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| **BOOKING REFERENCE**  Booking reference here. |

A picture containing text, clipart

Description automatically generated

**INTERNAL EVENT BOOKING FORM RETURN TO EVENTS@CLAREHALL.CAM.AC.UK**

Name: Click here to enter text.

Email address: Click here to enter text. Contact number: Click here to enter text.

**EVENT DETAILS**

Event title: Click here to enter text.

Single event – Date of event: Number of people attending: Click here to enter text.

Multiple / repeat events – Dates of events: Click here to enter text.

**Please confirm what times you will need the room/area from and until:**

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| --- |
| From: To: Click here to enter text. |

**Please confirm what room you require (capacity indicated in brackets):**

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| **Have you booked this on Booker?**  **If not, why?** Click here to enter text. | | | |
| Common Room (30) |  | Richard Eden Suite – all rooms (50) |  |
| Dining Room (100) |  | Richard Eden Gardens (100) |  |
| Meeting Room (30) |  | Doshisha Room (15) |  |
| King Meeting Room (20) |  | West Court Gardens (30) |  |
| Scholars’ Garden (100) |  | Marquee (100; summer months only) |  |
| Fellows’ Garden (100) |  | Other (specify in room set up) |  |

**Please select the room set up you require:**

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| Room only | Dining | Drinks | Theatre | Classroom | Lecture |

**If you require a different room set up to the above, or have booked multiple rooms, please specify below**:

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| Click here to enter text. |

**Will your event require any of the following:**

**SIGNAGE**

Yes  No  **If you have selected YES please give details including timings, location, timings and any further details:**

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| Click here to enter text. |

**PARKING SPACE**

Yes  No  **If you have selected YES please give details, including timings, as well as registration number(s) required, and note any disable access requirements:**

*Please note this is subject to availability. Any details will be communicated by* [*head.porter@clarehall.cam.ac.uk*](mailto:head.porter@clarehall.cam.ac.uk)

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| Click here to enter text. |

**Please confirm if your event will involve music, singing or loud noise:**

Yes  No  **If you have selected YES please give details, including timings, below:**

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| Click here to enter text. |

**Please confirm the following regarding your event:**

Format of event: Meeting  Conference  Party  Activities

Subject matter: Commercial  Academic  Religious  Social  College business

How are bookings being taken, if applicable, and who is responsible for the guest list? Click here to enter text.

Formal speakers / performers / exhibitors: Yes  No

Full names of formal speakers / performers / exhibitors and details of their organisation: Click here to enter text.

Is the event open to the public? Yes  No  Media Invited: Yes  No

Details of proposed Publicity and Marketing: Click here to enter text.

Details of any sponsorship of your event, and of each organisation and agreements regarding publicity:

Click here to enter text.

Will the event require trigger warnings in any capacity? Please include details if relevant: Yes  No  Click here to enter text.

**ADDITIONAL REQUIREMENTS**

**Please use the box below to list any equipment you require:**

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| --- | --- |
| Laptop  Projector  Lectern  Wi-Fi  Speakers  Registration/Display table | Other (please specify details): Click here to enter text. |

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| **CATERING REQUIREMENTS**  *For self-catering events, a self-catering waiver must be completed. This is provided with this form. It requires a minimum of* ***seven days’ notice*** *and must be approved by the Domestic Bursar. A set menu and wine list are provided by Clare Hall for the entire group. A choice of menus cannot be provided for formal meals except for vegetarian or other special dietary requirements. A wine list is available on request if required. Contact* [*kitchen.manager@clarehall.cam.ac.uk*](mailto:kitchen.manager@clarehall.cam.ac.uk) *for further details.*   |  |  |  |  | | --- | --- | --- | --- | | Self-catering |  | Drinks reception |  | | Tea, coffee, water, juice & biscuits for breaks |  | Canapés |  | | Buffet lunch - with service |  | College Bar service |  | | Buffet lunch – no service |  | ALB Bar service |  | | 4-course dinner/lunch |  | Outdoor eating |  | | Formal lunch |  | Other |  | | Formal dinner |  | No catering required |  |   **Please provide desired timings for catering:** Click here to enter text.  **Please provide any dietary requirements or allergies:** Click here to enter text. |

**PAYMENT**

**If required, please indicate how this event will be paid for:**

|  |  |
| --- | --- |
| College budget code  GSB Budget  Personal payment | Please provide details of the individual to be invoiced: Click here to enter text.  Please provide further details, e.g.: budget code or method of payment: Click here to enter text. |

**ADDITIONAL INFORMATION**

*Please use the space provided to include any additional information (for example, use of green rooms, drinks reception in the President’s Lodge after a concert, etc)*

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*If you need help or have any questions about bookings, please contact* [*events@clarehall.cam.ac.uk*](mailto:events@clarehall.cam.ac.uk)

**Publicity actions for Art and Music Committees:**

*\* Please send any hi-res imagery and/or video links to Clare Hall’s Communications Manager via* [*communications.manager@clarehall.cam.ac.uk*](mailto:communications.manager@clarehall.cam.ac.uk) *at least one month before the exhibition/concert.*

*\* The Art Committee is responsible for Private Views (including guestlists and invitations), as well as printed materials such as posters/fliers. They are also responsible for on-the-night logistics, e.g. checking the lighting, donation box, labels, signage, coat storage, greeting guests.*

*\* Both Committees are responsible for using this form and any emails to* [*events@clarehall.cam.ac.uk*](mailto:events@clarehall.cam.ac.uk) *to communicate requirements for their event, including if a Green Room is required; and if there is an additional element to the event, e.g. a drinks reception in the President’s Lodge after a concert.*

**Completion of this form means you are agreeing to the terms and conditions below regarding internal bookings.**

*\** *The event organiser (i.e. the named person making this booking) agrees as a condition of submitting this form to notify the College if any of the details above change. As a result, the College reserves the right to review its decision on allowing an event to proceed if any of the information provided on this form changes.*

*\* We need to receive your booking form, and any changes to this booking form, 14 working days prior to the date that you are enquiring about.*

*\* Final numbers and dietary requirements for any bookings that include catering are to be confirmed 7 working days prior to the event.*

*\* Cancellations made less than 2 working days prior to the booking date will incur a charge.*

*\* The event organiser (or a named representative) will be present throughout the event.*

*\* The College also reserves the right to cancel the event, without notice, in the event of an emergency.*

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| **I agree to the prices and charges for the booking as detailed below. I understand that any additional items requested that are not listed on this form will be charged separately. I agree to the terms and conditions of booking and know that as the organiser, I am required to be responsible for this event.** | | |
| Date: Click here to enter a date. | Name printed: Click here to enter text. | Signed: Click here to enter text. |
| **INTERNAL CLARE HALL EVENTS ONLY – to be filled out by Budget Holder:**  ***Please note event bookings cannot be accepted without a signature from the budget holder.*** | | |
| Budget Code / Committee Name: Click here to enter text. | | |
| Name of person authorised to release funds: Click here to enter text. | | |
| Signature: Click here to enter text. | | |

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| **FOR OFFICE USE ONLY**   |  |  |  |  | | --- | --- | --- | --- | | **All details on Booker:** |  | **Porters informed** |  | | **Catering informed:** |  | **Maintenance informed:** |  | | **Housekeeping informed:** |  | **Gardens informed:** |  | | **Communications informed:** |  | **Finance informed:** |  |  |  |  |  | | --- | --- | --- | | **CATERING:** Click here to enter text. | Including VAT  Excluding VAT | £ Cost.  £ Cost. | | **BEVERAGES:** Click here to enter text. | Including VAT  Excluding VAT | £ Cost.  £ Cost. | | **ROOM BOOKING:** Click here to enter text. | Including VAT  Excluding VAT | £ Cost.  £ Cost. | | **OTHER:** Click here to enter text. | Including VAT  Excluding VAT | £ Cost.  £ Cost. | | **TOTAL CHARGE FOR INVOICE:** |  | £ Cost. | | ***PLEASE NOTE: VAT will be charged on all invoices unless a valid VAT exemption form has been received.*** | | | |