



FACILITY & EVENT REQUEST FORM

To obtain permission for an event or room booking, please email conferences@queens.ox.ac.uk with the completed Facility & Event Request Form.

Quick reference guide:

1. **Book in advance**

Event bookings (catered events or those needing room-set/equipment) require at least 2 weeks' notice. Simple room bookings require at least 3 working days' notice.

If you would like to book the Hall or Chapel, allow at least 4 weeks' notice as a further permission from Governing Body is required.

2. **Food**

You can bring food in for your event if it is a dry item from sealed packets, such as crisps. You cannot bring meats, cheeses, sandwiches etc. You must state this on your permission form.

All other catering must be booked through the Buttery.

(Be aware that the Buttery staff are not always available to cater for events due to the number of other events already taking place in college on any given day).

3. **Drink**

Drinks events can be booked in the OTR without a Senior Member.

All alcohol and soft drinks must be purchased from the Buttery.

For parties of less than 20 people the event can be self-service. For groups of more than 20, the event must be staffed by the Buttery. Drinks will be served for up to one hour at a cost of £20.

(Be aware that the Buttery staff are not always available to staff events, in which case the event will not be able to proceed).

4. **The Shulman Auditorium**

This space is charged at £75 per half day and £150 per day for non-Queen's societies, unless the president of the society is a Queen's member, then there is no charge.

There is no charge for Queen's societies.

5. **Useful information**

Please leave all rooms clean and tidy and as you found them.

Lecture Rooms A,B,C, Small Teaching Room, Carrodus Quad Lecture Room and Shulman Auditorium do not permit food or drink. These rooms are booked by the College Office if your booking is between 07:00- 19:00 Monday to Friday, other times are booked with the Conference Office.

Food and drink can be served in the Magrath Room, OTR and Shulman Foyer.

You need a Senior Member to be present if you wish to book the Hall, Chapel, Magrath Room, Memorial Room and New Dining Room. The Senior Member should be a GB Fellow, the Chaplain, CDF or JRF.

Please reference section 23 'Parties, Meetings and Events' for full college regulations:

<https://www.queens.ox.ac.uk/sites/www.queens.ox.ac.uk/files/201607023-Non-Academic-Disciplinary-Procedurers-and-Rules-and-Regulations.pdf>