



MEETING ROOMS AND CATERING BOOKINGS: INFORMATION FOR STUDENTS

| ROOM | FACILITIES | COST | | HOW TO BOOK PL = Porters lodge C & C Office = Catering & Conference Office on High Court | OTHER INFORMATION | AV EQUIPMENT |
|----------------------|---|---|---|--|--|---|
| | | Robinson Members / Society | Non- members / CU Society | | | |
| Auditorium | Tiered Theatre seats 240 With stage | Requires AV Tech at £28 an hour and £37 out of hours | External conference rates schedule applies | C & C Office MUST be staffed by College AV or Brickhouse | No food and drink Specific conditions of hire PPM REQUIRED AV technician required | Full theatre AV equipment. |
| Umney Theatre | Tiered Lecture Theatre seats 120 | Requires AV Tech at £28 an hour and £37 out of hours (Subject to numbers/ requirements) | External conference rates schedule applies | C & C Office MUST be staffed by College AV if number exceed permitted for self-use. | NO food and drink Specific conditions of hire AV training required if no AV Technician | Screen and projector in room. |
| Garden Room | College catered dining/ food provision ONLY Meeting room: Theatre 50 Classroom 24 Board room 27 | Dinners cost as per menu package. NO CHARGE | Hourly or Daily rate. External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | Screen fitted, Projector needs to be booked. |
| Seminar Room | College catered dining/food provision ONLY Meeting room: Theatre 20 Classroom 0 Board room 16 | NO CHARGE | Hourly or Daily rate External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | No Screen or projector – These can be booked. |



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| Linnett Room | Meeting Room: Theatre 40 Classroom 16 Boardroom 22 College catered food ONLY | NO CHARGE | Hourly or Daily rate External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | Screen and projector in room – cables from the Porters Lodge. |
| Auditorium Lounge | Meeting Room: Theatre 40 Classroom 16 Boardroom 20 College catered food ONLY | NO CHARGE | Hourly or Daily rate External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | Screen and projector in room – cables from the Porters Lodge. |
| Umney Lounge | Meeting Room: Theatre 40 Classroom 16 Boardroom 20 College catered food ONLY | NO CHARGE | Hourly or Daily rate External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | Screen and projector in room – cables from the Porters Lodge. |
| Music Room | During Full term booked via the Porters Lodge | NO CHARGE | | PL | Outside of term book through C&C office | No Screen or projector – These can be booked. |
| Music Practice Room | During Full term booked via the Porters Lodge | | | PL | Outside of term book through C&C office | No Screen or projector – These can be booked. |
| JCR | During Full term RCSA | NO CHARGE | | N/A | Outside of term book through C&C office | No Screen or projector – These can be booked. |
| Party / Bop Room | - Up to 110 people - Large floor space | NO CHARGE | | C & C Office | - Any alcohol used for the event must be bought through the bar. - If you are holding a large gathering, you may need a 'Party Permission' which your tutor has to sign for you. - If you would like use of the DJ/Lights/etc equipment, please be aware that this is at the discretion of the Ents | No Screen or projector – These can be booked. DJ decks, lighting and sound equipment. |



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| | | | | | Officers and you MUST contact them. - You need 3 steward-trained individuals to hold an event in this room. | |
| Games Room | Meeting Room: Theatre 50 Classroom 14 Boardroom 24 College catered food ONLY | NO CHARGE | Hourly or Daily rate External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | No Screen or projector – These can be booked. |
| TV Room | During Full term open availability | NO CHARGE | | | | |
| Teaching Rooms 4/5/6/7/A/B | Meeting Rooms: Standard set up 12-15 boardroom. | NO CHARGE | Hourly or Daily rate External conference rates schedule applies | C & C Office | Priority is given to Supervisions in term time and set up if different to standard must be requested at time of booking. | TR7 has projector and screen. All rooms have white boards. Screen & projector can be booked for TR 4,5,6,7 & A , B |
| Crausaz Wordsworth Building Plenary | Meeting Rooms: Cabaret 96 | NO CHARGE 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges. | Hourly or Daily rate External rates schedule applies | C & C Office | College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT | Screen and projector |



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| Crausaz Wordsworth Building Syndicate room 1, 2 &3 | Meeting Rooms: Theatre 30 Classroom 16 Boardroom 18 | NO CHARGE Mon-Fri 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges. | Hourly or Daily rate External rates schedule applies | C & C Office | College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT | Screen and projector |
| Crausaz Wordsworth Building Syndicate room 2,3 | Meeting Rooms: Theatre 60 Classroom 44 Boardroom 32 | NO CHARGE 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges. | Hourly or Daily rate External rates schedule applies | C & C Office | College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT | Screen and projector |
| Crausaz Wordsworth Building Syndicate rooms All combined | Meeting Rooms: Theatre 90 Classroom 72 Boardroom 44 | NO CHARGE 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges. | Hourly or Daily rate External rates schedule applies | C & C Office | College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT | Screen and projector |



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| J8 | <ul style="list-style-type: none">- Bathroom- Kitchen area inc. oven- Large table area Meeting Rooms: Theatre 30 Classroom - Boardroom 15 Own Catering permitted Alcohol MUST be ordered through the College. | For Cooking £10 per booking to cover kitchen facilities | Hourly or Daily rate External conference rates schedule applies | C & C Office | Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol. | Screen and projector can be booked. |
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AM April 2019