

## **Student Events**

**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 take place in the FAH and/or BWR or the quad. Bookings for other venues should be made using the online booking system on the College intranet.

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 cleaning 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 events. 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](mailto:deans.office@some.ox.ac.uk)) by 10am on the day of the event.

It is your responsibility to complete the required booking forms at least 2 weeks before the event (3 weeks if an alcohol licence is required). Reminders will not be issued by any of the involved college departments and signatures are to be obtained in person so that the department managers can address any remaining questions to you directly. The required signatures must be obtained in the order listed.

The Decanal office will sign off your event in principle providing that you give at least two weeks' notice. Failure to give two weeks' notice will likely cause the Decanal office to deny your request.

Once the Decanal office has signed off your event in principle, you must discuss your event in more detail with the Catering and Conference Manager either by making a scheduled appointment or by attending the designated drop-in session for event enquiries. At this meeting the Catering and Conference Manager will advise you of room availability, required licences and discuss any catering requirements with you. Please note that it will take a minimum of 10 days to process an alcohol licence and therefore we suggest that you make an appointment to see the Catering and Conference Manager at least 2 weeks before your event if you require one.

Please be aware that the Lodge Manager can only give his approval once he has been provided with the correctly completed fire safety forms. Once the Lodge Manager has signed the form he will return it to the Decanal office, along with a copy of any relevant licences you have provided (failure to attach required licences at this point may result in your event being denied). This **MUST** be completed by the Wednesday prior to an event taking place. The Dean's office will then issue you with an event confirmation number via e-mail. **It is only at this point that an event is authorised to go ahead and can be advertised.**

## 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: .....

7. Date and time:.....

8. Proposed number attending: .....

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

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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.

.....  
Student's signature

.....  
Date:

15. College approval:

a) Dean's office approval to commence with booking:

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

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

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

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**Please leave this form with the Lodge Manager who will forward it to the Dean's office. Upon receipt, if fully authorised, the Dean's office will issue you with an e-mail containing an authorisation number.**

**An event is NOT authorised to go ahead until you are in receipt of a confirmation e-mail.**

**SOMERVILLE COLLEGE  
CATERING INDEMNITY FORM**

**Date of Event:**

**Name of Event Organiser:**

**Description of Event:**

**Description of Event Catering:**

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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:

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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.