

## BOOKING ROOMS, GARDENS AND PARTIES IN COLLEGE from October 2021

Before booking, please read the conditions for use of College facilities

### OUT OF FULL TERM

<b>ALL ROOMS AND GARDENS</b> (except the Chapel, Domus Room, and Master's Lodge and Garden)	Conference Office	Email: <a href="mailto:conferencing@clare.cam.ac.uk">conferencing@clare.cam.ac.uk</a>
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### IN FULL TERM

<u>ROOM/GARDEN</u>	<u>BOOK WITH</u>	<u>CONTACT</u>
Blythe Room Castle End Meeting Rooms 1, 2 & 3 Gatehouse Music Practice Rooms Memorial Court marquee Memorial Court Lawns (Easter term for croquet only)	Porters	<a href="#">Online Booking form</a>
Supervision Rooms: P2, P5, R2, R5, N4, N5	Conference Office	<a href="#">Online Booking form</a>
The Riley Auditorium Elton Room Bowring Room Glover Room Gillespie Centre Office Garden Room	Conference Office	<a href="#">Online booking form</a>
Latimer Room Godwin Room Temporary Dining Room/Buttery	Catering Manager	<a href="#">Online booking form</a>
Scholars' Garden Memorial Court Lawns	Head Gardener	Email: <a href="mailto:kh527@clare.cam.ac.uk">kh527@clare.cam.ac.uk</a>
JCR & Bar Functions including ENTS and Bops. Staircase and Room parties. Gatehouse bookings.	Head Porter	<a href="#">Online booking form</a>
Bennett Room Chapel	Head of Chapel Office/Choir Adminstrator	Email: <a href="mailto:choir-administrator@clare.cam.ac.uk">choir-administrator@clare.cam.ac.uk</a>
MCR	MCR President	Email: <a href="mailto:mcr-president@clare.ac.uk">mcr-president@clare.ac.uk</a>
Domus Room	Undergraduate Admissions Administrator	Email: <a href="mailto:undergrad-admissions-admin@clare.cam.ac.uk">undergrad-admissions-admin@clare.cam.ac.uk</a>
Great Hall Small Hall Buttery Fellows' Garden Thirkill Room (for Fellows only)	Out of use due to building work	

