PARTY FORM: LIDDELL BUILDING

PLEASE TAKE THIS FORM TO THE LIDDELL MANAGER TO BOOK A ROOM,
THEN FORWARD TO THE JUNIOR CENSOR VIA EMAIL: junior.censor@chch.ox.ac.uk

If approved, the Junior Censor will return the form via email and copy in the Liddell Manager.

Forms must be submitted to the Junior Censor at least 48 hours in advance
or by 12 noon on a Thursday for weekend events.

Parties may not be held without prior approval by the Junior Censor.

Note: the Junior Censor may ask to meet in person before approving party requests.

Name(s) and room no. ..........................................................................................................................................

Date of Party............ Number Attending...... Party begins at .......... Party finishes at ..........

Name of club/society (if applicable - please spell out any acronyms)..............................................................

If this booking is for an Oxford University registered or branded society you will need to read and abide by the Code
of Conduct for Meetings and Event s. This code applies to all meetings of such groups, even when held on college
premises (Available online: http://www.proctors.ox.ac.uk/meetingsandevents/)

If this policy applies to your event, please tick to confirm that you have read and will abide by the Code.

Booking confirmed by Liddell Manager: Handel Davies Room.......... Or flat no..............

Signature: ................................................................................................................................................. Date:......................

Junior Censor’s Approval ........................................................................................................................................

JUNIOR MEMBERS’ PARTIES

Leave to hold a party in a Liddell flat or the Handel Davies Room must always be obtained in advance from
the Liddell Manager and the Junior Censor by following the procedure outlined above in capital letters.

Note that in Liddell flats, a party is defined as there being more than one guest per resident, i.e., for a flat
with 4 residents, a party would be defined as a gathering of more than 8 people in total including residents.

Parties in flats can have a maximum of 10 people including residents. For gatherings of 11 or more
(including residents), the Handel Davies Room must be booked—though note that it can also be booked
for smaller gatherings. Note also that the porters will shut down gatherings of even 8 or fewer people in
total if there is excessive noise (including music that can be heard outside the flat) or other unacceptable
behaviour.

1) For safety reasons, the Liddell Manager will decide on the maximum number of people who can attend
a party, whether in a Liddell flat or in the Handel Davies Room.

2) You are not permitted to lend your flat or the Handel Davies Room to persons outside Christ Church for
the purpose of giving parties.

Junior Censor
Direct Line: 01865 276156 email: junior.censor@chch.ox.ac.uk
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). Non-alcoholic beverages must always be on offer, no drinking games or coercion to drink or participate in any unwanted activities should take place, and no alcohol should be served to under 18s at any event held in a College property or organised under College auspices.

5) 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.

6) **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 the party. The Porters have instructions to close down parties (including in the Liddell Building) which are too large or unruly, or which continue after the proper time, and to report the host(s) to the Censors.

7) It is the responsibility of party hosts to ensure rooms and nearby toilet facilities/staircases/quads are tidied afterwards. Excess rubbish, cans, bottles, etc., should be bagged and transported to the rubbish bins. The cost of making good any damage or excess mess which occurs in rooms, staircases, toilets or quads as a result of parties will be charged to hosts. Party hosts are also responsible for any fire extinguishers or alarms that are set off during parties, including the resulting refilling/resetting costs and fines.

8) The College's social media policies should be adhered to in regards to taking or sharing images taken during parties and other College events, with the taking or sharing of images of under 18s to be avoided.

**Update 1st March 2018**