

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

BOOKING THE USE OF COLLEGE FACILITIES	CONDITIONS AND RESPONSIBILITIES
Legal Requirements	<p>Local authorities responsible for regulating the Food Safety Act 1990 and the Licensing Act 2003 regularly audit the College's catering operation. In order to comply with legislation, and prove to the authorities that we provide a safe and responsible catering service, it is important that Fellows, Staff, students and Event Organisers ensure that no food or drink is served in the public rooms, the Gardens, and/or the Sports Ground of the College unless provided by and served by the College's Catering Department. **</p>
In Term	<p>College facilities can be booked by members of the College; however, the member of the College who books the facility must be present throughout the Event.</p> <p>Bookings are made through the relevant member of Staff who is responsible for the various facilities, as set out in the 'Room Bookings Chart'. A booking form must also be completed and sent to the relevant member of Staff. Forms are available from the relevant member of Staff or via the 'Room Bookings Chart'.</p> <p>Meetings of registered University Societies can only be booked by a member of the College who holds the position of President/Chair within the University Society. The President/Chair must ensure that the Event does not cause reputational damage to the College and must agree to be responsible for the function and be present throughout the Event.</p> <p>Members of the College will be charged the standard external rate for all events, which have sponsorship and/or funding from an external organisation; and/or involve selling tickets to guests; and /or for registered University Societies' events where the President/Chair is not a member of the College. The College may require the member of the College to supply financial statements for the Event. Requests for bookings in term by non-Clare members must be referred to the Conference and Events Manager for approval and for consideration of hire charges, etc. The College must charge VAT for non-educational events and all functions if they are of a commercial nature</p>
Out of Term	<p>Requests for the booking of all College facilities out of term must be referred to the Conference and Events Manager for approval and for consideration of hire charges</p>
Details required	<p>The following details will be required from the applicant by the relevant member of staff receiving a request for the booking of College facilities to enable them to make a decision:</p> <ol style="list-style-type: none"> 1. An enquiry form must be completed and sent to the relevant member of Staff. 2. Confirmation that the College's 'Terms and Conditions' for use of the facilities have been understood and accepted. 3. Confirmation of whether the event is VAT exempt

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

Room, Garden or Event	Purpose & Conditions of Use
Riley Auditorium	High-grade auditorium for talks, seminars, conference and College meetings. Conditions: <ol style="list-style-type: none"> 1. Use alternative rooms in College first e.g. if the Latimer Room or Gatehouse is available these rooms are used first 2. Bookings can only be taken up to 2 weeks prior to the event 3. And after 6 pm or at weekends 4. Book with the Porters and email support services to set up furniture and equipment 5. No robust bookings such as judo classes, play rehearsals etc 6. No food or drink unless provided and served by our catering staff 7. All rooms are left as they are found 8. No “robust” or unsupervised activities. 9. Nothing to be attached to the fabric of the building.
Elton-Bowring Rooms	High-grade meeting room for talks, seminars, conference and College meetings. Conditions: <ol style="list-style-type: none"> 1. Use alternative rooms in College first e.g. if the Latimer Room or Gatehouse is available these rooms are used first 2. Bookings can only be taken up to 2 weeks prior to the event 3. And after 6 pm or at weekends 4. Book with the Porters and email support services to set up furniture and equipment 5. No robust bookings such as judo classes, play rehearsals etc 6. No food or drink unless provided and served by our catering staff 7. All rooms are left as they are found 8. No “robust” or unsupervised activities. 9. Nothing to be attached to the fabric of the building. 10. No food or drink allowed.
Glover Room	High-grade meeting room for talks, seminars, conference and College meetings. Conditions: <ol style="list-style-type: none"> 1. Use alternative rooms in College first e.g. if the Latimer Room or Gatehouse is available these rooms are used first 2. Bookings can only be taken up to 2 weeks prior to the event 3. And after 6 pm or at weekends 4. Book with the Porters and email support services to set up furniture and equipment 5. No robust bookings such as judo classes, play rehearsals etc 6. No food or drink unless provided and served by our catering staff 7. All rooms are left as they are found 8. No “robust” or unsupervised activities. 9. Nothing to be attached to the fabric of the building. 10. No food or drink allowed except when provided by and served by the Catering staff.
Latimer Room	High-grade meeting and exhibition room for talks, seminars, exhibitions, society meetings and College meetings. Conditions: <ol style="list-style-type: none"> 1. No food or drink at student functions except when provided and served by

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

	<p>the Catering staff.</p> <p>2. No “robust” activities or unsupervised rearrangements of the furnishings (e.g. dance rehearsal, martial arts, play rehearsals, films or “squashes”).</p> <p>Pictures etc. must be attached to the wall display surfaces with special “velcro” pads (no pinning is allowed)</p>
Godwin Room	<p>High-grade meeting room for talks, seminars, society meetings, large supervision groups and College meetings. Also used for Fellow’s meetings and formal meals. Conditions:</p> <ol style="list-style-type: none"> 1. Student committee meetings limited to maximum of 20 2. No food or drink at student functions.
Meeting Room F7	<p>Meeting room for talks, seminars, society meetings, large supervision groups and College meetings. Also used for Fellow’s meetings and formal meals. Conditions:</p> <ol style="list-style-type: none"> 1. Student committee meetings limited to maximum of 20 2. No food or drink at student functions.
Meeting Room F8	<p>Meeting room for talks, seminars, society meetings, large supervision groups and College meetings. Also used for Fellow’s meetings and formal meals. Conditions:</p> <ol style="list-style-type: none"> 1. Student committee meetings limited to maximum of 20 2. No food or drink at student functions.
Great Hall	Functions organised through the Catering Manager.
Small Hall	Functions organised through the Catering Manager.
The Buttery	<p>Meetings of student clubs. Conditions:</p> <ol style="list-style-type: none"> 1. Not available until after 19:45.
JCR & Bar	<p>Functions other than student organised ones booked through the Catering Manager. All UCS events are booked with the Head Porter by the Ents Officer two weeks before beginning of term for consideration of inclusion in the Term Diary. Conditions:</p> <ol style="list-style-type: none"> 1. Private bookings must have the written consent of the UCS only in extended full term. 2. Any music / live performances must comply with the conditions set out by the College Council. 3. No music allowed: Mondays, Wednesdays and Fridays - 1.00 to 2.00pm / Tuesdays and Thursdays - 4.55 to 7.30pm / Mondays, Wednesdays and Fridays - 6.15 to 7.00pm / Sundays - 3.30 to 7.30pm. 4. Bar Times: 12.30pm to 1.30pm and 6.30pm to 11.30pm every day, if required. 5. Music with main entertainment permitted: Friday and Saturdays - 8.00pm to 12.30am / Sundays - 8.00 to 11.45pm.
Fellow’s Garden	Functions booked by Fellows only (e.g. garden parties, drinks receptions, garden open days, plays, May Ball etc.) are organised through the Head Gardener.
Scholar’s Garden	<p>Functions (e.g. garden parties, drinks receptions, garden open days, May Ball etc.) are organised through the Head Gardener. Conditions:</p> <ol style="list-style-type: none"> 1. Only available to Junior members during the Easter term.

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

Memorial Court Lawns	Croquet sessions are booked with the Porters and garden parties or other events are organised through the Head Gardener. Conditions: <ol style="list-style-type: none"> 1. Used in Easter term only 2. Bookings can be made in three slots each day: 10am-1.30pm; 2pm-5.30pm; 6pm-9.30pm.
Thirkill Room	Fellows' meetings (e.g. examiners or society meetings if sponsored and attended by a Fellow) and Fellows' parties. Also, used for College staff meetings when available. Conditions: <ol style="list-style-type: none"> 1. Professorial Fellows have priority use.
Blythe Room	Exhibitions, informal lunches, talks, plays, films, dance and other classes. Conditions: <ol style="list-style-type: none"> 1. No alcohol after 20:00 at student organised events. 2. No loud music after 22:00. 3. No food or drink at student functions except when provided and served by the Catering staff.
Library Common Room	Student common room in term.
Neild Room	Library study and reading room in term. Conditions: <ol style="list-style-type: none"> 1. No food or drink.
Gatehouse	Used by students in term time for meetings, society activities, band practise and parties. Conditions: <ol style="list-style-type: none"> 1. Amplified music is not permitted during the Easter Term or examination periods. 2. For parties and all 'noisy' events, the Gatehouse may be booked by students and senior members with the Head Porter via email headporter@clare.cam.ac.uk at least 10 days before the party, and subsequently entered on Forum in the Porters' Lodges. 3. For all other events, such as talks, rehearsals or meetings, it may be booked in the same way as other bookable public rooms, i.e. on application in one of the Porters' Lodges and direct entry onto Forum. 4. The Gatehouse may not be booked more than two weeks ahead, except by permission of the Head Porter. 5. Gatehouse parties should not begin before 6.30 pm and should end not later than: <ul style="list-style-type: none"> • 12.45am - Saturdays in, immediately before and immediately after Full Term. • 11.45pm - Fridays in Full Term; the last Wednesday and Thursday in Full Term; Sundays immediately before and after Full Term. • 11.15pm - Other days outside Full Term but inside Term. 6. No more than one staircase party per Porters Lodge will be approved for any one day. A party in the Gatehouse will be regarded as a 'staircase party' for this purpose. 7. Not more than 60 people may attend in all, and they must be individually invited

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

	<p>by name. Advertising parties with an open invitation is not permitted and may be cause to cancel the permission for the party.</p> <ol style="list-style-type: none"> 8. The organisers must email a list of the invitees to the Head Porter at least 7 days before the party, which will be provided to the Porters to enable them to conduct an inspection of attendance at any time during the party. 9. Food and drink, including alcoholic drink, may be served at any function in the Gatehouse. 10. Music and other noise at Gatehouse events should be kept to an acceptable level, bearing in mind the close proximity both of student rooms in the Court, and of the University Library. 11. Events held in the Gatehouse should not spill out into the Court, and the doors to the room should be kept closed when not in use. 12. All music and noise must cease promptly, without the need for a request, at the time specified overleaf. 13. The person(s) in whose name the Gatehouse is booked is responsible for completely cleaning and clearing the room after a booking, and for ensuring that any debris left in the Court immediately outside the room is likewise removed. Failure to do this will attract a penalty in the usual way. 14. Every use of the Gatehouse should be accompanied by a booking on Forum, even when the proposed use is immediate.
Chapel	<p>Formal services, concerts, recitals, organ practice etc. are approved by the Chapel Committee via the Head of the Chapel Office.</p> <p>Any queries with regard to the hiring of the Chapel should be directed to the Head of the Chapel Office.</p>
Bennett Room	<p>Chamber concerts, talks, meetings and may be hired as a venue for recitals. For members of Clare there is no charge. Conditions:</p> <ol style="list-style-type: none"> 1. Maximum capacity of 80 persons. 2. Play rehearsals and dancing in appropriate footwear. 3. No food or drink. 4. No films or squashes. 5. Great care to be taken with musical instruments. 6. The room should be left as it is found, i.e. piano locked, stands grouped together at the sides and chairs arranged around the room. 7. For outside users the hire charge for use of the Bennett Room has been agreed at £80 per event. Cheques should be made out to CLARE COLLEGE and sent to the Chapel Administrator as soon as the booking has been confirmed. The fee is negotiable for former students of the College. 8. The grand piano and the harpsichord may be used, at a charge of £30 per instrument. They will not be tuned especially, unless requested on the booking form. (Please note that the College is responsible for arranging tuning.) If tuning is requested, the invoice will be passed on to the hirer. <p>Any queries with regard to the hiring of the Bennett Room should be directed to the Head of the Chapel Office.</p>

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

Music Practice Rooms	Musical instrument and singing practice. Conditions: <ol style="list-style-type: none"> 1. Only open between the hours of 08:00 and 22:00. 2. No amplified music allowed.
Supervision Rooms	Mainly used for the purpose of “supervisions” of students’ studies but when not in use for this any student can use it for meetings or general study purposes.
Squash Courts	Emma – please confirm terms and conditions for booking.
Staircase Party	Any staircase can be used for a party provided the conditions, set out below, are observed. Conditions: <ol style="list-style-type: none"> 1. Bookings for parties are made by application <u>via email</u> headporter@clare.cam.ac.uk to the Head Porter at least 10 days before the party. No more than one staircase party per Porters Lodge will be approved for any one day. A party in the Gatehouse will be regarded as a ‘staircase party’ for this purpose. 2. The Head Porter must be copied into a group email sent to all other resident on the staircase confirming they have been notified of the intended staircase party at least 7 days before the proposed date and their right to comment or object to the Head Porter. 3. Not more than 60 people may attend in all, and they must be individually invited by name. Advertising parties with an open invitation is not permitted and may be cause to cancel the permission for the party. 4. The organisers must email a list of the invitees to the Head Porter at least 7 days before the party, which will be provided to the Porters to enable them to conduct an inspection of attendance at any time during the party. 5. The party is to be confined to 3 or 4 rooms on one landing or to 3 or 4 adjacent rooms in a corridor unless a special case is made. 6. Staircase parties should not begin before 6.30 pm and should end not later than: <ul style="list-style-type: none"> • 12.45am - Saturdays in, immediately before and immediately after Full Term. • 11.45pm - Fridays in Full Term; the last Wednesday and Thursday in Full Term; Sundays immediately before and after Full Term. • 11.15pm - Other days outside Full Term but inside Term. 7. No more than one staircase party per Porters Lodge will be approved for any one day. 8. The level of noise during the party must not cause any disturbance on other staircases. 9. All music and noise must cease promptly, without the need for a request, at the time specified overleaf. After that time, no more than 10 people may remain in any of the 3 or 4 rooms. 10. The hosts are responsible for ensuring that the staircase, its gyp-rooms and its toilets are left clean and tidy, and that the College staff is not put to any inconvenience.
Room Party	Student's room can be used for a party provided the conditions, set out below are observed. Conditions:

Conditions for Use of College Facilities and Holding Parties from 1 October
2019

	<ol style="list-style-type: none">1. Room parties or "Small parties" are gatherings of between 10 and 25 people, and may be held in College rooms, provided that there is no other party on the same staircase (and no more than three other parties in the area covered by any one Porters' Lodge) on the same evening.2. Bookings for parties are made by application <u>via email</u> Headporter@clare.cam.ac.uk to the Head Porter at least 72 hours in advance of the party.3. Not more than 25 people may attend in all, and they must be individually invited by name. Advertising parties with an open invitation is not permitted and may be cause to cancel the permission for the party.4. Room parties should not begin before 6.30 pm and should end not later than:<ul style="list-style-type: none">• 12.45am - Saturdays in, immediately before and immediately after Full Term.• 11.45pm - Fridays in Full Term; the last Wednesday and Thursday in Full Term; Sundays immediately before and after Full Term.• 11.15pm - Other days outside Full Term but inside Term.
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** Self-catered events are permitted for Societies, Fellows, Staff, and students but must comply with the College's terms and conditions. Please note, a self-catering waiver form for food only) must be submitted to the Catering Manager at least 7 days before the Event. All alcoholic drinks must be provided by the College's Catering Department, in accordance with the Licensing Act 2003