

**BOOKING POLICY**  
**CLARE COLLEGE JCR BAR**  
**02/2017**

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**Written By:**

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## 1. Booking Approval

- The Event Organiser must request to book the JCR and Bar by emailing the Bookings Manager, whose email address can be found at <http://ucs.clare.cam.ac.uk/social/clare-bar>
- Once the Event Organiser has expressed an interest, the Bookings Manager will send the Event Organiser a 'JCR Request Form', the 'Health and Safety Rules', and the 'Clean-Up Checklist'.
- The Bookings Manager will liaise with the Event Organiser regarding any prospective date(s) of the Event. It may not be possible to book a particular date due to other conflicting events, or for other reasons which remain at the discretion of the Bookings Manager.
- All prospective dates are unconfirmed and provisional until the booking has been made and confirmed by the Booking Manager.
- The Event Organiser must return the completed 'JCR Request Form' at least two weeks before the date requested.
- The Bookings Manager will then seek approval for the Event from the College's Estates Manager/Head Porter (and the UCS Committee, where relevant). The Bookings Manager will then inform the Event Organiser whether or not the Event has been approved and can be confirmed.
- The Event **must not be advertised** by the Event Organiser until written confirmation of the booking has been received from the Bookings Manager.
- Any Event Organiser wishing to use Bar and/or the JCR for an event also agrees that details of the Event may be shared with College Staff in accordance with the College's *PREVENT* policy.
- The Event Organiser will be bound by this Booking Policy, which also includes the 'JCR Request Form', the 'Health and Safety Rules', and the 'Clean-Up Checklist'.

## 2. Event Rules

The Event Organiser will be the sole responsible person for the Event. They will be held responsible for any breaches of the Booking Policy and/or for any other issues which arise during the Event and/or during the Clean- Up. The Event Organiser must read all documents thoroughly (the Booking Policy, the 'JCR Request Form', the 'Health and Safety Rules', and the 'Clean-Up Checklist').

The following applies to all events.

- The Event Organiser must read the Rules document in full.
- No music is to be played after 00:30 for an event taking place on Friday or Saturday, or after 23:45 on all other days.
- The Event Organiser must ensure that no food or drink is allowed into the JCR and the Bar unless provided by the College's Catering Department. Otherwise, the College is at risk of losing their alcohol licence and is at risk of insurance claims as a result of allergic reactions etc.
  - The Event Organiser may apply for a self-catering waiver, which may be approved in certain circumstances by the Head of Catering.
- The Event Organiser is responsible for taking appropriate action in case of an emergency or if an incident occurs, which may disrupt the Event, cause any danger, and/or breach this Booking Policy, and/or contravene any legislation.
- The Event Organiser must ensure that the JCR, the Bar and the Buttery are thoroughly cleared and cleaned. The area should be left as found, and it is the sole responsibility of the

Event Organiser to ensure that this takes place.

- The Event Organiser must report immediately to the Porters if vomit is found in the JCR, the Bar, or the Buttery.
- The Event Organiser must complete the Clean-Up Checklist at the end of the Event. **This Checklist must be handed to a Porter in to the Old Court Porters' Lodge immediately.** The Event Organiser should note, however, that the completed Checklist does not constitute confirmation of a satisfactory clean-up.

The following applies if the expected attendance of the Event is equal to or greater than 100 persons.

- The Event Organiser is to be held solely responsible where there is any breach of this Booking Policy. The Event Organiser must thus, in addition to the above:
  - Ensure that there are sufficient Stewards recruited to safely manage the Event.
  - Ensure that the Stewards appointed are sufficiently trained and informed of their roles and responsibilities.
  - Provide a written log of the Stewards working on the Event and submit this to the Porters before the Event begins. The log should be submitted to the Porters on the night of the Event, at least two hours before it commences. There is an applicable page in the Rules document which the Event Organiser will find, and that page may be completed to fulfil this requirement.
  - Be responsible for communicating with the Porters on duty and giving them any information requested, including but not limited to the number of attendees, any emergency or incident which may disrupt the event or cause danger, and/or any breach of this Bookings Policy.
  - Be responsible for taking appropriate action in the case of an emergency or report from the Stewards of an incident, which may disrupt the event, cause any danger, and/or breach this Booking Policy, and/or contravene any legislation.
  - Ensure that any contractor/band/performer and/or their employees and/or agents have been informed of the emergency evacuation procedure, fire escape routes, and where to assemble in the case of an emergency.
  - Appoint a sufficient number of people to collect waste and remove room decorations. These items must be sorted into recyclables and non-recyclables in bin bags and be disposed of in the waste containers located in the North Passageway, Old Court, so that the Housekeeping staff can clean the area on the next day.

The number of Stewards required will be dependent upon the nature of the Event and its estimated attendance. The Event Organiser is required to liaise with the Bookings Manager, who will liaise with the Estates Manager/Head Porter.

### **3. Booking Restrictions**

Only members of Clare College may book the JCR.

If a member is making a booking on behalf of a society external to the College – that is, an organisation which does not operate solely within Clare College (e.g. a University-wide society) – the member must provide evidence of significant Clare involvement in the event, or significant benefit to the Clare student body. This evidence is to be included with the 'JCR Request Form.'

The Bookings Manager will review the 'JCR Request Form' and, on the advice of the Bar President and the UCS President, will decide whether or not to submit the request for approval to the Estates

Manager/Head Porter (and to the UCS Committee where relevant). The decision may include the following considerations:

- (1) Whether the event will constitute one of the limited number of 'noisy nights' per term.
- (2) Whether there is likely to be significant Clare attendance at the event.
- (3) Whether a significant proportion of the Committee constitutes Clare members.
- (4) Whether the event will require exclusive use of the JCR.
- (5) The number of nights that the event will run for.
- (6) The number of events taking place in the College on the requested night.
- (7) The number of events taking place in the JCR during the requested week.

#### **4. Bar Tabs**

If the Event Organiser wishes to open a Bar Tab they must pay it in full before the Event. Payment may occur on the night of the Event before its commencement. No drinks may be bought on the Tab until it is paid in full. Any remaining money on the Tab at the end of the Event will be refunded to the Event Organiser.

#### **5. Booking by members of the College (excluding members of the JCR)**

The Bar requests that members of the College contact the Bookings Manager before booking the Bar and/or the JCR at least two weeks before the proposed Event and follow this Booking Policy. The Bar Committee cannot guarantee that there will be sufficient staff for the Event if this Booking Policy is not followed.

#### **6. Invoicing and Payment**

Events may be subject to a charge levied by the Union of Clare Students (UCS), as per the 'JCR Booking Contract'. This charge, if applicable, will be determined by the UCS, and may include the following considerations:

- (1) Whether the Event requires exclusive use of the JCR.
- (2) Whether the Event will be ticketed.
- (3) Whether the Event Organiser or anyone else will make a profit from the Event.
- (4) The number of nights for which the Event will run.
- (5) Whether there is significant Clare involvement in the Event.

If an Event is to be subject to a charge, the Event Organiser will be informed of the charge including the amount and the terms of payment before the 'JCR Request Form' is submitted to the Estates Manager/Head Porter for approval. The Event Organiser may then decide whether they wish to continue with the booking subject to the charge, or to withdraw the booking. If the booking is subsequently approved the UCS will send a 'JCR Booking Contract' for any charge to the Event Organiser.

#### **7. Damages**

The Event Organiser may be liable for damages caused during the course of the night, whether to the JCR, Bar or Buttery area.

#### **9. Cancellations and Amendments**

- If the Event Organiser wishes to cancel the Event and/or amend its date, they must email the Bookings Manager immediately.

- If the Event was subject to a charge, the Event Organiser must also contact the UCS President immediately if they wish to cancel the Event and/or amend its date. The email address of the UCS President can be found at <http://ucs.clare.cam.ac.uk/about-the-ucs/committee/>

#### *Cancellations*

- An event should not be cancelled fewer than five days before it is to take place.
  - For example, an event on a Friday would have to be cancelled the preceding Sunday.

#### *Amendments*

- If the Event Organiser wishes to change the date of their event, the protocol as under Section 1 must be followed, including the resubmission of the JCR Request Form with the newly amended date. If the Event Organiser wishes to change the date of the Event, they must do so at least five days before the initial Event date (as above) and at least two weeks before the proposed new date.
- The Event Organiser should be aware that a request to amend the date of the Event will void previous approval for the Event. Approval for the proposed new date may not be granted.

Clare College JCR Bar and the UCS reserve the right to cancel events at any time under any circumstances.