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



**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*

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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:**

|  |  |
| --- | --- |
| [ ] 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* *for further details.*

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| 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:**

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| 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*

 **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* *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* *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**

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| **All details on Booker:** | [ ]  | **Porters informed** | [ ]  |
| **Catering informed:** | [ ]  | **Maintenance informed:** | [ ]  |
| **Housekeeping informed:** | [ ]  | **Gardens informed:** | [ ]  |
| **Communications informed:** | [ ]  | **Finance informed:** | [ ]  |

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| **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.*** |

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