

This form is only valid if pages 1-4 are attached and initialled by the applicant and Assistant Dean (bottom right corner)

## Application to stage a play or other theatrical entertainment in the Cloisters

### Section 1

Applicant name: \_\_\_\_\_

Venue:

Dates:

Start time:

Finish time:

Maximum Number:

Nature of the event:

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### Section 2 *Permission from the Chapel Committee, via the Precentor*

Conditions of use:

*The Chapel Committee has checked the details and arrangements for the use of the Cloisters and the Ante-chapel for rain cover*

Precentor's signature: \_\_\_\_\_

Date:

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### Section 3 *To be completed as the venue booking is made*

Hire charge paid:

Deposit paid:

Assistant to the Home Bursar signature: \_\_\_\_\_

Date:

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### Section 4 *Equipment*

*The Clerk of Works has been consulted and has, if relevant, agreed to provide the requisite Electrical Safety Certificate.*

1. Equipment (including staging): Yes/No

2. Electrical Equipment: Yes/No

Clerk of Works' signature: \_\_\_\_\_

Date:

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### Section 5 *To be completed after consultation with the Head Porter*

Security arrangements:

I am satisfied, after discussion with the applicant, with the security arrangements for this event

Head Porter's signature: \_\_\_\_\_

Date:

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**Section 6** Checklist (to be completed in the presence of the Assistant Dean) and further conditions of use:

*Delete as appropriate*

What entertainment is planned? None/small stereo system/PA system/instruments/singing/live band  
Is there going to be a ticket charge? Yes/No  
Is there going to be use of any materials (artistic or otherwise) that may make a mess? Yes/No  
Will there be any use of glass or other breakable materials Yes/No  
Are you the President of this Group or Society (non-College)? N.A./Yes/No

**OR**

Are you the Producer of this event N.A./Yes/No  
How are you going to advertise the event? Email/posters/other publication

***Further Conditions of Use:***

Details on materials:

Details on breakable materials:

Details on entertainment:

Advertising details:

*I understand that as the organiser of this event I am responsible for: adhering to all of the conditions on page three of this form; any damage to the fabric of the College; the behaviour of the participants; controlling the noise level; leaving the place used for the event in a clean and tidy condition; the full completion of this form; official written confirmation by the Assistant Dean if any conditions are changed (including dates) after the signing of this form. Either I may be personally liable and/or the event may be stopped if I do not adhere to these conditions or have not provided full and accurate information regarding the event.*

Applicant's signature: \_\_\_\_\_

Assistant Dean's signature: \_\_\_\_\_

Date:

## Notes for holding plays or theatrical events in the Cloisters

The Assistant Dean's permission must be obtained for any play or theatrical event in the Cloisters.

### The Cloisters

The cloisters remains a burial ground, and Junior Members are reminded that the subject and nature of the event proposed will be scrutinized in that context. Further, Junior Members are required to conduct their event with this in mind.

### Booking the Cloisters

Please note that permission must be obtained in the term prior to that in which the play or event is due to take place.

#### *Junior Members should:*

- 1) consult the Assistant Dean to establish whether permission is likely to be given for the period requested.
- 2) consult the Chapel Administrator on the availability of the Cloisters, & also of the Ante-chapel for rain cover.

*Then a proposal must be sent to the Chapel committee; this meets once a term usually in 5<sup>th</sup> week and should:*

- 3) be made via the Chapel Administrator.
- 4) make a case for the event; the more detailed the proposal, the more likely it is to succeed.

*When permission has been obtained from the Chapel committee, the form should then be completed.*

### Rehearsals

Once permission for plays and theatrical events in the Cloisters has been granted, rehearsals must be booked through the Chapel Administrator. They may not take place in the hours during which the College and grounds are open to the public.

### Security

Arrangements must be made with the Head Porter that clear directions are available at the Lodge for audience members. If necessary, one of the organisers must be present in the Lodge when the audience arrives. If the Head Porter deems it necessary, extra staff or security cover will be arranged at the organiser's cost.

### Electrical equipment

If disco or any other electrical equipment is used, then this must be inspected and approved by the Clerk of Works' department. The use of smoke vapour machines and strobe lights are strictly forbidden in College.

### Cleaning

The area must be left clean, tidy, and ready for use. Students responsible for the event must stay until all work is done. An appropriate amount will be deducted from the deposit for any cleaning that is left to College staff.

### Refreshments

Refreshments may not be served in Cloisters.

### Publicity

Copies of any publicity produced for an event in a room for which permission is required - whether it be a poster, or a private booking form, or any material whatsoever - must be sent to the Assistant Dean for approval.

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**Music, PA and sound levels**

Any event in which there will be a PA, live music, or a level of noise that is audible outside the venue, must be clearly documented on the front page of this form (usually under the Equipment Section).

**Finishing times**

Finishing times will, of course, vary from play to play; this must be discussed with the Assistant Dean.

**The Dean**

October 2016

The Assistant Dean is available for consultation **by appointment only**, during term-time. Contact the Dean's Secretary, Jacqui Julier ([deans.secretary@new.ox.ac.uk](mailto:deans.secretary@new.ox.ac.uk)) for an appointment.

For general email enquiries in advance of an appointment, contact the Assistant Dean at:  
[gideon.elford@new.ox.ac.uk](mailto:gideon.elford@new.ox.ac.uk)

### Receipt for Cloisters charge and deposit

The Assistant to the Home Bursar has received

1) Cloisters hire charge £

2) Cloisters deposit (cheque only) £

Signature of the Assistant to the Home Bursar: \_\_\_\_\_

*After the event is over, you may reclaim your deposit from the Assistant to the Home Bursar. To do this, you must send this form to the Accommodation Manager who will sign it and return it to you. It should then be taken to the Assistant to the Home Bursar to collect your cheque. Unclaimed deposits will be paid into the Dean's fund.*

Signature of Accommodation Manager: \_\_\_\_\_

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