This form is designed for use by both internal members of Robinson College and external guests wishing to make an enquiry with the Catering Department to hold an event within the College.

**The College has statutory duties to ensure the health and safety of people attending the event, and more widely its members, guests, visitors and/or members of the public. In addition, the College is required by law to ensure that it does not hold an event where there is a likelihood that the external event or speaker may incite the audience to commit acts of violence, or if the content of his or her event is reasonably likely to cause a breach of the peace from attendees, members of the College or the general public.**

|  |  |
| --- | --- |
| Organiser’s name |  |
| e-mail address |  |
| Telephone no |  |
| Organisation name |  |
| Who will be paying for the event? |  |
| To whom should we send the invoice?Name and Address |  |
| What kind of event are you wanting to arrange?Please tick or specify | Daytime refreshments |  | Drinks reception |  |
| Stand-up informal meal |  | Sit-down meal  |  |
| Dinner and Party afterwards |  |
| Please specify |  |
| Special occasion or celebration?  |  |
| Proposed date |  |
| Proposed time |  |
| Preferred roomNB not guaranteed |  |
| How many people? |  |
| What kind of menu would you like?Please tick or specify | Tea/coffee biscuits |  | Reception drinks |  |
| Nuts/crisps with drinks |  | Canapés |  |
| Light finger- food buffet |  | Substantial buffet |  |
| 3-course menu |  | 4-course menu |  |
| 3-course menu package including drinks and wine |  |
| Please specify |  |
| How much are you hoping to spend per person? |  |
| Any other info? |  |

**To comply with College policies and legal requirements could you indicate the nature and content of the meeting/conference?**

Format of event Meeting  Conference  Party  Activities 

Subject matter Commercial Academic  Religious  Social  College business

Formal Speakers Yes/ No

Full Names of Formal speaker’s details of their organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the event closed or open to the public Yes / No

Proposed Publicity and Marketing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Media Invited Yes / No

Sponsorship of your event and details of each organisation and agreements regarding publicity

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the event include any activities that may represent a risk to the health or safety of any individual? Yes / No

In your view, will the subject matter of the event include views which people (whether they attend the event or not) may find controversial, offensive or distasteful? Yes / No

In your view, have any of the speakers at the event previously expressed views which may be interpreted as causing controversy, or promoting extreme intolerance of the views of others?

Yes/ No

**Answering Yes to any of these questions may not lead to a booking being refused but will enable the college to engage with you at early stage to assist you in managing your event**

Please complete this form and forward to the Catering Office, U-staircase, High Court or send it via internal post to Christine James. Alternatively, e-mail your completed enquiry to cj213@cam.ac.uk

We will aim to respond to you within 2 working days

Thank you for your enquiry.