

Student Events

Description:

Before filling in the event booking form, please read the following instructions carefully.

Student events are defined as organised gatherings of students outside normal meeting rooms during term time. Such events will typically take place in the MTC, FAH, BWR, the quad or the Chapel.

The college will normally provide the venue free of charge to Somerville societies recognised by the JCR during term time. We charge for venues for all other student societies as well as for events that may incur significant cleanings costs such as bops.

Events must be over by 10.45pm (11.45pm on Saturdays) and the booked venues must be cleaned and left in good order by the event organisers.

All events are closed event. Non-Somervillians have to be registered in advance. A list (pdf-format or spreadsheet) must be submitted to the Deans (deans.office@some.ox.ac.uk) by 10am on the day of the event.

It is your responsibility to obtain all required licences and to complete the required booking forms in good time before the event. No reminders will be issued by any of the involved college departments and, with the exception of the Decanal Office, signatures are to be obtained in person, so that the department managers can address any remaining questions to you directly and so that necessary changes to your event proposal can be implemented swiftly.

The required signatures have to be obtained in the order listed below.

Please beware that the lodge manager can only give his approval once he has been provided with the correctly completed fire safety forms. Similarly, the conference manager acknowledges the receipt of a valid liquor licence with his final signature. Please make sure that you have prepared all mandatory documents before requesting an appointment or attending the designated drop-in session for event inquiries.

Once you have obtained all signatures and submitted the completed event form to the Deans, you will receive final approval via e-mail and can advertise your event.

Student Event Booking Form

1. Brief description of the proposed event:

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2. Student organising the event:

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3. Organiser's contact details (phone and email):

Phone:..... Email:.....

4. Name of society:.....

5. Society affiliation (Somerville/University/Other):

6. Location:

If you would like to book FAH/BWR, MTC or VSCR, please fill in and submit a fire safety form together with this form.

If you would like to book the Chapel, please also obtain the signature of the chapel director.

7. Date and time:.....

8. Proposed number attending:

If > 50, please provide contact details for appointed fire marshals (1 per 50 guests):

9. Alcohol required? YES / NO

If yes, give details about the proposed provision of alcohol:

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10. Catering required? YES / NO

If yes, give details about your catering request:

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11. Are you planning to provide your own food? YES / NO

If yes, please fill in and submit a catering indemnity form together with this form.

12. External security required? YES / NO

If yes, please provide contact details of security guards:

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13. Will Non-Somervillians attend the event? YES / NO

If yes, please submit a separate guest list to deans.office@some.ox.ac.uk by 10am on the day of your event.

14. Organiser's declaration:

I hereby declare that the above details are truthful and that I accept full responsibility for all participants' compliance with Somerville's college regulations.

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Student's signature

Date:

15. College managers' approval:

a) Dave Simpson: Catering and Conference Manager's provisional approval of booking:

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NB: Drop-in hours for advice on event forms and signatures: Tuesdays, 2-5pm

b) Dean's office provisional approval:

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c) For Chapel Bookings Only: Brian McMahon, Chapel Director's approval:

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d) Mark Ealey: Lodge Manager's approval of fire safety regulations:

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e) Dave Simpson: Catering and Conference Manager's approval of event:

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NB: Drop-in hours for advice on event forms and signatures: Tuesdays, 2-5pm

f) Final Deans' office approval:

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SOMERVILLE COLLEGE CATERING INDEMNITY FORM

Date of Event:

Name of Event Organiser:

Description of Event:

Description of Event Catering:

As the above named person, I hereby agree that Somerville College shall not be held responsible for any consequence due to the production and consumption of food served at the above named event that is prepared by any person/s not employed within the colleges catering dept.

Signed: _____

Print name in capitals:

Date:

Non College Catering Authorised: Yes / No

Signed on behalf of the College: _____

Print name in capitals: Dave Simpson

Position: Catering & Conference Manager

Date:

FIRE SAFETY INFORMATION FOR EVENT HOSTS

As part of the conditions of the use of this venue the host of the event has a responsibility to ensure that persons present are aware of the fire safety procedures within Somerville College.

The college conference management team should be consulted if there are any areas of concern in relation to this procedure & also be made aware of any persons present who may have a disability that could affect their ability to evacuate promptly.

As part of good housekeeping practice you should make the attendees/delegates aware of the following key points prior to commencing with the event or activities;

- Signing of the attendance register of persons present for roll call.
- Location of available fire exits from the building.
- Route to the fire assembly point.
- On the sounding of the fire alarm the room will be immediately evacuated leaving all personal belongings.
- Location of the College fire assembly point relevant to that particular building.
- Identity of person to report to at the assembly point (this will be yourself as host or other nominated person in the event of larger events typically greater than 50 persons present).

On evacuation of the building the host will take a roll call of persons present at the event against the register completed with any missing persons identified & their names communicated promptly to the head Fire Marshall at the assembly point.

In the event of a conference/meeting/congregation of persons greater than 50 persons then additional persons should be appointed to assist with the evacuation of the area/room being occupied in the event of a fire alarm sounding.

If assistance is required for clarity on responsibilities or procedures for evacuation then the College Fire Coordinator (located at the porters lodge) should be consulted prior to the commencement of an event.