

Application to stage a play or other theatrical entertainment in the Cloisters

Section 1

Applicant name: _____

Venue: _____

Dates: _____

Start time: _____

Finish time: _____

Maximum Number: _____

Nature of the event: _____

Section 2 *Permission from the Chapel Committee, via the Precentor*

Conditions of use: _____

The Chapel Committee has checked the details and arrangements for the use of the Cloisters and the Ante-chapel for rain cover

Precentor's signature: _____

Date: _____

Section 3 *To be completed as the venue booking is made*

Conference & Events Assistant's signature: _____

Date: _____

Section 4 *Equipment*

The Maintenance Office Manager has been consulted and has, if relevant, agreed to provide the requisite Electrical Safety Certificate.

1. Equipment (including staging): Yes/No

2. Electrical Equipment: Yes/No

Maintenance Office Manager's signature: _____

Date: _____

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: _____

This form is only valid if pages 1-4 are attached and initialled by the applicant and Assistant Dean (bottom right corner)

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

Delete as appropriate

What entertainment is planned? None/small stereo system/PA system/instruments/singing/live band

Is there going to be a ticket 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

OR

Are you the Producer of this event N.A./Yes/No

How are you going to advertise the event? Email/posters/other publication

Further Conditions of Use:

Details on materials:

Details on breakable materials:

Details on entertainment:

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: _____

Assistant Dean's signature: _____

Date: _____

Notes for holding plays or theatrical events in the Cloisters

The Assistant Dean's permission must be obtained for any play or theatrical event in the Cloisters.

The Cloisters

The cloisters remains a burial ground, and Junior Members are reminded that the subject and nature of the event proposed will be scrutinized in that context. Further, Junior Members are required to conduct their event with this in mind.

Booking the Cloisters

Please note that permission must be obtained in the term prior to that in which the play or event is due to take place.

Junior Members should:

- 1) consult the Assistant Dean to establish whether permission is likely to be given for the period requested.
- 2) consult the Chapel Administrator on the availability of the Cloisters, & also of the Ante-chapel for rain cover.

Then a proposal must be sent to the Chapel committee; this meets once a term usually in 5th week and should:

- 3) be made via the Chapel Administrator.
- 4) make a case for the event; the more detailed the proposal, the more likely it is to succeed.

When permission has been obtained from the Chapel committee, the form should then be completed.

Rehearsals

Once permission for plays and theatrical events in the Cloisters has been granted, rehearsals must be booked through the Chapel Administrator. They may not take place in the hours during which the College and grounds are open to the public.

Security

Arrangements must be made with the Head Porter that clear directions are available at the Lodge for audience members. If necessary, one of the organisers must be present in the Lodge when the audience arrives. 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 the booking will be responsible for the entire cost of the rectification of any damage caused or cleaning that is required.

Refreshments

Refreshments may not be served in Cloisters.

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.

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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

Finishing times will, of course, vary from play to play; this must be discussed with the Assistant Dean.

The Dean

October 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) for an appointment.

For general email enquiries in advance of an appointment, contact the Assistant Dean at:
gideon.elford@new.ox.ac.uk