



INTERNAL REQUEST TO HOLD AN EVENT FORM

(Not to be used for supervision requests)

DETAILS OF THE EVENT (Tell us about your event)

Organiser's name, e-mail address and phone number			
Details of event			
Room requested			
Maximum no. of people allowed		No. of people invited/expected	
Date of event			
Event times	Start	End	
I understand that I must be present throughout the event and that I am responsible for the behaviour of all my guests*. I have answered the Prevent questions below.			
Who Is paying? Name and Address to send invoice			
Student/Fellow Signature & date			

Prevent - To comply with College policies and legal requirements could you indicate the nature and content of the Event/Occasion?

Format of event: Meeting Talk/Presentation Catered Meal OTHER

Subject matter: Commercial Academic Religious Social College/University Society

Formal Speakers **Yes/ No**

Full Names of Formal speaker's details & their organisation _____

Is the event closed or open to the public **Closed/ Open**

Proposed Publicity and Marketing _____

Media Invited **Yes / No**

Sponsorship of your event and details of each organisation and any 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/attendees at the event previously expressed views which may be interpreted as causing controversy, or promoting extreme intolerance of the views of others? Yes / No

If you are requesting the use of a Theatre or The Crausaz Wordsworth Building, please also see overleaf and complete the conditions of hire.

When completed, please forward to the Catering & Conference Office located on High Court or email to catering@robinson.cam.ac.uk / fg348@cam.ac.uk at least 2 weeks before your event.

For office use only

Date received:
Booking confirmed: Yes / No

Query if any (state):
Signature and Name:

CONDITIONS OF HIRE FOR A THEATRE or THE CRAUSAZ WORDSWORTH BUILDING

DETAILS OF THE EVENT (Tell us about your event)

Organiser's Name and email address			
I request permission to hold an event in (please select)			
<input type="checkbox"/> Umney Theatre (120 people max) <input type="checkbox"/> Auditorium (240 people max) <input type="checkbox"/> The Crausaz Wordsworth Building (100 people max)			
Details and purpose of the event <small>Eg. Meeting, Talk, Presentation</small>		No. of people expected/invited	
Date of event			
Event times	Start time		End Time
AV Technician present	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no please seek advice from the Catering and Conference Office.

BOOKING REQUIREMENTS

What AV Equipment do you require?	Projector <input type="checkbox"/> Blu-ray/DVD Player <input type="checkbox"/> Lectern Mics <input type="checkbox"/> Table Mics <input type="checkbox"/> Wireless Mics <input type="checkbox"/> Other (list right)		
AV Training	Have you received AV training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	What have you been trained to use?		
AV Manager	Are you happy for this event to proceed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Please Sign here.

Fire Safety

Please note that to meet the College Fire Safety requirements:

- **Booking with less than 60 guests, the room booker is responsible to read out the fire safety /housekeeping note prior to the start of the event.**
- **Bookings with more than 60 guests, an AV technician will be provided (subject to availability and incur a charge) and the health and safety video shown prior to the start of the event.**

EVENT PERMISSION

To be completed by The Head of Conference and Catering Services

The above named organiser has permission for the event as detailed.

Head of Conference and Catering Services Signature		Date	
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I understand and agree to the following:

- I must be present throughout the event
- No food and drink is to be brought into or consumed in the facility
- I am responsible for the behaviour of all attendees/guests
- I will not use any equipment that I have not been trained on and am liable if any equipment is damaged as a result of my actions or those of my guests.
- There will not be more than the maximum number of persons allowed in the specific facility and all must be seated in the seats provided. Sitting on the stairs and standing is prohibited.
- I will report to the Porters lodge at the end of my event informing them of its conclusion and that they may lock the room.
- Will ensure that the No Smoking rule is strictly enforced at all times
- To comply with the colleges prevent policies you must ensure that all speakers have not previously expressed views that could cause controversy, promote extreme intolerance of others views. And that any subject matter isn't controversial, a risk to health and safety or could be considered offensive or distasteful.

If you fail to fulfil the Conditions of hire then we have the right to cancel your event before or while it is running.

Student/Fellow Signature		Date	
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CONDITIONS GOVERNING USE OF AUDITORIUM AND UMNEY THEATRES

1. These conditions cover both theatres
2. The student/fellow must be a member of the College and will be held responsible by the College. The student/fellow will be expected to collect and return the key in person, from the Porters' Lodge and must be present throughout the event.
3. Only Robinson College students/fellows may hold events in the Auditorium and Umney Theatre.
4. The person put in charge of the Projection Box must be trained beforehand by our A/V technicians. No untrained persons are allowed in the Box.
5. Should our A/V technician be required to run the box, then an additional charge will be made for this.
6. The maximum number of persons allowed in the theatres are –

Auditorium Theatre	240
Umney Theatre	120
7. The written permission must be obtained from the Catering and Conference Office and handed in to the Catering and Conference Office not less than 2 weeks before the event. The booking of the room must be made by the student/fellow with the Catering and Conference Office in sufficient time for these arrangements to be made.
8. Internal and External Events: The Catering and Conference Office in considering permission will have regard to the nature of the event and the organisation and conduct of any similar events previously held. In the event of any query from the Catering and

Conference Office the College reserves the right to withdraw permission, where the above condition is not complied with, or other circumstances subsequently arise.

9. No food and drink to be taken into any of the theatres.
10. The student/fellow will be held responsible for the good conduct of the party, settlement of any accounts, and the payment of any additional charges arising from damage or from extra work laid upon the College staff. This sum will be determined by the College authorities.
11. Unclassified films may be shown privately to members of the College and their guests with permission of the College Council.
12. No standing is permitted.
13. All fire exits must be kept clear at all times.
14. No smoking is permitted.
15. Fire stewards may need to be appointed, depending on numbers.
16. No supplementary equipment brought in by the hirer may be connected to equipment belonging to the College, unless previously authorised.
17. No noisy activities to take place.
18. No waste materials to be left in the theatres.
19. No early access to the theatres will be given.
20. If any equipment is left on, then a charge may be made for this.

CONDITIONS GOVERNING BOOKING AND USE OF THE CRAUSAZ WORDSWORTH BUILDING

1. These conditions cover use of any of the rooms in the Crausaz Wordsworth Building (CWB).
2. The type of student events to be held in the CWB will usually be of an ACADEMIC nature (this might include student classes, workshops, lectures etc.). Also considered are some light exercise classes such as yoga and mindfulness classes which would benefit from a light and airy space. Please refer to the Student Use of Crausaz Wordsworth Building available from the Head of Conference and Catering Services for full details.
3. The Event Organiser must be a member of the College and will be held responsible by the College for the good conduct of the event and for any loss of damage to College property. Only Robinson College organisations, societies, groups may hold events in the CWB.
4. The CWB is generally kept locked. The Porters Lodge will issue salto access cards as required. The organiser will be expected to collect and return the access card in person and must be present throughout the event.
5. The maximum number of persons allowed in CWB rooms available for academic events are –

Room	Theatre	Boardroom
Plenary Room	100	N/A
Syndicate Room 1	30	18
Syndicate Room 2	30	18
Syndicate Room 3	30	18
Syndicate Rooms 3&2	60	32
Syndicate Rooms 3,2&1	90	44

6. The booking of the room must be made by the Organiser with the Catering Office in sufficient time for arrangements to be made.
7. The written permission of the Head of Conference and Catering Services must be obtained on the form above.
8. The authorising College Officer in considering permission will have regard to the nature of the event and the organisation and conduct of any similar events previously held. The College reserves the right to withdraw permission where there is concern about the conduct of the event or where other circumstances subsequently arise.

9. Only the room booked may be used for the event. The Access Card issued will permit access to the garden entrance to the CWB and the meeting room booked only.
10. **It is important that the security of the building is maintained at all times. Therefore the organiser will be responsible for controlling access to the CWB.**
 - a. **The Adams Rd entrance door should not be unlocked.**
 - b. **The garden entrance door should be used for access and locked once all of the attendees have arrived.**
11. Events may not include the introduction of any food and/or drink into the CWB premises.
12. Music will only be permitted where it can be shown to be for academic purposes exclusively. In such a case, external doors must be kept closed throughout the event and volume must be kept to a level that there is no disturbance/extraneous noise to buildings and spaces adjacent to CWB. All such music must cease by 10.30pm.
13. The use of audio visual equipment in the CWB is only by prior arrangement with the Conference Office. Such arrangements will only be made where the event organiser has received training in the operation of the equipment. It must be noted that there is no afterhours support for the operation of the audio visual equipment.
14. Where the services of an AV technician is required, this can be arranged through the conference office. A fee is payable for such services.
15. All rooms must be tidied, cleared and locked by 10.45pm. The College authorities reserve the right to require any event to finish earlier if there is sufficient cause.
16. All spaces, including the terrace (smoking area), must be cleared of any debris at the end of the event.
17. The College reserves the right to levy fees in respect of damage or loss to College property and for any extra work laid upon the College staff. Such fees will be determined by the College authorities.
18. **Under College Regulations it is an offence to interfere with any fire detection or firefighting equipment. Emergency lighting systems must not be tampered with and all emergency exits must be kept clear of any equipment, furniture or other materials at all times.**
19. When departing from the CWB, the event organiser must:
 - a. Ensure that all doors and windows are closed and locked, including fire exit doors and meeting room internal doors (not corridor/stairwell door).
 - b. Switch off meeting room lights and Foyer lights (corridor and lobby lights are movement sensitive and do not require manual switching).
 - c. Ensure that all attendees have left the building – please remember to check toilet areas.
 - d. Ensure that the garden entrance door is secured locked shut.
20. The Access Card must be returned to the Porters Lodge immediately after vacating the CWB so that the alarms can be set and doors mechanically locked.

GARDEN ENTRANCE AND PLENARY ROOM DOORS

- Present access card to the salto reader adjacent to the door. Blue light indicates that the card is being read.
- At the first presentation, a green light will show indicating that the doors are unlocked and can be opened manually or will open automatically by proximity sensors.
- At the second or prolonged presentation, a red light will show indicating that the doors are locked.
- Automatic openers are fitted on the garden entrance doors, when leaving the building or to lock the doors, present access card – ensure a red light shows. The doors will then close and when closed, will lock.

FIRST FLOOR SYNDICATE DOORS

- To unlock the door, present access card to the salto reader (knob under door handle). A green light will show indicating that the door may be unlocked manually – twist the knob counter-clockwise. Door is now unlocked.
- To lock the door, present card to the salto reader. A green light will show indicating that the door may be locked manually – twist the knob clockwise.
- Teste the door is locked by trying to twist the knob. It will twist freely and a red light will show.