



DEANS OF ARTS – BOOKING FORM

NAME (please print clearly)

has the permission of the Deans of Arts to hold

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- in:
- *JCR DINING ROOM (capacity 24 people)
 - *THE OSCAR WILDE ROOM (capacity 55 people)
 - THE DAUBENY LABORATORY (capacity 50 people)
 - LECTURE ROOM A (capacity 20 seated plus 10 standing)
 - OLD LAW LIBRARY (capacity 20 seated plus 10 standing)
 - GROVE SEMINAR ROOM (capacity 10 people)
 - ARCHWAY SEMINAR ROOM (capacity 8 people)
 - *BAT WILLOW MEADOW (Trinity Term)

* Food and drink is permitted in these rooms

date.....

time from.....until

number attending.....

Will an external speaker be present?..... If yes, please ensure a Prevent Risk Assessment has been completed before the event is held.

I agree that I will:

- Remain in attendance throughout the function.
- Open and then resecure the room(s) at the end of the event.
- Accept responsibility for the conduct of all persons attending the events. (When unruly behaviour occurs, assistance can be sought from the Deans or Lodge Porter).
- Conclude the event by 11pm.
- Ensure that appropriate arrangements are made for cleaning up after the event is concluded and that the room(s) is/are vacated by 11.30pm at the latest, returning the keys promptly to the Porters.
- Accept responsibility for all damage and incidental expenses associated with the event.
- Acknowledge my wider responsibility for the conduct of members attending the event should their actions affect other areas of College. (This latter category covers wilful damage or misappropriation of property within the College as a whole by visitors attending the function).

SIGNED BY STUDENT..... DATE.....

BOOKING APPROVED BY DEANS..... DATE.....

SPECIAL CONDITIONS AND CHARGES

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