**STUDENT BOOKING AGREEMENT**

To request a room booking in college **in term time** please complete the attached agreement and return to the Conference Office by email: conference@trinity.ox.ac.uk. Please note, your booking is not confirmed until a member of the Conference team has **replied to confirm** the booking.

**Please provide at least 7 working days’ notice to make a room booking and 14 days’ if catering is required. The Conference Office is open between 08:00 and 16:00, Monday–Friday.**

If you are involved in an event that might be of interest to the wider Trinity community, please email our Head of Communications: julia.paolitto@trinity.ox.ac.uk

If you require the use of the teaching rooms (1-5) during term time, please email isabel.lough@trinity.ox.ac.uk.

**Bookable rooms: (Max capacity)**

* Auditorium: capacity 155 people

(Including balcony)

* Garden Room: capacity 100 people
* Teaching Room 1: capacity 10 people
* Teaching Room 2: capacity 8 people
* Teaching Room 3: capacity 10 people
* Teaching Room 4: capacity 10 people
* Teaching Room 5: capacity 22 people
* Café/Bar: capacity 60 people
* Roof Terrace: capacity 60 people **(additional terms apply)**
* Fletcher Room: capacity 14 people

**Music practice rooms,** including 2 Steinway pianos, are available to book via the following self-service system [https://outlook.office365.com/owa/calendar/TrinityCollege1@UniOxfordNexus.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/TrinityCollege1%40UniOxfordNexus.onmicrosoft.com/bookings/)

**Room hire:**

The room hire fee is waived if the following applies:

* The booking is for a Trinity only society.
* The booking is for a non-Trinity society and you are the President, Secretary or the Treasurer of the society. (We will require proof of this)

If the above does not apply a hire fee will be incurred.

**Agreement terms:**

* Rooms are available to book between 17:00 and 23:00 on a weekday and between the hours of 08:00 and 23:00 at a weekend.
* Trinity College students are permitted to book rooms, free of charge, for college related events.
* Trinity College students are permitted to book rooms, free of charge, for society related events if they are the President, Secretary or the Treasurer of the non-Trinity society. If they do not hold one of these positions a room charge will apply.
* If your event is open to the public, we will require a Trinity College Duty Manager to staff your event. The cost of this is £15+VAT per hour.
* The student responsible for the booking must ensure they allow enough time to set the room up themselves before the event.
* **No food or drinks are permitted in the teaching rooms or Auditorium. If this rule is not adhered to, it may jeopardise future bookings.**
* For any events with food and drink involved the Café/Bar or Garden Room should be requested. All drinks must be arranged in advance and purchased from Trinity College Bar. (with 14 working days’ notice – a deposit may be required to secure the booking). **During Trinity Term 2024, we are not able to provide catering for events.**
* If you are found to bring your own alcohol without permission, a corkage fee will apply and the Dean will be informed.
* If you require exclusive use of the Levine Café there is a £300.00 minimum spend to cover the host of private hire.
* The capacity of the rooms must not be exceeded.
* The noise level must be controlled and the student signing this agreement takes full responsibility for this.
* The student signing this agreement takes full responsibility for the event and will be present for the duration of the booking.
* The student signing this agreement will collect the key from the Porters Lodge at the start of the booking and return it when the booking finishes.
* The student signing this agreement takes full responsibility to ensure the room is left tidy after use and any rubbish is cleared away. If we are notified that this is not the case, charges may apply and will be reported to the Dean.
* Students must take responsibility for agreeing how their events will be marketed and promoted, especially with any partner organisations
* Any requests for filming, live-streaming or any marketing undertaken should be cleared with the college via the Conference team and Head of Communications; any marketing making use of the College logo must similarly be approved by College.

|  |
| --- |
| **YOUR CONTACT DETAILS** |
| Trinity Member Responsible for event: | Name: | Signature: |
| Today’s date: |  |
| Contact phone number: |  |
| Email address: |  |
| **DETAILS OF YOUR EVENT** |
| Room(s) requested: |  |
| Date(s) requested:  |  |
| Set up time:  | Start time: | End time: |
| Event time: | Start time: | End time: |
| Purpose and description of event:  |  |
| Name of society and your position: | Society:Your position:  |
| Number of guests attending: |  |
| Who is the event open to (Trinity students only, university members, general public)? |  |
| Are you selling tickets for the event or is this a free event? |  |
| How will you manage ticket sales and admission?  |  |
| Name of speaker, brief background information and topic:*The Governing Body will be made aware of the attendance of a visiting speaker/VIP.****Any event with external speaker needs to be approved***  |  |
| **CATERING** *(at least 10 working days’ notice required)* |
| Does your event require any catering? Drinks are to be purchased directly from the bar. Please state if you require this so we can alert the Bar team that you will be in contact with them: college.bar@trinity.ox.ac.uk All food must be purchased through Trinity College and you are not permitted to bring your own.We may require a non-refundable deposit to secure catering/drinks. If the event is cancelled without notice given. |  |
| Name of sober rep(s) at the event: |  |
| **EQUIPMENT**All rooms are equipped with a projector and screen only (no computer/laptop). Please ensure to bring your own laptop with a HDMI port and any relevant adapters for a Mac laptop. **You will be required to attend a briefing prior to your booking for use of the AV in the Garden Room and Auditorium.** **Please contact the Conference Office.****Any requests for filming, live-streaming or any marketing undertaken should be cleared with the college via the Conference team and Head of Communications; any marketing making use of the College logo must similarly be approved by College.** |
| Do you require use of the lectern?Do you require a microphone?Are you planning to hire/bring in any electrical equipment?Have you attended an AV training session with the Conference Team? |
| \*If you are hiring or bringing in any electrical equipment or you have any external contractors involved, you will need to obtain PAT testing certificates and insurance certificates. You may also need to arrange for the College Electrician to check the installation prior to the event. |
| **HEALTH & SAFETY** |
| Smoking is not permitted at any time in the meeting rooms and it is your responsibility to pass on this information to guests. You must make your guests aware of the nearest fire exit and where the evacuation point is before the meeting begins.Should you discover a fire in the Levine Building:1. Raise the alarm by breaking the nearest break glass fire alarm point (small red wall mounted box).
2. Without delay, and if safe to do so, inform Lodge Porter of the nature and location of the fire.

3. Only take action to fight a fire if there is no danger to yourself or others and that you have also been trained on the use of fire extinguishers.4. Providing there is no risk or danger to you, electrical equipment should be turned off and windows closed if possible. 5. Close all doors behind you and evacuate the building immediately by your nearest fire exit route.6. Make your way to the Assembly Point on the back Lawns  (\*\*Please note for that for the Garden Room the route to the back lawns is at the rear of the building after  Vacating via the fire exit\*\*)7. Do not re-enter the building until told to do so. |
| **INVOICE ADDRESS** |
| Please detail the invoicing information Name:Postal address:Email address:All invoices will be sent by email, but, a postal address is required for the header of the invoice.  |