



FACILITY & EVENT REQUESTS

To obtain permission for an event, room or dinner booking, please submit an online request form here: [Book an event in College - The Queen's College, Oxford](#)

Quick reference guide:

1. **Book in advance**

Event and room bookings require a minimum of 2 weeks' notice.

For dinners, larger or more complex events, events involving a guest speaker, and bookings in Hall or Chapel, a minimum of 4 weeks' notice is required to allow sufficient time to obtain the necessary permissions.

2. **Food**

You may provide own food for your event only if it consists of dry, pre-packaged items in sealed packets, such as crisps. Homemade food, meats, cheeses, sandwiches, and any items requiring refrigeration are not permitted. If you intend to offer permitted food, this must be declared on your permission form.

All other catering must be arranged through the Conference Office (who will coordinate with the Catering team).

Please note that the Catering team may not always be able to accommodate catering requests due to the volume of College events taking place on any given day

3. **Drink**

Drinks events may be held in the OTR without a Senior Member present.

All alcoholic and non-alcoholic drinks required for events must be ordered via the Conference Office (who will coordinate with the Buttery team/Steward).

For events with fewer than 20 attendees, alcoholic drinks may be served on a self-service basis. Events with 20 or more attendees must be staffed by the Front of House team. Staffed drinks service is available for up to one hour at a cost of £20.

Please note that the Front of House team may not always be able to provide staff due to the number of College events taking place. If staffing is unavailable, the drinks event cannot proceed.

4. **The Shulman Auditorium**

Use of this space is free of charge for Queen's societies.

For non-Queen's societies, the hire fee is £75 per half day or £150 per full day. The fee is waived if the society's president is a member of Queen's

5. **Useful information**

Please leave all rooms clean, tidy, and in the condition in which you found them.

Food and drink are not permitted in Lecture Rooms A, B, and C, the Small Teaching Room, the Carrodus Quad Lecture Room, or the Shulman Auditorium.

Bookings for these rooms between 07:00 and 19:00, Monday to Friday, should be made through the College Office. Bookings outside these hours should be made through the Conference Office. Food and drink may be served in the Magrath Room, the OTR, and the Shulman Foyer



A Senior Member must be present for events or dinners held in the Hall, Chapel, Magrath Room, Memorial Room, or New Dining Room. The Senior Member must be Official Fellow, Professorial Fellow, Senior Research Fellow, Junior Research Fellow or Career Development Fellow, or the current Chaplain.

For full College regulations, please refer to Section 16 of *Parties, Meetings and Events*.

[College Regulations - The Queen's College, Oxford](#)