

GUIDELINES FOR STUDENT PARTIES

VENUE	MUSIC	MAX No.	FINISH TIME	IMPORTANT INFORMATION
<p><u>Meeting in own room in College, or College house, including:</u> Buckingham House, Hammond, Clover, Beaufort. 30 Halifax Road, 120 Histon Road 36, 40, 56, 68, 70 Huntingdon Road 111 Richmond Road, 50 Eachard Road</p>	Background Only	5	23:00	These can be at any time, except during exam period. The agreement of all house members should be obtained.
<p><u>Dinner Parties</u> The Dome The Council Room The Long Room</p>	Amplified Music No Music No Music	270 42 80	23.00 23.00 23:00	To book contact events@murrayedwards.cam.ac.uk You should complete and return the Student Dinner Booking Form and Party Permission Form and return to the Events office at least 10 days before your event. Room hire charges apply at weekends and after 23.00hrs. You must advise us of the name of any speakers/special guests when making the booking.
<p><u>Parties</u> <u>(Not allowed in College rooms or houses)</u> JCR MCR Froud Room The College Bar The Dome The Long Room Buckingham House Kitchens</p>	No Music Background Music No Music Background Music Amplified Music No Music Background Only	50 50 20 50 each level 300 80 30	22:30 23:00 23:45 23:45 23:45 23:00 23.00	To book contact events@murrayedwards.cam.ac.uk You should complete and return a Party Permission Form and return to the Events office at least 10 days before your event. Buckingham House Kitchens can only be used by Buckingham House residents in addition to completing a Party Permission Form agreement of all house members must be obtained Private parties in The College Bar should not prevent use by other students. JCR /MCR events in the Dome may require the Senior Tutor's permission. Room hire charges will apply after 23.00 in the Dome, Long Room and Council Room unless the party is a JCR/MCR event.
<p><u>Gardens</u> Hammond Orchard Orchard Court Library Court Servants' Garden (by Video Room)</p>	Background Music By negotiation only By negotiation only By negotiation only	50 80 60 50		Garden parties may be held in May Week only. To book contact events@murrayedwards.cam.ac.uk You must speak to the Events Office regarding the licensing regulations if you are serving alcohol at the party. A Garden Party Permission Form must be completed and returned to the Events Office before the party can take place.

These regulations are in place in order to maintain harmonious relations with other College members, members of the public living near the College properties, and assure that the College abides by the legal rules governing multiple occupancy buildings, and to honour the College's own tenancy agreement. The student booking the event will be responsible for the behaviour and conduct of all their guests. Serious infringement of the above regulations will result in the imposition of fines. The College reserves the right to impose further measures when appropriate. All catering and drinks must be provided by College and must be ordered at least 10 days in advance from the Events and Catering Office.

No social gatherings will be permitted during exam periods. Guidelines are more flexible during May Week.
A Party Permission Form must be completed for all student events.
College Dean 2010