

# POLICY DOCUMENT

## BOOKINGS PROTOCOL FOR MEETINGS, SEMINARS AND CONFERENCES

### INTRODUCTION

1. The facilities provided by the Gillespie Centre have greatly enhanced the function rooms available for meetings and seminars. The donors who contributed the funds for the building envisaged that the facility would provide an additional income stream from conference revenue that would help to secure the long-term financial future of the College.

2. It is important, therefore, that the College strike a balance for the use of the space available for conference facilities in order that Fellows, Staff, and students may take advantage of the amenities whilst making sure that the money-raising potential of the facilities is fully achieved.

### BOOKING PROTOCOL

3. The College's requirements and uses of its facilities are different during term time. Therefore, separate protocol and booking procedures are required for in term and out of term.

4. In order that the College manages the mixed use of the facilities effectively, it is important that full advantage is taken of the many rooms in College that are not available for conference use during term, such as the Latimer Room, the Godwin Room, and also the four function rooms in the Colony (Castle End Meeting Rooms 1, 2, and 3; and the Blythe Room).

5. Fellows' Bookings. Fellows can book rooms free of charge for internal meetings or College sponsored events. Please note that external conferences (eg events booked for faculties or associates) are not to be held in the Old Court meeting rooms during term time. Outside term time, the facilities may be booked by Fellows for external conferences, and these will be subject to the appropriate charges (see paragraph 10 below). Enquiries should be directed through the Conference and Events Office in the first instance.

### CONDITIONS OF USE

6. Booking Procedure. When requesting the use of facilities, the event sponsor must describe in detail the purpose and subject of the event, together with the names of all invited guests. The College will pass on any costs required to support the event, including the cost of additional equipment and security, to the event sponsor. Such costs must be pre-paid one month before the event takes place.

7. Room Usage. Meeting rooms must not be used for sporting activities. In the interests of other users, all rooms must be left in the same clean and tidy condition as they were found.

8. No bicycles are allowed in College and car parking is limited to four spaces only on the Memorial Court Central drive.

### FOOD AND BEVERAGE SERVICE

9. Legal Requirements. In delivering a food and beverage service to the College community and its visitors, the College must comply with the following legislation:

- a. Food Safety Act 1990.
- b. Licensing Act 2003, which requires the College to hold a Premises Licence.

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- c. Food Allergen Labelling and Information Regulation (EU No 1169/2011).

9. Service of Food and Beverages. Local authorities responsible for regulating the Food Safety and Licensing Acts regularly audit the College's catering operation. In order to comply with legislation, and to prove to the authorities that we provide a safe and responsible catering service, it is important that Fellows, Staff, student and event organisers ensure that food or drink is only served in the public rooms and gardens of the College under the terms outlined below:

- a. Self-Catered Events. Permission is granted for societies and Fellows to self-cater.<sup>1</sup> A disclaimer form must be completed before the function in order for the College to be dissociated from the event. It should be noted that self-catered events are not covered by the College insurance policy. The stated exemption applies only to the provision of food. For the provision of alcohol please see 9d below.
- b. Catering Services Provided by the College Catering Department. Fellows, Staff and societies are to be given the option to buy food services from the Catering Department, at heavily subsidised prices, if they do not wish to take the risks associated with self-catering.
- c. Wine Provision at Student Formal Hall. Undergraduate and graduate students may provide their own wine at Formal Hall (half a bottle per student permitted). Corkage will not be charged.
- d. Provision of Wine in Public Areas. In order to satisfy our obligations under the Licensing Act 2003, alcohol served at events held in College public rooms, the Gardens, and/or the Sports Ground must have been purchased from the College. The College retains a wide price range of stock in order to facilitate this requirement.

### BOOKING FACILITIES IN FULL TERM

10. Function rooms may be used for talks, meetings, and seminars; and facilities may be booked as follows:

- a. Booking Period. Bookings may be made at the start of each term and during term as required.
- b. Where to Book. Depending upon requirements, bookings should be made through the Porters, Conference and Events Office, Chapel Administrator or Catering Manager. See 'Room Bookings Chart' for more details. Support Services should then be emailed (or booked via 'Forum') in order to arrange the required set up of furniture and equipment.
- c. Email and Telephone Bookings. Fellows, Staff, and students making enquiries by email or by telephone will be sent an online booking form by email.
- d. Fellows' Residential Conferences. Fellows' residential conference bookings can be made any time via the Conference and Events Office.

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<sup>1</sup> There are no restrictions on food and drink served in private locations, eg Fellows' and student rooms and offices.

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- e. Special/Annual Events. Special College events, such as Open Days and major seminars may be booked in advance through the Conference and Events Office; bookings may be carried over annually.

### BOOKING FACILITIES OUT OF TERM

11. The procedures for booking facilities out of term are as follows:
  - a. All facilities except the Chapel, the Thirkill Room and the Domus Room are to be booked through the Conference and Events Office. See 'Rooms Booking Chart' for more details.
  - b. Fellows may book residential conferences with no advance time restrictions.
  - c. Day bookings are restricted to allow maximum occupancy of bedrooms.

### BOOKING POLICY FOR EASTER TERM ONLY

12. It is important to ensure that the College maintains a quiet and peaceful environment, to enable students to study for their examinations during the Easter term. Bookings, therefore, should be restricted to meetings that do not require evening catering or drinks receptions. All bookings taken during this period are to be notified to the Conference & Events Office so that no noisy activities will be allowed. These bookings may be made by Fellows, Staff, students or other University Departments or Faculties. The following restrictions apply to booking conference facilities during the Easter Term:
  - a. No dinners or drinks receptions are allowed in the Gillespie Centre or the Latimer Room.
  - b. No external dinner bookings to be taken in the Small Hall or Great Hall during the examinations period (early-May to mid-June). Dinners may be booked by Fellows, Staff, and students only.
  - c. Drinks receptions are not permitted in the Scholars' Garden during the entire Easter Term. However, drinks receptions can be booked in the Fellows' Sunken Garden.
  - d. Any exceptions to the above guidelines require the permission of the Senior Tutor.

### DISCOUNTING

13. Fellows. The following conditions apply to bookings made by Fellows;
  - a. Internal Bookings. Internal bookings and regular activities for Fellows not under category c., below, are free of charge.
  - b. Personal Guests. Fellows' personal guests requiring accommodation attending a special event such as a wedding will be charged Fellows' guest room rates. All rooms are subject to availability.
  - c. Faculty/Department Booking. Fellows booking a Faculty/Department/external event will be given a 15% discount.

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Staff should contact the Conference and Events Office for further details if they wish to make a similar booking.

### STUDENT EVENTS

14. Students. The following conditions apply to bookings made by students:
  - a. College Events. There will be no charge for College Events booked by students.
  - b. External Events/Cambridge University Societies. Members of the College who are registered with the University's Proctors' and Marshal's Office or the University Sports Centre as holding the post of President/Chair may book rooms in College. They must be present throughout the booking. If not, these events will be charged at the standard rate.

### CLOSURE OF THE COLLEGE

15. The College will close to visitors when a wedding is taking place in the Chapel, the Latimer Room, or the Great Hall.

Drinks receptions are not permitted in the Scholars' Garden before 5.30 p.m. Monday to Friday without authorisation from the Senior Tutor.