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** .................................................................................................................. 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 Events. This code applies to all meetings of such groups, even when held on college premises (Available online: http://www.proctors.ox.ac.uk/meetingsande events/). If this policy applies to your event, please tick to confirm that you have read and will abide by the Code.

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

** If the party will be held in any part of the JCR, an email confirming the booking from the JCR’s Returning Officer, David Tipping, must accompany this application: david.tipping@chch.ox.ac.uk

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 30 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). 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

Junior Censor
Direct Line: 01865 276156 email: junior.censor@chch.ox.ac.uk
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 pm., 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.

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.

* 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 Trinity Term 2018 you can see the Junior Censor with this form during these times:**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Mon 10-11am, Thurs 12-1pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Tue 2.30-3.30pm, Thurs 12.40-1.20pm</td>
</tr>
<tr>
<td>Week 3</td>
<td>Wed 12-1pm, Thurs 12.15-1pm</td>
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<tr>
<td>Week 4</td>
<td>Tue 10.30-11.30am, Wed 11am-12 noon</td>
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<tr>
<td>Week 5</td>
<td>Tue 2.30-3.30pm, Wed 11.15am –12 noon</td>
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<tr>
<td>Week 6</td>
<td>Tue 11.30am-12.30pm</td>
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<tr>
<td>Week 7</td>
<td>Tue 10-10.30am, Wed 11am-12 noon</td>
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<tr>
<td>Week 8</td>
<td>Tue 10.30-11.30am, Wed 11am-12 noon</td>
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The Junior Censor holds Censorial Hours in her office on the top floor of Staircase 8, Tom Quad.