

Holywell Music Room Booking Guidelines

1. Bookings by Wadham Students (for Music Events)

- Requests should be submitted by email to the **Director of Music** and booked via the **Holywell Music Room** administrator at holywellmusicroom@wadham.ox.ac.uk.
 - If approved by the Director of Music, **no venue hire charge** applies.
 - If applicable, **Music Licensing** will be billed **after the event**, once all relevant information is submitted. Please budget around £100 for this. This charge cannot be waived.
 - If using the **piano**, this needs to be booked directly with the Music Faculty. A charge applies. This cannot be waived (see booking form for details).
 - If the event is **open to the public**, **external stewarding costs** must be covered by the organisers. For events **not open to the public**, organisers must ensure the appropriate number of organisers are designated as **internal event stewards** (see booking form for details).
 - **Wadham students may not book on behalf of university student societies or clubs.**
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2. Bookings by Wadham Students (for Non-Music Events)

- Requests should be sent to the **Holywell Music Room** administrator by email at holywellmusicroom@wadham.ox.ac.uk.
 - If a speaker is involved, the Holywell Music Room administrator will liaise with the Academic Office (to comply with our **PREVENT** procedures). The Academic Office will pass the request to the Dean for approval.
 - Depending on the nature of the event, a full venue hire charge, reduced venue hire charge, or no venue hire charge will be raised. This is **at the discretion of the Holywell Music Room**. Generally, a hire charge will be raised if:
 - the event is commercial in nature, e.g. tickets are being sold,
 - the event is not primarily for members of Wadham College,
 - the event is open to members of the public.
 - If the event is **open to the public**, **external stewarding costs** must be covered by the organisers. For events **not open to the public**, organisers must ensure the appropriate number of organisers are designated as **internal event stewards** (see booking form for details).
 - **Wadham students may not book on behalf of University student societies or clubs.**
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3. Bookings by University Student Societies and Clubs registered with the University's Proctors' Office.

- Requests should be sent to the **Holywell Music Room** administrator by email at holywellmusicroom@wadham.ox.ac.uk.
 - If a speaker is involved, the Holywell Music Room administrator will liaise with the Academic Office (to comply with our **PREVENT** procedures). The Academic Office will pass the request to the Dean for approval.
 - Depending on the nature of the event, a full venue hire charge or a reduced venue hire charge will be raised. This is **at the discretion of the Holywell Music Room**. Generally, a hire charge will be raised if:
 - the event is commercial in nature, e.g. tickets are being sold,
 - the event is not primarily for members of Wadham College,
 - the event is open to members of the public.
 - **External stewards are required and the costs** must be covered by the organisers (see booking form for details and current charges).
 - If applicable, an estimated **Music Licensing** fee of £100 will be billed **before the event** with any excess charged **after the event**. This charge cannot be waived.
 - If using the **piano**, this needs to be booked directly with the Music Faculty. A charge applies. This cannot be waived (see booking form for details).
 - For reference, a list of registered clubs and societies can be found here: [Register of Student Clubs | University of Oxford](#)
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2025-2026 Reduced Venue Hire Charges

Mornings (08:00 – 13:00)	£99
Afternoons (13:00 – 17:00) excluding Saturdays	£99
Saturday Afternoon (13:00 – 17:00) and Evenings (17:00 – 23:00)	£198