this form; any damage to the fabric of the College; the behaviour of the participants; controlling the noise level; leaving the place used for the event in a clean and tidy condition; the full completion of this form; official written confirmation by the Assistant Dean if any conditions are changed (including dates) after the signing of this form. Either I may be personally liable and/or the event may be stopped if I do not adhere to these conditions or have not provided full and accurate information regarding the event.*

Applicant's signature: \_\_\_\_\_

\*Co-applicant's signature: \_\_\_\_\_

Assistant Dean's signature: \_\_\_\_\_

Date:

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## Notes for holding meetings or events in College

The Assistant Dean's permission must be obtained for any gathering of more than ten people in any College room. Staircase parties, room parties and house parties are banned.

### Event Notice Period

A copy of the completed event form signed by all of the relevant parties should be deposited in both the Holywell lodge and the Weston Buildings lodge (for individuals, at least three weeks before the event; for Common Rooms, at least a fortnight before the event).

### Bookings for Red Room & Conduit Room

Please note that the tables in these rooms must not be moved.

### JCR and MCR Entz Officers

The JCR and MCR Entz officers are expected to attend and supervise the events they organise. However, the Dean accepts that, on occasion, in long runs of events such as Bops, an Entz Rep may be absent. In that case, another committee member must be nominated to be the organiser, and co-sign the form.

### Gatherings in College

- i) Only members of New College may attend events. Neither University Societies nor any other outside body may hold events of any sort in New College, unless the Member is the Society's President.
- ii) Under the terms of the Licensing Act, gatherings may not be advertised publicly outside the College (this includes the internet) or the sponsoring College Society, nor may any charge be made for admission. At functions where alcohol is for sale only members of College and their *bona fide* guests may be served.
- iii) Your attention is drawn to your obligations under the Code of Practice on Freedom of Speech.

### Serving food

Food must be provided free of charge at all events at which alcohol is available. The substance and amount of free food must be in proportion to the nature of alcohol provided and the duration of the event. Food on sale must be omitted from the calculation.

### Security

The Head Porter must be consulted about security arrangements. It should be considered, in the case of meetings, the difficulties that may be had with participants of opposing views, the possibility of gatecrashers and in the case of events where there is consumption of alcohol, drunkenness. Arrangements must be made with the Head Porter that clear directions are available at the Lodge to guests and participants. If necessary, one of the organisers must be present in the Lodge when guests or participants arrive. If the Head Porter deems it necessary, extra staff or security cover will be arranged at the organiser's cost.

### Electrical equipment

If disco or any other electrical equipment is used, then this must be inspected and approved by the Clerk of Works' department. The use of smoke vapour machines and strobe lights are strictly forbidden in College.

### Damage & Cleaning

A cleaning and repair charge may be payable to the College for any mess that requires cleaning or any damage caused to the building fabric or furniture. The Junior Member responsible for booking the room will be responsible for the entire cost of the rectification of any damage caused or cleaning that is required.

### Publicity

Copies of any publicity produced for an event in a room for which permission is required - whether it be a poster, or a private booking form, or any material whatsoever - must be sent to the Assistant Dean for approval.

### Music, PA and sound levels

Any event in which there will be a PA, live music, or a level of noise that is audible outside the venue, must be clearly documented on the front page of this form (usually under the Equipment Section).

### Finishing times

All parties and meetings for New College members will finish at 11.00 pm; all other events, including those for societies, will finish at 10.30 pm.

### The Dean

Updated November 2024

The Assistant Dean is available for consultation **by appointment only**, during term-time. Contact the Dean's Secretary, Jacqui Julier ([deans.secretary@new.ox.ac.uk](mailto:deans.secretary@new.ox.ac.uk)) for an appointment. For general email enquiries in advance of an appointment contact the Assistant Dean at: [gideon.elford@new.ox.ac.uk](mailto:gideon.elford@new.ox.ac.uk).