

**THE WHITE BOOK
REGULATIONS (GENERAL)**

REGULATION G12

Entertainments and Events

Applications for permission

1. Advance permission from both the Domestic Bursar and the Dean shall be required for any party, dinner or other entertainment (an event) hosted by a College Club or Society, or by any other student group, in any public or common room of the College or any College hostel, or in the grounds or gardens of the College or hostels; this includes, in particular, the Hall, Knox-Shaw Room, Student's Bar, Chapel Court Common Room, Mong Building, Richard Powell Room and Fellows' Garden.
2. Any booking of the Hall or Fellows' Garden shall require the further permission of the College Council. Requests to the Council for permission shall be submitted in good time, via the Domestic Bursar.
3. The designated officer of a Club or Society (see Ordinance B,XXII,5), or a deputed College representative for any other student group, wishing to host an event shall first consult the Domestic Bursar and/or the Conference Office directly, to make a preliminary booking. If the permission of the Domestic Bursar and, where necessary, the Council is granted, the designated officer or deputed representative shall apply for permission from the Dean, by submitting the required on-line forms, such as Party Wizard, as set up by the Conference Office, and shall comply with any periods of notice specified therein.
4. Where permission is granted, the designated officer or deputed representative shall be sent a copy of the on-line application form, together with any conditions set by either the Domestic Bursar or the Dean.
5. An impromptu gathering of any size which is connected with the activities of a College Club, Society or other identifiable group, and held in or on any College property without advance permission, shall be a breach of paragraph [1].

Grant of permission

6. The Domestic Bursar and/or the Dean may grant or decline permission, or impose such conditions, as he or she or they think fit. In particular, permission shall not be granted where, in the view of the Domestic Bursar, the number of persons likely to be present exceeds the maximum number permitted for the chosen venue, as published on Sidnet.

Quiet Period conditions

7. The Quiet Period shall run from the Monday of the full week prior to the start of Easter Full Term until the date of the last undergraduate Tripos examination in June, inclusive.

8. During the Quiet Period events for which permission may be granted shall be restricted to:
 - (a) a dinner held by a subject group, where attended by a Fellow of the College in the subject;
 - (b) any event held by SCSU or the Tutors, provided that no alcohol is served;
 - (c) any academic event organised and presided over by a Fellow of the College;
 - (d) a limited number of private functions organised through the Conference Office which have the prior approval of the Domestic Bursar.

9. The following events may not be held during the Quiet Period, either indoors or outdoors:
 - (a) any event with live or amplified music, other than the start of Term 'Bop' and any recital or concert organised by the College Music Society and held in the College Chapel;
 - (b) any club or society event, unless it falls under paragraph 8(a);
 - (c) any private student event, whether falling within Regulation G10 or otherwise.

10. During the Quiet Period, the Domestic Bursar and Dean shall consider, in addition to paragraph [6]:
 - (a) whether an event is a reasonable one to be held during this Period; in particular:
 - (i) its nature and the likely number of participants;
 - (ii) the likelihood of its causing disturbance; and
 - (iii) the likelihood that the designated officer(s) or deputed representative(s) will be able to ensure good behaviour;
 - (b) the number of events already approved for the Quiet Period.

Standard conditions

11. Any party or other event shall comply with the conditions of the College Premises Licence for alcohol, plays, music and late night refreshment. In particular, College students and guests shall not be permitted to bring their own alcohol; all alcohol consumed shall be provided by the organisers of the event and purchased from the College Buttery or Student Bar. The College policies on smoking and substance misuse shall be complied with at all times (see Regulation G9).

12. The designated officer or deputed representative and, where stipulated by the Domestic Bursar or Dean, up to two further named College students shall be present at an event for its entire duration. These persons shall be responsible for:
 - (a) ensuring the proper functioning of the event, in accordance with good order and discipline; and
 - (b) preventing damage, and any conduct tending to bring the College into disrepute; in particular, they shall ensure that music, noise or any other activities do not cause disturbance or annoyance to others.

13. The College reserves the right to terminate an event prematurely for the breach of any condition under, or set by the Domestic Bursar or Dean under, this Regulation; and to

remove any guest, or any other person who is not a member of the College, from any event, for any reason, notwithstanding any payment he or she may have made to attend.

Liability

14. The designated officer(s) or deputed representative(s) shall be held responsible for any breach of the Ordinances or Regulations, and for any disturbance or damage caused, whether by the officer(s) or representative(s) or by any other person, and whether or not invited to the event.
15. The liability of any designated officer or deputed representative under paragraph [14] shall be in addition to the liability of any other person found responsible.
16. A fine or other penalty may be imposed under Ordinance C,XIV and Regulation P9 on the funds or members of a College Club or Society, in respect of any breach of the Ordinances or Regulations, or for any disturbance or damage, caused at any event held under this Regulation.
17. The College may, irrespective of any fines or other penalties imposed, recover the cost of any damage incurred to College property from any individual or Club or Society found responsible.
18. The College shall not be held responsible for the loss or damage of any personal property of any guest of a Club or Society or other group, nor for any loss or damage caused to others by a guest.

Section 43 meetings

19. Where an event to be hosted under this Regulation also falls within the provisions of Ordinance B,XXII,10-12 (freedom of speech and related matters), Regulation G13 shall apply in precedence to this Regulation.
20. Any person who is in any doubt about the application of Regulation G13 shall consult the Dean.