**Leckhampton**

**Corpus Christi College**

**Booking Inquiry**

Name of person making inquiry:

Contact details (e-mail/mobile no):

Connection to Corpus Christi College (if applicable: Fellow, JCR, MCR, alumnus etc.)

Connection to University of Cambridge, if applicable:

Name of organisation, society, etc. (if applicable):

Name of event (if applicable):

Date(s) requested (calendar date and preferred hours/duration):

Nature/purpose of event:

Number of guests/participants:

Will food and drink be served? If yes, please offer details:

Specific space requested (e.g.: Hall, garden, Warden’s Meeting Room):

Catering needs (if applicable):

*Note: In the first instance we prefer events to be catered by the College catering team, whenever possible.*

A/V needs (if applicable):

**Rules: Read and sign before submitting request**

1. Leckhampton is a residential site where postgraduates and Fellows of the College live, study, and work. Organisers of events should bear this in mind when considering a request.

2. Organisers are responsible for the behaviour of their guests, controlling numbers, and cleaning up after themselves (unless organisers have employed College catering). In submitting this form, organisers agree to take financial responsibility for any damage to College property that might be incurred by the event or its guests.

3. Great care must be taken if the event is advertised on social media. You must not advertise the event as an open invitation, and no map to Leckhampton or of the site should be posted on any webpage that is searchable via Google or another search engine. Discovery that an event as been advertised inappropriately on social media will result in the revocation of permission for the event and the cancellation of the reservation.

4. Numbers must be tightly controlled. It is understandable that the number of participants may slightly exceed the number stated on this form. However, if numbers exceed by 10% those stated on the form, the event may be immediately disbanded by College staff or a member of the College Fellowship.

5. Events must comply with the University’s Prevent policy: [www.prevent.admin.cam.ac.uk](http://www.prevent.admin.cam.ac.uk)

6. If any charges are applicable to this booking you will be sent a quotation from the College.

**In submitting this booking request, I acknowledge that I have read and will abide by these rules, should my request be granted permission.**

Signature:

Type or print (in BLOCK CAPS) name:

Date:

**Please send this inquiry to the Leckhampton Site Manager, Aldona Maliszewska:** am999@corpus.cam.ac.uk

**An inquiry must be made at least five working days before the proposed event is to be held. We will attempt to deliver a decision within two working days.**

**OFFICE USE ONLY**

Permission denied:

Permission granted:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Leckhampton Site Manager

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Warden of Leckhampton