

PARTY PERMISSION FORM

This form must be completed for all student events and returned to the Events Office at least 10 days before your event. If you do not obtain the correct permission your event will not be able to go ahead.

Students wishing to use College facilities for parties should book the venue through the Events Office. Permission then needs to be obtained from the Dean: the Head Porter and a member of the Events Team should then sign this form. The JCR President must sign the form if the JCR or College Bar is being used. The Designated Premises Supervisor (D.P.S.) must sign the form if any alcohol is going to be consumed.

All parties must conform to the regulations laid out in the 'Guidelines for Student Parties' attached. Large parties may require the hiring of an additional Porter.

NAME: _____ **DATE OF PARTY:** _____

SOCIETY / ASSOCIATION NAME: _____

START TIME: _____ **FINISH TIME:** _____ **VENUE:** _____

NO. OF GUESTS: _____ **MAX. PERMITTED:** _____

NAME OF SPEAKER/SPECIAL GUEST: _____

MUSIC: _____ **IS A STAFFED BAR REQUIRED?** _____
(Amplified or background) (College Bar only)

I UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING ALL MY GUESTS BEHAVE IN AN ACCEPTABLE MANNER. ANY UNACCEPTABLE BEHAVIOUR WILL BE REPORTED TO THE DEAN, WHO WILL TAKE THE APPROPRIATE ACTION.

I ALSO TAKE RESPONSIBILITY FOR ALL NECESSARY CLEANING OF THE AREAS USED: SHOULD ANY DAMAGE OCCUR OR IF ANY EXTRA CLEANING AFTER MY EVENT IS REQUIRED I UNDERSTAND I WILL BE CHARGED.

Signed: _____ Date: _____ (Student)

Email: _____

1) DEAN Signed: _____ Date: _____

2) HEAD PORTER Signed: _____ Date: _____

3) JCR PRESIDENT Signed: _____ Date: _____

4) D.P.S. Signed: _____ Date: _____

5) EVENTS OFFICE Signed: _____ Date: _____

Please return completed form to the Events Office.