

**QUEENS' COLLEGE**

**Permission for a Party**

THIS FORM MUST BE LODGED WITH THE CATERING SECRETARY AT LEAST EIGHT DAYS IN ADVANCE OF THE PROPOSED DATE OF THE EVENT, OR TEN DAYS FOR EVENTS IN THE FITZPATRICK HALL THAT ARE OPEN TO NON-MEMBERS OF COLLEGE

IF THE PARTY IS TO BE IN A PUBLIC ROOM OR PLACE (see below), the applicant must book the room BEFORE seeking permission. See the Catering Secretary during office hours. Proposals for regular or recurring events must be made in the first instance through the Timetabling Committee (see Catering Secretary) and such bookings are also subject to the Dean's permission.

Please give as much detail as possible as this will enable the Dean to deal with the request swiftly.

NAME of person seeking permission .....  
Email address.....

NAME OF EVENT .....

PLACE/ROOM .....

DAY & DATE OF PARTY..... TIMES .....

NUMBERS.....

REQUEST FOR MUSIC .....

DETAILS OF EVENTS AND SPECIAL REQUESTS .....

**If you have not received the Dean's permission and the event goes ahead you will be in breach of college regulations**

DEAN'S SIGNATURE AND DATE .....

**NOTES - PLEASE READ CAREFULLY.**

**By applying for and accepting permission, you agree that you have read and accept these conditions.**

1. The public rooms and places are:
  - (a) Old Hall, Fitzpatrick Hall, Old Kitchens, Bowett Room
  - (b) Fellows' Garden, Grove, Lyon Court (SUMMER ONLY)

Those holding events in the Fitzpatrick Hall are required to consult the Dean at least 10 days in advance about security and other arrangements to ensure that the event is properly organised and controlled; applications for a bar extension must be made to the Steward at least 8 days in advance.

2. Parties in a residential room and in the places named at (1) (a) above must end by 11.45 pm in Full Term or 11.15 pm outside Full Term. Permission may be given subject to an *earlier* closing time. Parties in the places named at (1) (b) can last *no more* than 2 hours and must end by 10 pm.

3. Numbers in a residential room must not exceed 15. No more than one party in one residential room is allowed on any one staircase. The maximum numbers allowed in other places can be found from the Booking Regulations for each place, held by the Catering Secretary.

4. Amplified music is not allowed anywhere except in the Fitzpatrick Hall and only with the permission of the Dean. Music of a restricted kind (see Booking Regulations) may be allowed in the Old Kitchens and only with the permission of the Dean. No more than four (unamplified) performers are allowed in the Old Hall and only with the permission of the Dean. No jazz bands or equivalent are allowed except on Saturdays in Michaelmas and Lent (and then no more than 4 unamplified performers) and only with the permission of the Dean. No music and no dancing is allowed in the Bowett Room.

5. It is the responsibility of the person to whom permission is given, to book the room in which the party is to be held (if necessary) and to acquaint themselves with the regulations governing that room, as well as to ensure that all College regulations are observed, especially those regarding noise, behaviour and disturbance.

6. Those to whom permission is given are responsible for clearing up and cleaning the room so that it is in the same condition as prior to the party or event. Charges will be levied if venues are not so cleaned. It is expected that this process will be completed directly after the party. It may be possible to book the room on the following day (see the regulations for each room). If so, the room must be booked accordingly and arrangements must be made in advance with the Housekeeper to ensure that the College cleaners (who often start at 6 am), are aware of the position and also that such a postponement of cleaning does not inhibit the use of the room by others. The Housekeeper is always willing to help with facilities for cleaning, if consulted in advance.

**7. THE PERSON TO WHOM PERMISSION IS GIVEN IS RESPONSIBLE FOR THE CONDUCT OF ALL PERSONS PRESENT AT THE PARTY OR EVENT. THIS INCLUDES ALL EVENTS ORGANISED BY QUEENS' ENTS. ANY COSTS INCURRED AS A RESULT OF THE PARTY OR EVENT (E.G. CLEANING, DAMAGE) WILL BE CHARGED TO THE PERSON TO WHOM PERMISSION IS GIVEN. BY ACCEPTING PERMISSION, YOU ACCEPT THIS CONDITION.**