



External Speakers and Events – Room Booking Request Form

Make sure you have read the terms and conditions of booking **before** completion. Email your completed form to the Bursary (bursary@seh.ox.ac.uk) with the subject title **Decanal Permission Sought**.

Your name:			
Your College room, or address out of St Edmund Hall:			
Your email:			
Your mobile number:			
Your relationship to St Edmund Hall: <i>(e.g. student, alumnus)</i>			
Name of society, club, etc: <i>(If booking for yourself, enter 'Self')</i>			
Name of room(s) required:			
Type of function: <i>(Dinner/party/meeting, etc)</i>			
Name of External Speakers <i>(Details of any external speakers that will be attending the event)</i>			
Date(s):		Start time:	
I will return the key to the Lodge by:		End time:	
Time included for clearing and tidying (for large events, liaise with the Housekeeper - see below for details):			
Approximate number of attendees and proportion of non-college attendees:			
Will one or more Senior Members (i.e. not JCR/MCR) be present throughout the event? (give names):			
<p>The service of alcoholic drinks Please refer to the college procedure – FU001 – The Sale of Alcohol at Private Events Please confirm what service you intend to provide for your function and how you expect to comply with the above procedure.</p> <p>State the mean provision and maximum that will be served per person and the approach that will be taken to prevent excess drinking by individuals. Include details of the type, volume <i>and units of alcohol</i> (calculate by reference to www.drinkaware.co.uk as the strength of beer/wine varies).</p>			
<p>Bar Staff Booking Request Please detail how many bar staff you will require (£15/hr per person) and the start and finish times. Please note – Based on other requirements of the College we cannot guarantee that we will be able to fulfil your request.</p>			

<p>Please indicate your intentions for music and amplified sound (use of microphones)</p> <p>YOU ARE REMINDED that sound levels must be monitored and are the responsibility of those names on this form.</p>	
<p>The following people will be policing the function (if required) and clearing up afterwards. Give names, emails and mobile numbers.</p> <ul style="list-style-type: none"> • For functions of between 6 and 40 people, provide details of one person for every eight attendees. • For functions over of 40 people, provide details of at least five people. 	

By entering my name below, I, or the society or club I am representing, agree to the terms and conditions stated overleaf. I also understand my obligation to ensure freedom of speech at the proposed meeting, and hereby give an undertaking to accept and follow the College's Code of Practice in respect of Section 43 (3) of the Education (No 2) Act 1986.

Your name:		Date:

Decanal Approval (For Decanal and Bursary use only):

Dean:		Date:
Junior Dean:		Date:
Cover Dean:		Date:
Domestic Bursar:		Date:

Room Booking Instructions, Terms and Conditions

PLEASE READ BEFORE MAKING ANY BOOKING

- For all bookings requiring catering (dinner parties) you will need to email the Room Booking Request Form to the Bursary TWO WEEKS in advance.
- For drink receptions, lectures and conferences: ONE WEEK in advance.
- For all ad hoc meetings where alcohol is not being consumed: at least TWO DAYS in advance.

To book any room in College for any gathering of more than six people:

- Fill out the **Room Booking Request Form** using Microsoft Word. Please refer to FU001 – The Sale of Alcohol at Private Functions prior to submitting the form.
- Send the completed form via email to the Bursary (bursary@seh.ox.ac.uk). If the room is available the completed form will, where appropriate, be copied on to the relevant Decanal Officers (and simultaneously to you for information), requesting permission for the event.
- The Junior Dean may contact you if there are any queries. If so, please respond swiftly.
- **Your room booking will be confirmed by the Bursary only when Decanal approval has been given.**
- All correspondence should have the heading *Decanal Permission Sought*.

Note that all bookings are made subject to your agreement with the following conditions:

- Names of St Edmund Hall students, who will be available if required to police the gathering and/or clear up afterwards, must be provided: For functions of between 6 and 40 people, provide one name for every eight attendees. For functions over of 40 people, provide at least five names.
- The following room capacities (including all the organisers and/or performers etc) **must never be exceeded**, as they are determined by fire regulations:

Wolfson Hall	400 (224 for dining)	Old Dining Hall	60 (40 for dining)
Emden Rooms	40	Hearne Room	25
Pontigny Room	80 (60 for dining)	Doctorow Hall	80 (dependent on use)
- The finishing time you specify is the time when all those attending have dispersed or left the College. For large events likely to involve spillages, please liaise closely with the Housekeeper (julie.broadbent@seh.ox.ac.uk) to ensure appropriate cleaning arrangements have been made prior to the event.
- All music and the distribution of food and drink must end half an hour before the finishing time. If alcohol is served, a soft drink alternative must be equally available.
- All personal belongings must be removed prior to departure so the room is available and ready to organise for the next event.
- Smoking is NOT permitted in any room, or elsewhere on College premises.**
- The Old Dining Hall may be booked for dinner parties, lectures and meetings at the discretion of the Dean, but is not available for **drinks** events organised by Junior Members.
- All catering is provided in house and must be organised by the Conference & Events Manager in the Bursary. No outside catering is allowed. Light snacks (i.e. cheese, biscuits, crisps & nuts) are allowed only with the permission of the Conference & Events Manager.
- The College's premises license dictates the times and types of activities which are permitted, and this may affect the decision to approve your room booking request. The Bursary will inform you if this is the case.

Freedom of Speech

Under Section 43 (3) of the Education (No 2) Act 1986, the College has a legal duty to protect freedom of speech, and a Code of Practice has been devised to meet this obligation. Permission to hold any meeting on College premises will be granted by the Dean or his/her deputy only when you have signed the declaration above, which constitutes an undertaking to abide by its Code of Practice, a copy of which may be obtained from the Bursary or the College website (www.seh.ox.ac.uk).

Note: All non-College societies and clubs count as external bodies and those acting on their behalf should note especially PART 5, Section 12 of the Code, and the fact that any expenses incurred in upholding freedom of speech events held on College premises devolve upon the organisers.

The Dean is responsible for risk-assessing activities booked through this form and reviewing any event that might give rise to concerns relating to the Code of Practice on Freedom of Speech and the College's PREVENT duty (as prescribed by the Counter-Terrorism and Security Act 2015). This signed and authorised document is a contract between the College and the individual booker and the Dean will seek from those hiring facilities details of the content of meetings and other activities sponsored by the hirer.

Event Organisers shall ensure that:

- Criminal speech, as the Public Order Act 1986, is excluded as it prohibits, by its Part 3, expressions of racial hatred, which is defined as hatred against a group of persons by reason of the group's**

colour, race, nationality (including citizenship) or ethnic or national origins. Section 18 of the Act says:

A person who uses threatening, abusive or insulting words or behaviour, or displays any written material which is threatening, abusive or insulting, is guilty of an offence if:

(a) he intends thereby to stir up racial hatred, or

(b) having regard to all the circumstances, racial hatred is likely to be stirred up thereby.

- Speakers and audience alike are to be reminded of their responsibilities to observe the relevant College's policies on harassment and to conduct civil discussions at all times.
- If an event seems likely to cause security concerns, the Head of House, advised by the Domestic Bursar, reserves the right to take steps to address such concerns, such as relocating that event to premises where the safety of all participants can be properly provided for.