

Appendix 1 – Code of Practice for meeting room and College grounds bookings

The Conference and Events Office is responsible for meeting room and grounds bookings

Use of Rooms

- (a) The Club Room, Seminar Room 1, Seminar Room 2, Bevin Room, Tizard Room and the Sixties Room are available for use by College Clubs and Societies and by individual members of the College, during Full Term. In certain circumstances the Wolfson Foyer may be used with the approval of the Librarian and the Dean. There are additional restrictions on parties during the Easter Full Term. (The dates and hours of Quiet Period during the Easter Term will be announced after the first Council meeting of that term).
- (b) Parties may be held in some of these rooms on Fridays and Saturday if they are not required for other events. These will be restricted to Churchill College Clubs and Societies and members of the College.
- (c) Staircase parties: Under the updated Fire Regulations, staircase parties for more than 20 people are not permitted under any circumstances and no more than 10 people are permitted in a student room at any time. Staircase parties for up to 10 people do not require Dean's permission, but those of 11-20 do require permission. All College hostels are subject to the same rules.

Conditions

- (a) The Dean's permission must be obtained for all parties and events organised by Junior Members, other than Staircase parties with 10 attendees or fewer, JCR and MCR meetings and recurring Churchill College Society meetings. Certain events will also require authorisation from the Senior Tutor. A Dean's form is available in Step 3 of this section of the website and **must be submitted at least a week before the date of the proposed event.**
- (b) Parties must end at 23:00 and the area cleared by 23:30, except for Saturdays when they must end by 00:30 and the area be cleared by 01:00.

The number of people attending the event must be agreed with both the Dean and the Conference and Events Office.

Noise must not be of a level to disturb or inconvenience other members of the College. Amplified or live music is only permitted in the Pavilion or Buttery. No amplified music is permitted in the other rooms or grounds

Clubs or Societies must be properly constituted; this means they must have a Senior Treasurer, who shall be (a) a Senior Member of the College, and (b) be invited to attend any such dinner or party.

All events must be sponsored by at least one Churchill student.

Procedure for bookings

- (a) All room bookings must be made through the Conference and Events Office

- (b) Those wishing to use a room should check with the Conference and Events Office if the room is available on the required date. **At least seven days' notice of a booking is required.**
- (c) If the room is available the Conference and Events Office will make a provisional booking and wait for a Dean's form to be submitted and authorised before confirming the booking.
- (d) It is essential that all parts of the Dean's form are completed, including the estimated number attending and the names of 4 other responsible people who can be contacted by the Porters
- (e) Any conditions imposed by the Dean will be communicated to the student making the request. The Conference and Events team will also communicate any conditions to relevant internal departments.

Charges

(a) **Official Club and Society Functions**

No deposit or payment is required, but any damage or additional cleaning will be charged as appropriate.

(b) **Private Parties and Garden Parties**

There will be a non-refundable charge of £50.00 for a private booking of either a meeting room or area of the grounds. Any damage or additional cleaning will be charged in addition, as appropriate.

(c) **University Clubs and Societies**

Meeting room bookings – discounted commercial rate, price dependent on the room booked

Garden parties - There will be a maximum capacity of 100 students.

Groups of up to 50 - £100

Groups of between 50 and 100 - £200

Regulations for alcohol consumption (see also Information on Churchill College Licensed Premises)

The sale and consumption of alcohol must comply with the College Licence and the Licensing Act 2003.

The following areas are included in this licence:

1. The College, main building
2. Wolfson Hall, library and archives building
3. The Study Centre (including pavilion and recital room)
4. The Moller Centre for continuing education
5. The terraces outside the Study Centre
6. The terrace area alongside the main College building
7. Senior Combination Room
8. Middle Common Room

- 9. Junior Common Rooms
- 10. Main concourse and landing
- 11. Jock Colville Hall

The premises supervisor (Head of Catering) is responsible for the sale and consumption of alcohol in these areas. The Dean, the Head of Catering and the Head Porter have the authority to set a limit to the amount of alcohol being consumed.

Catering and drinks for parties will normally be supplied by the College Catering Department and details should be arranged with the Head of Catering at catering@chu.cam.ac.uk. Contract catering will not be permitted.

In addition to submitting a Dean's form, the Head of Catering should be notified of any events where alcohol will be consumed.

All other non-licensed area bookings should go via the Conference Office & Dean.