



## GCR EVENT BOOKING FORM

<b>EVENT TITLE</b>		
<b>Organiser</b>	Name/Club or Society who is organising your event. <i>Please note the Event has to be for a St Antony's GCR member or society.</i>	
<b>Description of Event</b>	Brief description of your event. (E.g. Seminar/Film screening/society meeting)	
<b>Date</b>		
<b>Time</b>		
<b>Numbers attending</b>	Please let us know how many people are attending your event.	
<b>Catering</b> If college catering is required, please advise.	If your event has outside catering, a catering indemnity form needs to be signed.	College Catering?    Y/N  Outside Catering?    Y/N
<b>GCR Executive</b>	Please advise the GCR of your event.	----- Signed
<b>DEAN</b>	Approval needs to be obtained from the Dean if you are having an outside speaker at your event. Please also advise on content on any film you would like to show.	----- Signed
	External Speakers Name	
	Event Title	
	Event Format	
	Brief description of proposed content	
<b>GCR Bar required</b>	Confirmation that the bar facility has been arranged with current GCR Bar Manager	----- Signed GCR Bar Manager
<b>College Bar Requirements</b>	Please advise the Steward of beverage requirements.	----- Signed Steward
<b>Head Porter</b>	Please advise the Head Porter of your event.	----- Signed Head Porter
<b>Domestic Bursar</b>	Approval from the Domestic Bursar needs to be obtained before your event can proceed.	----- Signed DB

***Small print:- Please be advised that once all permission has been granted for your event to proceed, you have agreed to be responsible for your event.***

***This form has to be completed and for all events and returned to the Domestic Bursars Office at least one week before your event.***

# **Organising your Event**

Organising an event at St Antony's College is always welcome and below are some points to help you.

## **1. *Who is holding your event?***

When organising your event at the College, we are able to provide you with a space to hold your event as long as the event is being hosted by a St Antony's GCR member or St Antony's Society.

## **2. *Date/time and numbers of your event.***

The Accommodation and Conference office will be able to advise on available space for your event. If you are planning on advertising your event externally, please make sure you have been advised on available space to hold your event before you advertise it. We need to adhere to college policy on maximum room capacity. When advertising your event externally, please note that you will be responsible for turning people away from your event if the numbers exceed the maximum capacity of the room your event is being held in.

## **3. *Catering***

### ***College Catering***

If you require college catering, please contact the accommodation office who will send you the internal booking form for requesting college catering at your event. In order to be charged for the internal catering rate for, please ensure the GCR account code is on the form. Please note, if the GCR account code has not been provided on the booking form, your catering will be charged at an external rate.

### ***External Catering***

If you are having external catering at your event which you are organising, please contact the Accommodation and Conference office who will provide you with a Catering Indemnity form which you would need sign and return together with the GCR booking form. Prior to arranging any external catering, please ensure you have first obtained permission from the Domestic Bursar. Please be aware that **ALL** external catering needs to run by the Domestic Bursar for consideration.

## **4. *GCR Executive***

The GCR Executive needs to be aware of your event as once they sign your form they have agreed to take responsibility for your event. If you require college catering, please advise the GCR as they need to be aware of any costs they will be charged to the GCR account.

## **5. *The Dean***

The Dean of St Antony's needs to be aware of any external speakers you will be having at your event. The Dean needs to know the name of your speaker, the title of your event, format of your event and proposed content. If you would like to show a film, please could you advise the Dean of the films content.

## **6. *The Steward***

The Steward needs to know numbers for college catering requirements as well as any bar requirement that you may have.

## **7. *The Head Porter***

The Head Porter needs to be aware of your event as The Porters are first port of call for people coming through the college and will help direct people to your event. It is important they know of your event as if there is an emergency of any kind; The Porters are your first port of call.

## **8. *The Domestic Bursar***

Your event cannot proceed unless you have permission from the Domestic Bursar.