

# St. John's College, Cambridge, Large Event Booking Form

*PLEASE USE BLOCK CAPITALS*



The permission of the Dean of Discipline and Head Porter is required in advance by anyone wishing to hold a large event in any of the College's public rooms and/or spaces. Permission is also required for the use of the SBR or JCR for parties or large gatherings. If a larger event is proposed and food or alcohol is being supplied then in addition to the Dean and Head Porter, the permission of the Catering and Hospitality Manager is also required. For large events organised by the JCR or SBR a separate risk assessment for the event is also required. The Head Porter will decide on a case-by-case basis if other risk assessments are required. If you propose a small gathering in your own room, then please use the Parties Request Form.

Name of student applying for permission			
Contact telephone number			
E-mail address			
Rooms to be used			
Is food or alcohol being served? Please provide details. If the event is taking place in a College public room or other public area controlled by the College then the provision of food and alcohol needs to be agreed with the Catering & Hospitality Manager.			
Describe the event			
Date and time of event			
Number attending			
Attendee details, who will be attending			
Event with music? If yes, digital music, DJ, or live band?			
<b>I confirm that:</b> <ul style="list-style-type: none"> <li>• I have read the Terms &amp; Conditions of hosting an event and I agree to abide by them</li> <li>• As the event organiser I agree to take responsibility of the event</li> </ul>			
Signed		Date	
<b>Authorisation Signatures</b>			<b>Date</b>
Head Porter			
Catering and Hospitality Manager (if applicable)			
Dean			



## **Event Booking Fees, Terms & Conditions**

The Dean enforces a quiet time during the examination period in Easter Term. To that end, they will not give permission for the holding of room parties, garden parties, and dinners in the public rooms of the College between the third and last Fridays of Easter Full Term.

It is the responsibility of the organisers of entertainments or other functions for which bar training and instruction in fire-drill are essential, to apply to the Catering and Conference Manager and the Head Porter respectively for necessary instruction at least 14 days in advance of the first event (to do this the organiser must first seek permission from the Dean). Failure to attend the required training will mean that the event will not be approved.

### **Food/drink requirements**

Please note that for health and safety reasons all food/drink served in St John's venues must be provided by the St John's Catering department. No food or drink, with the exception of bottled water, shall be brought into St John's venues except with the permission of Catering & Hospitality Manager.. Requests for service of refreshments must be made at the time of booking and no later than two weeks prior to the event. If requirements are not received at the point of booking then we cannot guarantee that we will be able to fulfil them should they be received at short notice. Should you require catering then please contact the Catering department at [catering@joh.cam.ac.uk](mailto:catering@joh.cam.ac.uk) who will be able to provide menus and pricing.

### **Publicity and ticket sales**

All responsibility for publicity and ticket sales lies with the organisers and not with the College. Publicity material may not be displayed in College, nor tickets sold in advance in College except with the consent of, and in accordance with arrangements approved by the Accommodation & Bookings Office. Ticket prices and availability must be indicated on the application form and may not be varied except with the consent of the Accommodation & Bookings Office.

### **Seating and equipment**

Organisers will not exceed the capacity of venues.

### **Stewards**

Stewards must be provided whenever outlined as necessary by the Accommodation & Bookings Office; no attendees shall be admitted until the required numbers of stewards are present. Stewards shall be conversant with emergency procedures.

### **Organisers' liability**

Organisers must take every care to avoid damage to the fabric or contents of the St John's venues, leaving the contents in the original orderly manner in which they were found, and must indemnify the College in respect of the cost of making good any damage that occurs, howsoever caused.

The College accepts no liability for (i) injury to persons participating in or any similar event in their premises, or (ii) loss of or damage to property brought into St John's venues in connection with a similar event, howsoever such injury, loss or damage may have occurred. The organisers must indemnify the College in respect of any damages for such injury, loss or damage which may become payable by the College in connection with a concert or any similar event.

Organisers and any person or company contracted by them must provide the College with evidence of third party liability insurance cover to the value determined by the Bursar's Agent. Evidence must be provided at the time of booking and bookings will not be confirmed by the College until satisfactory evidence is received.

Organisers must provide the College with the information required to complete and return the music performance licence form to the Accommodation & Bookings Office within seven days of the Concert.

## **PREVENT**

PREVENT is part of a Government initiative set up as a counter-terrorism strategy and it is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of CONTEST, the Government's counter-terrorism strategy and as an Education Provider we are required to ensure that all relevant staff have appropriate awareness and training to assist them in identifying any risks.

Prior to confirming an event booking the event organiser must provide the Accommodation and Bookings Department with details of the speakers and the title of the event, including the event programme. These are reviewed before the booking is confirmed. If there are any concerns, then the matter is referred to the Domestic Bursar and/or the Senior Tutor for authorisation.

### **Booking amendments**

Should you wish to cancel a room booking then please provide as much notice as possible by contacting publicrooms@joh.cam.ac.uk. A minimum notice of one working day is required for any room layout changes. We cannot guarantee that assistance will be provided if this notice is not given, therefore the event organiser will be responsible for setting the room up to suit their altered requirements should they not provide sufficient notice

### **Miscellaneous**

Should you have any issues out of office hours please contact the Forecourt Porters Lodge 01223 338671 (Divinity School and out of hours) and/or Cripps Porters Lodge 01223 338729 (Fisher Building)

Coat racks are not to be moved from their set locations unless otherwise agreed with the Accommodation and Bookings Office.

Smoking in the College buildings, or outside spaces including the Divinity School and Fisher Building is prohibited at all times. The only designated smoking areas are in the Forecourt car park and Cripps lane by the cycle sheds.

## **Rules for bars operated by junior members**

### Introduction

The sale of alcohol on College premises is regulated under the Licensing Act 2003 by which the College must hold a Premises Licence. This regulates all licenced activity on the site, including the sale of alcohol. The Catering and Hospitality Manager is the designated Premises Supervisor for the College, and the holder of a Personal Licence. They are personally responsible for the overall control of the sale and supply of alcohol anywhere on the College's premises. As such, the Catering and Hospitality Manager is therefore required to authorise the operation of all bars on the premises. The following rules therefore govern the conduct of all bars operated by junior members on College premises.

### The College Premises Licence

The College's Premises Licence is granted by Cambridge City Council under the authority of the Licensing Act, 2003. The College has a legal responsibility to ensure that the four licensing objectives contained in the 2003 Licensing Act are prompted. The licensing objectives are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

The Premises Licence allows the City Council and police the right of inspection at any time. Any breach of the Licence or its conditions could lead to a licence review.

### Rules

The following rules are to be observed:

- Junior members' bars may only supply or sell alcohol to persons over the age of 18 who are members of the College or are the guests accompanying such members. Any variation of this rule requires the personal authorisation of the Catering and Hospitality Manager.
- Those running the bar are responsible for all aspects of the conduct of their bar. In particular they must not serve anyone who does not fall under the category in (a) above, anyone who is, or appears to be, drunk or whom they judge to have drunk enough, or whose behaviour is not conducive to good order and the licencing objectives.
- Those operating the bar are to be trained to the satisfaction of the Catering & Hospitality Manager. Once trained, further training will be required annually. A list of those who will operate the bar must be provided to the Catering & Hospitality Manager.
- A list of the alcohol that it is proposed to be supplied, together with the proposed bar prices, is to be submitted to the Catering & Hospitality Manager at least 7 working days before the event.
- The relevant statutory notices as notified by the Catering & Hospitality Manager are to be on display at all times.
- Any incidents in the bar must be reported to the Head Porter for onward transmission to the Dean and Catering and Hospitality Manager.

### **Noise (Student Handbook extract, 9.6, 9.8.1)**

Music, group conversations and audio equipment inevitably produce problems in a community where many people live closely together. All members of College are expected to be considerate neighbours to those around them. Music, or audio equipment must not be readily audible outside the occupants rooms, nor be a nuisance to the occupants of other rooms. No television aerial is permitted outside. If requests to turn the volume down prove ineffective, let the porters know. They may then refer the matter to the Dean.

Unamplified musical instruments may be played in junior members, rooms between the hours of 13:00 and 23:00 on Saturdays, and between 13:00 and 21:00 on other days. Permission from the Domestic Bursar is required to have a piano or other keyboard instrument in College rooms.

Music practice by groups or individuals using amplified equipment is not permitted except in the Band Practice Room located in the Cripps basement.

### **Porters Charges**

The Head Porter, after conducting a risk assessment, might decide that external supervision is required for events hosted by the JCR or SBR. If external supervision is required this can be provided either by Security Industry Accredited (SIA) door supervisors or porters. For porters, the following charges will apply:

Porter Charges -:	Up to Midnight	£36.25	
		After Midnight	£47.23

**Please note, cancellation of bookings requiring Porters attendance must be received no less than 7 days' in advance of the event and the organiser may still be liable for Porters' charges.**

## ***Public Room Security***

### ***Notice to person(s) using the Fisher Building and Divinity School public rooms***

As the event organiser, when you are using the Fisher Building and/or Divinity School and selected rooms within, you will have responsibility for the security of the building.

We ask that you control access to the building to ensure that good security is maintained by fulfilling the following security measures:

<b>Action</b>	<b>Completed?</b>
Familiarise yourself with, and ensure that all attendees are aware of the fire evacuation procedure for the building	
Remind attendees of the College's smoke free policy, which includes vaping, and the location of the designated smoke areas, if requested	
Ensure that in the event of an emergency or fire evacuation inform the attendees and ask people to leave the area and go to the appropriate assembly point	
Inform the attendees of where to seek first aid if they, or any other attendee have an accident (closest Porters Lodge). Ensure that any accidents or near misses are reported too (to the closest Porters Lodge).	
Ensure good housekeeping, for example ensuring there are no trip hazards (e.g. trailing cables, attendee belongings on the floor) and take walk around just before the event starts to ensure that there are no obvious slip, trip or potential fall issues. Report any issues observed to the Porters' Lodge.	
Ensure electrical equipment brought for the event in has been PAT tested and has an in date test sticker on it. Remind all of the event team to carry out a visual inspection before using any electrical equipment.	
Ensure that the doors are staffed effectively to ensure that no unauthorised persons enter the building	
Ensure that there are enough event team to move things around safely (if required)	
When the event is over turn off any screens/electrical items/lighting that you have been using	
Leave the room clean, tidy and free of rubbish	
Close and lock all doors to the rooms that you have been using (including public facilities), and ensure that the building is cleared of all persons associated with your event	
Make sure all access cards and keys (if issued) are returned to the Forecourt/Cripps Porters' Lodge and that the Porter is informed that the event has finished and the building and/or the areas you were using are clear	

Thank you for your co-operation. Fulfilling these security measures will help to ensure that the building is safe and secure for future users.