



## HOW TO ORGANISE A PARTY OR SOCIAL EVENT IN WOLFSON COLLEGE

The Seminar Room, Old Combination Room and Combination Room may be booked for social events and parties organised by current College students. Different arrangements are in place for booking the Club and Lee Rooms.

In order to comply with health, hygiene and food safety regulations, food can only be served in any of these rooms in certain circumstances: please see [here](#) for details of self-catering by members of College. Please note that 'outside caterers' are not permitted in College.

Here are the procedures for booking the rooms and obtaining permission for various events:

### PRIVATE PARTIES & SOCIAL EVENTS

#### 1. Booking a party or social event

For all parties and social events in College, Students need to book the room with the Conference and Events Office ([conferences@wolfson.cam.ac.uk](mailto:conferences@wolfson.cam.ac.uk)), complete the booking form (below) and submit the form to the Conference and Events Office for approval, at least two weeks before the event.

#### 2. Security

Parties organised by individuals may need extra security arrangements.

#### 3. Charging

Students may book rooms for a private party without charge; however, should special setting-up and clearing away be required, or should the host wish to install special equipment, then a charge may be levied to cover additional labour and administrative costs. For any catering or refreshments provided by the College, relevant charges will be made; this can be discussed with the Conference and Events team.

#### 4. Late opening

Alcohol may not be sold in a room in which a party or event is held. However, drinks may be bought by Students at the bar in the Club Room and taken to the party venue. The Club Room bar usually opens 9.00pm – 12.00midnight. If a host would like the bar to be open at a time outside of these hours, permission must be sought from the Domestic Bursar, as the licence-holder, at least two weeks before the event.

#### 5. Admission to the Event

The Student hosting the party or social event is wholly responsible for the behaviour of those present. The Porter, or any one of the College Officers, has the authority to bring a party or event to a close if complaints are received.

Guests at parties or social events, organised by individual Students, will normally have been invited personally by the host. Students wishing to raise money through the event, for example in support of a charity, may charge for entry, for example by selling tickets, but the party organiser remains responsible for everyone present. In these circumstances, any advertising of the event must make it clear that the event is a private event and admission is by invitation only.

## **CLUB & SOCIETY PARTIES & SOCIAL EVENTS**

### **1. Booking a party or event**

A current Wolfson student may book a room in College on behalf of a College Club or Society in order to hold a meeting, party or other event.

A current Wolfson student may book a room in College on behalf of a University Club or Society if they are the President, Treasurer, or equivalent officer, of the society.

The Wolfson student who books the event with the Conference and Events Office, must complete the booking form (below) and submit the form to the Conference and Events Office for approval at least two weeks before the event. The same rules about serving food and alcohol apply as in the case of a Private Party (as above). The student organising the event is responsible for the behaviour of everyone present.

### **2. Security**

Parties organised by individuals may need extra security arrangements.

### **3. Charging**

Students may book rooms for a society event without charge; however, should special setting-up and clearing away be required, or should the host wish to install special equipment, then a charge may be levied to cover additional labour and administrative costs. For any catering or refreshments provided by the College, relevant charges will be made; this can be discussed with the Conference and Events team. Please note; if a booking for a University event does not qualify under the condition above (1. Booking a Party or Event) then charges will apply. The Conference & Events team will advise.

## **ORGANISING A PRIVATE LUNCH OR DINNER**

Wolfson members (including students) may book certain rooms in College for private use. Details of the rooms, menus, costs and contact information is available on the [College website](#). Enquiries can be made to the Conference & Events team, who will advise on the availability, discuss catering and costs.



**STUDENTS' APPLICATION TO HOLD A PRIVATE FUNCTION OR EVENT IN A PUBLIC ROOM**

**This form is for private events only, including bookings by Wolfson College or Cambridge University clubs and societies (the latter hosted by a current Wolfson student). The form must be completed and returned to the Conference & Events Office at least two weeks in advance of the event.**

Name of person responsible for booking:	
Address/College room number:	
Telephone number:	Email:
Name of function:	
Date of function:	
Room* to be booked:	

**\*Number of people the room will hold, and time that the event must end:**

Seminar Room	60 people until midnight - music must cease at 11 pm
OCR	40 people until 11 pm
Combination Room	80 people until 11pm

**NB: All clearing up must be completed after the event has ended, on the same day.**

Type of Event:		
Number of people to be invited :		
Event timings:	start	end
Catering requirements:		
Further information:		

**CONDITIONS FOR USE OF THE ROOM**

**Organisers will be responsible for:**

- Liaising with the Conference & Events team for the room booking and catering arrangements
- All guests, whilst on College premises
- Ensuring that guests leave the premises after the function has ended (if applicable)
- Any damage to College property caused by them or their guests, and any costs associated with that damage
- Cleaning of room and returning furniture to where it was found
- Collecting the room key and returning it to Porters' Lodge

**Please note that private parties and events cannot adjourn to the Club Room.**

I agree to comply with the above conditions and with any additional conditions stipulated by the College.

Signed ..... Date .....

PRINT NAME .....

**TO BE COMPLETED BY THE CONFERENCE & EVENTS OFFICE**

Application agreed/refused

Additional conditions

.....  
.....  
.....  
.....

Signed ..... Date .....

PRINT NAME .....