

Moser Theatre Booking Guidelines

For Student Productions and Large Events

Bookings for the Moser Theatre adhere to all the same terms and conditions as other meeting rooms in College, of particular relevance please note the following from our Room Booking Terms:

- All meeting rooms are available to book after 6pm on weekdays and at the weekends; student bookings scheduled prior to 6pm will not be approved.
 - Rooms are intended to be used for the academic and social events of Wadham members. **Only current Wadham students** can make bookings; **Wadham students must not book on behalf of students from other colleges.**
 - The individual who makes this booking is deemed to be the organiser of the event or activity, and must be present for the duration of the booking.
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Requests by Wadham students to use the Moser Theatre for large events, such as musical productions and drama productions

- Requests for large events or productions should be sent to the **Equality and Liaison Committee** of the **preceding term** alongside the JCR and MCR term cards.
- To take place during term time the event **cannot be commercial** in nature and must be booked by a Wadham student and be primarily for members of Wadham College.
- The event needs to be **approved by the Dean** and will be subject to an adequate risk assessment. Contact the Academic Office to arrange this.
- 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.
- During term time. the Moser Theatre cannot be booked for events open to the public.
- Wadham students and Wadham student societies **cannot** book the Moser on behalf of students from other colleges, University student societies or clubs.
- For term-time productions led by non-Wadham student societies and clubs registered with the Proctors' Office, and/or for events open to the public, the Holywell Music Room can be considered. See the Booking Guidelines for the Holywell Music Room.
- For use of the Moser Theatre out of term time, standard conference charges apply. Bookings can be made through the Events Office at events@wadham.ox.ac.uk.