

Ruth Allwood  
Events and Catering Manager

[events@murrayedwards.cam.ac.uk](mailto:events@murrayedwards.cam.ac.uk)  
762267

### **Procedures for booking JCR and MCR Events (TRASH, MCR Bop etc.)**

Overall responsibility for the organisation of your event is with the organising committee – JCR or MCR. To book your event, please follow these steps:

- At the beginning of term, check that the date or dates you'd like to hold your event is available with the Events Dept. They'll confirm your provisional booking.
- Put together your proposal, which should be attached to a Party Permission Form for consideration by the Dean. The Dean will circulate the form to all relevant parties.
- Once the Party Permission Form is received by the Events Dept and permission has been granted, the Events Team will let you know and update the status of your event to confirmed. The date is then set. *N.B If your event has not been approved by the Dean, it will not go ahead.*
- Complete the JCR/MCR Events booking form and email to the Events Dept.
- A minimum of 2 full weeks before your event, you should arrange a meeting to go over all arrangements with the following people:

Senior Porter <a href="mailto:porters@murrayedwards.cam.ac.uk">porters@murrayedwards.cam.ac.uk</a>	(Fire safety, security)
Events Dept. <a href="mailto:events@murrayedwards.cam.ac.uk">events@murrayedwards.cam.ac.uk</a>	(Meeting rooms, bar)
Housekeeping <a href="mailto:housekeeping@murrayedwards.cam.ac.uk">housekeeping@murrayedwards.cam.ac.uk</a>	(Cleaning, room set-ups, rubbish/recycling)
Maintenance <a href="mailto:maintenance@murrayedwards.cam.ac.uk">maintenance@murrayedwards.cam.ac.uk</a>	(Covering artwork, beetles, power supply)

*Gardens <a href="mailto:gardens@murrayedwards.cam.ac.uk">gardens@murrayedwards.cam.ac.uk</a>	(Summer garden party)
*Head Chef <a href="mailto:wp209@cam.ac.uk">wp209@cam.ac.uk</a>	(Summer garden party)

- Please supply the Events team with an invite and poster.
- For the Garden party, please make sure you have a plan of what is going where.
- If you're having a bucking bronco, fire walking etc. you'll need a risk assessment by the company providing it, based on where it's going in College, or it can't go ahead.
- You'll need an agreement with the Fire Safety Officer and the City Council. The Senior Porter can help with this.

### **Tips and Helpful Hints:**

- Decide who is in charge of what e.g.:

Communication – 1 point of contact for all arrangements  
 Entertainment/risk assessments/insurance  
 Stock ordering – soft drinks, alcohol, paper cups etc.  
 Writing to local residents  
 Cleaning/recycling  
 Security/stewarding/fire wardens  
 Health and welfare (drunkenness, fainting etc.)  
 Tickets/sales/accounts (bills must be paid before the end of term)  
 Advertising

*This is an example check-list. We use this template as the agenda for the meeting you arrange with Events, Senior Porter, Housekeeping etc. It doesn't cover everything, which is why it's important that we all sit down and talk about what you'd like to do.*

**Event Checklist – TRASH Saturday 16<sup>th</sup> October 2010**  
**Student Ents Committee 2010: Alex, Pei - Ents Committee.**

<b>Date</b>	Saturday 16 <sup>th</sup> October. Proposal approved by Council.		
<b>Approx. Numbers</b>	<b>Location</b>	<b>Time</b>	<b>Rooms</b>
250	Dome	Set up from 14:00hrs Event 21:00-01:00hrs	Grad Dining used for storage Friday and Saturday.  All other meeting rooms to be kept locked.
<b>Planning/Layout</b>	<p>Security meeting with Senior Porter.</p> <p>Letters to be sent to Peter Roberts-Taira and all College neighbours week before the party. Cc Events Office.</p> <p>Trestle tables/chairs in walkway by bucket for ticket/security point</p> <p>Stewards to be provided to supervise all activities, act as fire wardens.</p> <p>Stewards to keep toilets clean – only main ones by Dome to be used</p> <p>Ents committee/student volunteers to do main clean-up after event finishes.</p> <p>Paperwork for any risk assessment to be completed and on file by 8<sup>th</sup> October.</p>		
<b>Catering</b>	<p>Rising servery used a bar. To be staffed by students from the Bar/Ents Committee.</p> <p>College bar closed..</p> <p>Supervisor from Events Team will be on duty during brunch until approx. 3:00pm</p> <p>Alcohol/soft drinks ordered with Bar and Catering Supervisor.</p>		
<b>Housekeeping</b>	<p>All tables to be broken down and reassembled by Ents Team.</p> <p>To be left in cupboard 50 for collection: Gloves, bucket with chemicals for cleaning toilets, brooms, dustpan/bush sets, black bin bags, packs of loo rolls, 10 buckets/bins, mops.</p> <p>To be left at the Porters' Lodge for collection: 3 charged radios, vomit cleaning kit.</p> <p>Housekeeping to do final clear up on Sunday morning – hourly rate TBC.</p>		
<b>Maintenance</b>	<p>Beetles to be moved to safe place. Paintings in Dome to be covered.</p> <p>Maintenance Supervisor to do walk round with Ents Team member and check power points etc.</p>		
<b>Porters</b>	<p>2 Porters to be on duty (depending on numbers).</p> <p>Ents to liaise re: Fire training/certificate.</p> <p>Ents to liaise re: noise monitoring.</p> <p>Ents to liaise re: Walk round for Security/Stewards.</p> <p>Ents to borrow walkie-talkies from Housekeeping and agree channel with Porters.</p>		
<b>Invoicing</b>	<p><b>Ents – Invoice to be paid in full 2 days after receipt please.</b></p> <p>Housekeeping – cleaning/staffing costs to Events Office on Monday morning please.</p> <p>Porters – overtime costs to Events Office on Monday morning please.</p> <p>Catering - cost sheets to Events Office on Monday morning please.</p>		