

WADHAM COLLEGE: ALCOHOL PERMISSION/USE OF COLLEGE GARDENS FORM

Students are permitted to book public rooms after 6pm and on weekends. The system works on a first come, first served basis, and all bookings are subject to authorisation by the Dean.

Type of booking [please tick/check]:

UG Cafe Space

Serving Alcohol

Wadham Gardens

Name of room: _____

Garden Area: _____

Name of Fellow: _____

A Fellow must be present at all events held in the Knowles Room,

Full name of student _____ requests permission to use the room

indicated above on: [Date] _____ / _____ / _____ From [24hr clock] _____ to _____

No. of people attending: _____ Percentage of Wadham students: _____ %

Name of society or organisation: _____

Description of event: _____

Contact telephone number: _____ Contact email: _____

SIGNED _____ Date _____

I confirm that I will be present for the duration of the event.

I accept the [Terms and Conditions](#).

Event approved:

Signed _____ [Dean] [date] _____

Special requirements (please tick/check):

Laptop

LCD projector

Projector Screen

Catering [including
your own food]

Other _____

If you intend to use your own electrical equipment, e.g. a laptop, OR bring any food into a public room - you must inform the Academic Support Administrator.

Permission to serve alcohol

* Alcohol may only be served in the Ante-Chapel, Lee Shau Kee Seminar Rooms and Okinaga Room.

Quantity to be served: _____ Type requested _____

Name of nominated person[s] to serve alcohol: _____

[**must** be Wadham students. Minimum of 1
server per 20 guests]

Alcohol approved:

Signed _____ [Dean] Date _____