

PARTY FORM

APPLICATION FOR PERMISSION TO HOLD A PARTY

**PLEASE TAKE THIS FORM TO THE JUNIOR CENSOR, IN PERSON,
DURING JUNIOR CENSOR'S HOURS (listed overleaf).**

Name(s) Room where party will be held
.....

Name of club (if applicable).....

Date of Party..... Time of Party Number Attending

Junior Censor's Approval

JUNIOR MEMBERS' PARTIES

Leave to hold a party (defined as any gathering of eight or more people) in College must always be obtained beforehand from the Junior Censor.

- 1) For safety reasons, permission to hold a party in a private room for more than 40 people will not normally be given, and for some rooms the limit may be lower. Permission will not be given for parties held in private rooms to use more than one room/set of rooms, or to use corridors or staircases*.
- 2) You are not permitted to lend your room to persons outside Christ Church for the purpose of giving parties.
- 3) Parties may not normally be held outside Full Term or on Sundays after Hall.
- 4) Parties must conform to the College's rules on noise, music, alcohol and illegal drugs (see the Blue Book for details). Live music is not permitted; other music must be kept at a level which is considerate of other members of College, and must in any case be turned off by 11.00 pm, or by midnight on Fridays and Saturdays.
- 5) **Parties must be over by 11.00 p.m., except for those held on Fridays or Saturdays, which must be over by midnight.** Parties will be considered to continue for as long as eight or more people remain together. It is the responsibility of the host(s) to ensure that parties finish on time and that any guests who are not members of the College are escorted out of College. The Porters have instructions to close down parties which are too large or unruly, or which continue after the proper time, and to report the host(s) to the Censors.
- 6) It is the responsibility of the party hosts to ensure rooms are tidied afterwards and to bag heavy rubbish, bottles, etc., and transport them to the rubbish bins. The cost of making good any damage which occurs as a result of parties will be charged to hosts.

Junior Censor

Direct Line: 01865 276156 email: junior.censor@chch.ox.ac.uk

- * It is not usually possible to book College venues for private parties; these are usually only available for events organized by clubs or societies. In rare cases, the Blue Boar Seminar Room (booked through the Censors' Office), and the McKenna Room and the Cathedral Garden (booked through the Conference and Functions Administrator in the Steward's Office) may be available for appropriate events. The rules for parties in private rooms normally apply to events in these other locations too. Private parties are *never* permitted in the Undercroft Bar.

During Michaelmas Term 2017 you can see the Junior Censor with this form during these times:

Tuesdays	11 am – 12 noon	Week 2, 3, 6, 7, 8
Tuesdays	2 pm – 3pm	Week 1, 5
Thursdays	11 am – 12 noon	Week 1, 2, 3, 5, 6, 7, 8

During Week 4 the Junior Censor will only be available on Monday 1-1.30pm.

The Junior Censor holds Censorial Hours in her office on the second floor of Staircase 8, Tom Quad.