



## **DOWNING COLLEGE – PARTY BOOKING FORM**

### **ORGANISER**

Name: \_\_\_\_\_

Status: \_\_\_\_\_

Tutor: \_\_\_\_\_

Room No/Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone number: \_\_\_\_\_

### **EVENT**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Finishing Time: \_\_\_\_\_

Type of event: \_\_\_\_\_

Sponsoring Club/Society (Downing Societies only): \_\_\_\_\_

Reason for event: \_\_\_\_\_

Source and amount of any funds provided for event: \_\_\_\_\_

### **GUESTS**

Numbers invited \_\_\_\_\_ Affiliations: \_\_\_\_\_

Security arrangements: \_\_\_\_\_

### **LICENSING**

Authorised person responsible for the running of the bar: \_\_\_\_\_

Bar Open From: \_\_\_\_\_ Bar Close Time: \_\_\_\_\_

**(Please Note that if the party is in the Party Room ALL alcohol must be purchased from the Bar)\***

### **CATERING**

Type of food provided: \_\_\_\_\_

Type and quantity of drink to be provided (No sales): \_\_\_\_\_

Will extra drinks be brought by guests? \_\_\_\_\_

### **ENTERTAINMENT**

Please list any entertainment you are planning

Please list any electrical equipment being used

### **CONTACT PERSONNEL**

Will the organiser be present for the whole event? \_\_\_\_\_

I understand the conditions, which apply to organisation of this event. In particular, I agree to be personally responsible for the cost of any cleaning or repairs necessary as a consequence of holding this Party.

Signed by organiser: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE TURN OVER**

**APPROVED BY:**

- Bursar: \_\_\_\_\_ Date:  
(If entering into a contract with an external supplier please obtain the approval of the College Bursar, prior to signing the contract)
- Dean: \_\_\_\_\_ Date:  
(For permission)
- Domus Bursar: \_\_\_\_\_ Date:  
(GPC approval, unusual events and entertainments, Insurances & Risk Assessments)
- Head Porter: \_\_\_\_\_ Date:  
(Security, Stewards/Responsible persons, Access, Fire Procedures & Equipment)  
Head Porter pass copy to Dean.
- Maintenance Manager: \_\_\_\_\_ Date:  
(Health & Safety, Electrical & Water, Toilet Facilities)
- Catering Manager: \_\_\_\_\_ Date:  
(Food Safety & Licensing)
- Bar Steward: \_\_\_\_\_ Date:  
(Licensing & Approved operator from current listing)
- MCR or JCR President/ENTS officer: \_\_\_\_\_ Date:  
(For information)
- Bar President: \_\_\_\_\_ Date:
- Conference Office: \_\_\_\_\_ Date:  
(Will only sign when approval from all relevant other parties have been done.)

This form should be completed and returned to the Conference Office at least **one week** before the Party take place.

\*The following was agreed at a meeting between the JCR, MCR and Bar Committee:

- During the time that the Bar is operational the Ents Committee\*\* must order alcohol via the Bar Committee (informing them at least 10 days before the event).
- Ents\* will buy the alcohol through the Bar (and the Bar only) at cost price of whatever is sold, plus a negotiable handling fee of 5% of the full order.
- Types of drinks ordered should be the same as those already sold in the Bar, unless agreed with the Bar President prior to the order date.
- The event bar will be staffed by college members, who have been officially bar trained.
- The Bar has no say in the prices of drinks sold at events.

\*\*Or **any** Society or individual running an event selling alcohol in the Party Room.