

## 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.

Room required [please tick/check]:

Knowles Room	Lee Shau Kee Scholars Room A	Lee Shau Kee Scholars Room B	Wadham Gardens
Okinaga	C. Day Lewis Room		

Other room: \_\_\_\_\_ Garden Area: \_\_\_\_\_

Name of Fellow: \_\_\_\_\_

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

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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] \_\_\_\_\_

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Special requirements (please tick/check):

Laptop	LCD projector	Projector Screen	Catering [including your own food]
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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.

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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 \_\_\_\_\_