



GIRTON COLLEGE -- CODE OF PRACTICE ON FREEDOM OF SPEECH

1. INTRODUCTION

- 1.1 Girton College is fully committed to the principle, and to the promotion, of freedom of speech.
- 1.2 This Code of Practice sets out the College's commitment to freedom of speech, outlines the various legislative frameworks under which such freedoms must be upheld and may be circumscribed, and summarises the procedures used by the College to manage these issues.

2. SCOPE

- 2.1 This Code of Practice applies to:
 - 2.1.1 All Fellows, staff, students and other members of the College; and
 - 2.1.2 Visiting speakers and all other persons invited or otherwise lawfully participating in College activities on College premises.
- 2.2 For the avoidance of doubt, this Code of Practice does not apply to purely commercial meetings or events on College premises.
- 2.3 References in this Code of Practice to "College premises" means those premises over which Girton College exercises control, whether indoor or outdoor.

3. KEY CONCEPTS AND LEGISLATIVE FRAMEWORK

- 3.1 Freedom of speech means the freedom, within the law, to receive and impart ideas, opinions or information by means of speech, writing or images (including in electronic form) without interference.
- 3.2 Academic freedom, in relation to academic staff at the College, means their freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without loss of their jobs or privileges at the College, or the likelihood of their securing promotion or different jobs at the College being reduced.
- 3.3 These concepts are underpinned by the Human Rights Act 1998, which brings the European Convention on Human Rights into direct effect in national law. Article 10 of the Convention articulates freedom of expression as a human right and sets out the limited circumstances in which that right might be circumscribed (such as to protect public safety, for the prevention of disorder or crime, or for the protection of the reputation or rights of others). These concepts also exist within other UK legislation. Universities and similar institutions in England (including the College) have duties under the Higher Education and Research Act 2017 to take such steps as are reasonably practicable to secure and promote freedom of speech and academic freedom within the law for staff and students and for visiting speakers.
- 3.4 Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including higher education institutions such as the College, in the exercise of their functions to have 'due regard to the need to prevent people from being drawn into terrorism'. This necessitates the establishment of protocols and procedures by which to assess the risks associated with meetings or events that are University hosted, affiliated, funded, or branded. This Act also requires the College to have particular regard to its other duties with regard to academic freedom and freedom of speech. Debate, discussion, and critical enquiry are, in themselves, powerful tools in preventing people from being drawn into terrorism.

- 3.5 Under the Equality Act 2010, Fellows, staff and students must not be subjected to unlawful discrimination, harassment, intimidation or threats of violence on the grounds of race, sex, age, religion or philosophical belief, sexual orientation, disability, gender reassignment, marriage and civil partnership, or pregnancy or maternity. However, the provisions of the Equality Act 2010 are not to be interpreted to undermine freedom of speech and academic freedom. As a result, students' learning experience and the working environment of Fellows and staff may include exposure to research, course material, discussion or speakers' views that they find offensive, contentious or unacceptable, but are nonetheless within the law, and unlikely to be considered unlawful harassment or discrimination under the Equality Act 2010.
- 3.6 There are other legislative requirements that may be relevant in particular cases, such as offences under the Terrorism Acts if speech encourages terrorism, or amounts to the incitement of religious or racial hatred or hatred on the grounds of sexual orientation under the Public Order Acts, as well as statutory requirements relating to the holding of processions and assemblies. The College is not under any obligation to secure or promote freedom of speech that contravenes any legislative requirements.

4. VALUES

- 4.1 Among the College's core values are 'freedom of thought and expression' and 'freedom from discrimination' and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debate as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful. These values extend to the student unions of the College. The steps the College takes to embed its values in practice are set out in section 5 below.
- 4.2 The College fosters an environment in which all of its Fellows, staff and students can participate fully in College life, and feel able to question and test received wisdom, and to express new ideas and controversial or unpopular opinions within the law, without fear of intolerance or discrimination. In exercising their right to freedom of speech, the College expects its Fellows, staff, students and visitors to be tolerant of the differing opinions of others, in line with the College's core value of freedom of expression. The College also expects its Fellows, staff, students and visitors to be tolerant of the diverse identities of others, in line with the College's core value of freedom from discrimination. While debate and discussion may be robust and challenging, all speakers have a right to be heard when exercising their right to free speech within the law. Neither speakers nor listeners should have reasonable grounds to feel censored or intimidated.
- 4.3 The College expects all Fellows, staff and students to engage with intellectual and ideological challenges in a constructive, questioning and peaceable way.

5. STEPS THE COLLEGE TAKES TO ENSURE FREEDOM OF SPEECH AND ACADEMIC FREEDOM

- 5.1 The College will ensure that its teaching, curriculum, programmes of events (both of the College and its student union(s)), policies and procedures reflect its duties to ensure, so far as is reasonably practicable, freedom of speech and academic freedom within the law.
- 5.2 The College does not enter into non-disclosure agreements related to complaints about sexual misconduct, bullying or harassment. The College aims to ensure that it is a safe, welcoming and inclusive working, living and learning environment for all members of its community, including all marginalised groups, where all Fellows, staff and students are equally valued and respected.
- 5.3 The College shall:
- 5.3.1 Ensure that this Code of Practice is brought to the attention of new students at registration and new Fellows and staff during induction;

- 5.3.2 Draw the attention of Fellows, students and staff to this Code of Practice annually, and ensure that it is referred to in other College documentation as appropriate;
- 5.3.3 Periodically seek feedback from Fellows, staff, students and other stakeholders to secure their views on whether freedom of speech and academic freedom at the College are being adequately protected and take the responses into account;
- 5.3.4 Ensure that there are adequate measures in place to raise concerns about freedom of speech and academic freedom;
- 5.3.5 Ensure that it has appropriate processes for the holding of events and meetings as set out in section 6 below; and
- 5.3.6 Monitor any concerns that have been raised about freedom of speech and academic freedom to ensure that they are addressed so far as is reasonably practicable and to address any lessons learned.

6. COLLEGE AND STUDENT UNION EVENTS AND MEETINGS – PROCEDURES AND CONDUCT OF ATTENDEES

- 6.1 Active speaker programmes are fundamental to the academic and other activities of the College and Fellows, staff and students are encouraged to invite a wide range of speakers and to engage critically but courteously with them, including as set out at paragraph 6.6 of this Code. This Code of Practice provides the only mechanism by which the College can cancel or impose conditions on College and student union meetings or events where this action is deemed necessary as a result of the event's subject matter and/or speaker(s). This is to ensure that the use of College premises is not inappropriately denied to any individual or body of persons on any ground connected with their beliefs or views or the policy or objectives of a body (with the exception of proscribed groups or organisations) of which they are a member. However, all speakers should anticipate that their views might be subject to robust debate, critique and challenge.
- 6.2 The starting point should always be that the event should go ahead and that cancellation is exceptional and undesirable. Depending on the circumstances, it may however be reasonable to refuse permission for a College meeting or event where the College reasonably believes (from the nature of the speakers or from similar activities in the past whether held at the College or otherwise) that:
 - 6.2.1 The views likely to be expressed by any speaker are contrary to the law;
 - 6.2.2 The speaker is likely to incite breaches of the law or to intend breaches of the peace to occur;
 - 6.2.3 The meeting will not permit contrary or opposing viewpoints to be held or expressed;
 - 6.2.4 The speaker and/or the organisation they represent advocates or engages in violence in the furtherance of their political, religious, philosophical or other beliefs;
 - 6.2.5 The views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations; or
 - 6.2.6 It is in the interest of public safety, the prevention of disorder or crime, the proper functioning of the College or the protection of those persons lawfully on College premises, that the meeting does not take place.
- 6.3 The lawful expression of controversial or unpopular views will not in itself constitute reasonable grounds for withholding permission for a College or student union meeting or event.

- 6.4 Where the College is reasonably satisfied that the otherwise lawful expression of views at an event or meeting on College premises is likely to give rise to disorder or threats to the safety of participants or the wider College community, the College shall consider what steps it is necessary to take to ensure the safety of all persons and the security of College premises. These may include, but are not limited to: requirements as to the provision of security/stewards, the speaker being part of a panel, ensuring that a senior member of College staff (eg Fellow, other member of the SCR, Professional Head of Department, or someone deemed appropriate by the Chair of the PREVENT and Freedom of Speech Committee), is in attendance, or that the event or meeting should take place in alternative premises, at a later date, or in a different format. The College may impose such conditions and requirements upon the organisers as are reasonably necessary in all the circumstances, ensuring that the conditions and requirements go no further than is necessary to address the risks it has identified.
- 6.5 These narrow exceptions to the general principle of freedom of speech are not intended to apply in a way that is inconsistent with the College's commitment to the free and open discussion of ideas.
- 6.6 Those attending events and meetings at the College are expected to conduct themselves in a manner consistent with the following principles:
- 6.6.1 Everyone has the right to free speech within the law;
- 6.6.2 The aim of events at the College is to expose Fellows, staff and students to a range of views, within the law;
- 6.6.3 Protest is itself a legitimate expression of freedom of speech but protesters should recognise the rights of others participating in the event or meeting, and in particular not violate the rights of others to speak during the event. Protest must not shut down debate.
- 6.7 Where any person or body to whom this Code of Practice applies is seeking to hold a College or student union event or meeting on College premises which is outside of the normal academic curriculum the processes in the Annex shall be followed, except where the event or meeting is purely commercial.

7. BREACHES AND COMPLAINTS

- 7.1 Where the College receives a concern about the exercise of academic freedom or freedom of speech or where it has received a concern about a possible infringement or departure(s) from the values and procedures set out in this Code of Practice, it will consider which of its procedures are most appropriate to consider the concern, making such enquiries and seeking such information as it considers necessary. Such consideration may lead to further investigation in accordance with the College's disciplinary procedures (Fellow, staff or student), or the College's grievance or complaints procedures.

8. MONITORING AND REVIEW

- 8.1 The appropriate College body [the PREVENT and Freedom of Speech Committee] will periodically review the contents and operation of this Code of Practice and report to Council on its operation.
- 8.2 The point of contact for any query about this Code of Practice and its Annex is a senior College officer [Chair of the PREVENT and Freedom of Speech Committee; senior.tutor@girton.cam.ac.uk].

Annex: Processes for meetings, public gatherings and events on Girton College premises

This Annex is issued under paragraph 6.7 of the College's Code of Practice on Freedom of Speech, which reads: "Where any person or body to whom this Code of Practice applies is seeking to hold a College event or meeting on College premises which is outside of the normal academic curriculum the processes in the Annex shall be followed, except where the event or meeting is purely commercial."

Members, students, and employees of the College are reminded that alleged breaches of the general regulations for discipline or of the rules of behaviour applicable to current registered students or of any relevant conditions of employment may be brought before the relevant disciplinary authority.

Authority and approval processes for meetings and events on College premises

Any meeting or event on College premises should have at least one organiser who is responsible for the meeting or event and is a member, student, or employee of the College. Where an external speaker is attending a College event, a senior member of College is required to be present (see 6.4 above). If a meeting or event is proposed by an external group or individual without such an organiser, it may only proceed on condition that an individual to whom this Code applies is identified or nominated as the organiser responsible for the meeting or event. Authority is required for meetings and events to be held on College premises, whether indoors or outdoors. Permission must be obtained from the College to host a meeting. If a room is to be reserved, a booking must be made through that authority at least fourteen working days in advance of the proposed event where there is an external speaker. Further details of who to contact and how to book are available in the Guidance notes for booking meetings and events (internal events <https://girtoncollege.wufoo.com/forms/internal-event-booking/>; external events conferences@girton.cam.ac.uk).

It is anticipated that, in the vast majority of cases, the request will be straightforward to consider as part of normal business by the Junior Bursar and the Head of Welfare and Wellbeing. However, in the exceptional circumstances that it is considered that the holding of the meeting or event might reasonably be refused because of the duty to prevent people from being drawn into terrorism or for some other valid reason as indicated in the College Code of Practice on Freedom of Speech, there is a process of escalation to the Referral Group*.

Only a quorum of the Referral Group may refuse permission in this way and on these bases. The request should be forwarded to the Referral Group with a statement of the concerns. This referral should be made at least seven working days in advance of the proposed meeting or event. Members of the College who are concerned that a particular forthcoming meeting or event should be escalated to the Referral Group may do so directly. A quorum of the Referral Group (3 voting members and the Chair) will, in consultation as necessary, determine whether the meeting or event can go ahead as originally planned, or in alternative premises, at a later date, or in a different format. Only in exceptional circumstances, when there are risks which cannot be mitigated or the event organiser refuses to meet any conditions imposed, will permission be withheld.

Appeal

An organiser who is unhappy with the Referral Group's decision has the right of appeal to a nominated subgroup of Council** on procedural grounds. The Appeals group will determine whether the College's published procedure was followed and whether the Referral Group's decision was reasonable under the process. The Appeals group comprises the Vice-Mistress (Chair) and two other members of Governing Body. At least one member of the Appeals group should have legal expertise and at least one should be a College Tutor or other college officer likely to have a broad understanding of risk in the context of the College living and learning environment.

Any decision by the Referral Group (including one upheld on appeal) that a meeting or event should not take place, or may only take place subject to conditions, is binding and takes precedence over any other decision which may have been taken by any other body or officer in the College.

Organisation and management of meetings and events on College premises

Once approved, the organisers of meetings and events must comply with any conditions set by the College authorities concerned for the organisation of the meeting or event. Such conditions may include the requirement that tickets should be issued, that an adequate number of stewards or security staff should be available, that the Head Porter and/or University Security and/or the Police should be consulted, and their advice taken about the arrangements, and that the time and/or place of the meeting should be changed. The cost of meeting any conditions set for the event to proceed, and the responsibility for fulfilling them, rests with the organisers.

Notification to the College

In addition to seeking the permission referred to above, the organisers of all meetings and events to be held on College premises which are to be addressed or attended by persons who are not resident members of the University are required to give notice to the Senior Tutor and Junior Bursar via the Conference Office. This notice may be given separately or by using the form used to book College events, (internal events <https://girtoncollege.wufoo.com/forms/internal-event-booking/>: external events conferences@girton.cam.ac.uk).

The organisers may also, if they wish, communicate directly with the Junior Bursar to give further details. Information is required at least seven working days in advance (although the Junior Bursar may, at their discretion, agree to receive information closer to the time of the meeting or event). The information needed is the date and time of the meeting or event, the place, the names, addresses, and Colleges (if any) of the organisers, the name of the organisation making the arrangements, and the names of any expected speakers (whether or not members of the University). The organisers of any meeting must comply with instructions given by the Senior Tutor, Junior Bursar or other College officer, or by any other person authorised to act on behalf of the College, in the proper discharge of their duties.

The provisions of section 43 of the Education (No 2) Act 1986 apply also to the Colleges in respect of their own members, students, and employees, and in respect of visiting speakers. Colleges are also subject to the duties under section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. Each College is requested by the University to designate a senior member who will be responsible for enforcing the provisions of both the above Acts in that College (for Girton College this is the Senior Tutor).

* The Referral Group (email: referralconfidential@girton.cam.ac.uk) has the following membership:

- The Chair of the Committee on Prevent and Freedom of Speech, ex officio the Senior Tutor (Chair);
- The Dean for Student Discipline;
- A member of Augmented Council;
- The Deputy Senior Tutor for Teaching and Learning;
- A member of the College Communications team; and
- The JCR President (Undergraduate) or the MCR President (Postgraduate) (for unreserved business);

The Secretary of the Referral Group is the Secretary to the Committee on Prevent and Freedom of Speech.

** The nominated sub-group of Council would be three Fellows drawn from the Governing Body, approved by Council.

APPENDIX B. College Booking Form

[Internal Event Booking \(wufoo.com\)](http://wufoo.com)

Add a Field

Field Settings

Form Settings

Standard

Single Line Text	Number
Paragraph Text	Checkboxes
Multiple Choice	Dropdown
Section Break	Page Break

Fancy Pants

Name	File Upload
Address	Date
Email	Time
Phone	Website
Price	Likert
Rating	DocuSign

Payment Integration

Enable payments to collect donations, registrations and simple orders.

Internal Event Booking

- 1
Guidance- 2
Organiser
Details
 - 3
Proposed
Event
 - 4
Event
Requirements
 - 5
Publicity and
Permissions

Guidance notes:

Please read this guidance before booking your event via the online form. Very large events using a number of public rooms are best discussed first with the Junior Bursar or Senior Tutor.

The guidance notes below are not applicable to all constituencies and all events, but will certainly apply to most, if not all, student events. Contact the Junior Bursar (mh208@cam.ac.uk), if you need further advice.

Introduction and process overview

To ensure freedom of speech and compliance with College regulations, health and safety and Prevent legislation and licensing laws, all events, including parties and filming and recording requests, must be agreed with the booking office, via the online form.

This is checked and events authorised by the Junior Bursar and/or Senior Tutor (usually same day) who will advise if any further information or changes are needed. Once agreed, the event is entered on the KX booking system.

Laws and Licences

Events and meetings held on College premises are governed by a code of practice to ensure compliance with section 43 of the Education (No 2) Act 1986 , section 26 of the Counter Terrorism & Security Act 2015, and with sections 11 & 14 of the Public Order Act1986 . The College Premises Licence is designed to ensure the prevention of crime and disorder, public safety, the prevention of public nuisance; and the protection of children from harm. The Premises licence can be withdrawn if the College fails to meet its obligations.

Permissions:

For most bookings, unless there is a clash, (please check the calendar for other events before you book) no further referral is necessary and permission is given straight away. Proposed events which, in the opinion of the Senior Tutor or Junior Bursar require wider consultation and special arrangements in order to ensure safety and free speech, will be referred to Council.

Council's prior permission is also required for:

- All events to which the public is invited, or for which tickets are sold externally, or adverts placed externally (including in student newspapers) or for which external clients are selling tickets to the public.
- Regular, straightforward public meetings and other routine College events such as the GCMS Sunday afternoon concerts are simply noted and approved in principle at the annual Calendar meeting.
- Any event which will cause disruption to or cancellation of a normal student service.
- Large events requiring co-ordination across several departments, and any event which requires art or heritage items to be moved and stored.
- Events likely to attract external media interest.
- Peripatetic events involving significant numbers (20+) of people using large areas of College or the College grounds.
- External publication of films or photographs of events.

Publicity

Please note that an event must not be advertised until the booking is confirmed and (where necessary) permission given. In no circumstances may any event be advertised as an open event on Facebook or any other social media

Booking Notice

There is a minimum 1 week notice period for all event booking. Lead time for Council permission requires dates of Council meetings to be taken into account- see online College Calendar, so allow at least 3 weeks for this.

Notice for Alumni Events

If you are planning to invite Alumni as guests or speakers and you intend to ask the Development Office for assistance with contacts (development@girton.cam.ac.uk), please give at least 3 months notice.

Society Dinners

May not take place unless a Senior member of College is present (College Fellow). The member must be named on the booking form, and must confirm their attendance (email is fine) before the event.

Charges

- Members ' rates apply only to societies registered with the JCR/MCR, or in the case of private events, where the organiser is a College member and paying for the event personally, not via subs or ticket sales
- University society bookings are treated and charged as external bookings, no matter how many Girtonians are involved.
- Expense Accounts: Fellows with expense accounts can have charges deducted directly for eligible events by ticking the box on the form.
- Events are VATable unless advised as exempt by the Bursary.

Speakers

If you are planning to invite an external speaker to your event, please give full details of the speaker and if external to the University, a relevant and accurate online reference to guide our due diligence.

Change Theme

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Share Form

Please also give the title of the talk, and if it is not obvious from the title, a brief synopsis of the contents/slant, e.g. "Jam and Jerusalem" [a talk on the stereotyping of the WI in modern media].

Self Catering

It is NOT permitted in public rooms, nor may you bring in your own alcohol.

Contractors, Instructors

If your event involves training of any kind, e.g. yoga, Zumba, self-defence, then the College must receive details of the insurances held by the trainers, and these must be checked with our own insurers.

We will also need to see insurances and risk assessments for equipment brought on to site (e.g. bouncy castles, lighting rigs, sound decks).

Alcohol

Every supply of alcohol under the Premises licence, must be made or authorised by a person who holds a Personal Licence. This includes events where alcohol is included in the ticket price.

Responsibility for service (but not sales) may be delegated to the party organiser, provided full details of how much is to be served and times of service, are entered on the booking form.

Compliance will be checked on the night. Where alcohol is sold or served, non alcoholic drinks and water must also be available., and preferably food or nibbles. Events where participants bring their own alcohol are not permitted under the licence (eg in the bar, cafeteria Hall, Hub, public rooms) under any circumstances. Drinking games are not permitted at any event.

Events with under 18 year olds

Children Events involving under 18s require a formal risk assessment and guidance on this can be found in the Child and Vulnerable Adult Protection Policy on Moodle. The Junior Bursar will assist as required.

<https://www.vle.cam.ac.uk/mod/folder/view.php?id=3953631>

Fees and Charges

- Members' rates apply only to societies registered with the JCR/MCR, or in the case of private events, where the organiser is a College member and paying for the event personally, not via subs or ticket sales.
- University society bookings are treated and charged as external bookings, no matter how many Girtonians are involved.
- Expense Accounts: Fellows with expense accounts can have charges deducted directly for eligible events by ticking the box on the form.
- Events are VATable unless advised as exempt by the Bursary.

ALL PARTIES REQUIRE PERMISSION!

- Private Parties may take place on Friday and Saturday Nights only, except that the JCR and MCR are each permitted to hold one event per term after Thursday Formal Hall.
- Bonfire and Firework parties are not permitted.
- Corridor parties are not permitted.
- House Parties (Grange, Girton Gate, Girton Road Houses) are not permitted.
- Outdoor parties (and College society meetings) in the College grounds are subject to the same booking process as indoor parties, with an inside venue normally booked in case of rain.
- Barbecues are not permitted unless booked as an event with the Catering Department.
- Room Gatherings for pre-drinks etc. Music hours apply. If more than 8 people are invited you need permission. If the Porters are called because of noise disturbance you must disperse immediately. Please also remember safe drinking guidelines - no more than half a bottle of wine per person. In Exam Term: No parties with amplified music may be held during the Easter Term. Music in student rooms must be played at acceptable levels (so as not to disturb neighbours), and must end at 11.00 p.m. on Fridays and 11.30 p.m. on Saturdays.
- Swirles Kitchens parties - Please fill in the event form and also please make sure your fellow kitchen users are ok with the event and that they have access to catering facilities.

Pianos

Any event in the Stanley Library requiring removal of the piano will involve prior discussion with the Director of Music and, if permitted, the organiser bears the moving costs. Use of the Fellows' Rooms, where permitted, does not include use of the piano, which must be discussed with the Director of Music.

Decorations

If you intend to decorate the public rooms for your event, this must be discussed in detail in advance. Decorations must comply with fire safety standards, and must be fixed in a way which does not cause damage to walls, furniture and paintings.

Student Party Times

Parties must end at 11.30pm on Thursdays and Fridays, midnight on Saturdays with alcohol service finishing 30 minutes prior to the end time.

On three Saturdays nights a term (in Michaelmas and Lent Terms) the JCR/MCR is allowed to hold a party that finishes at 1.30 a.m. The Stanley Library, if used, must close at 11.30 p.m. No alcoholic drink is to be served after midnight. Dancing can continue until 1.30 a.m.

Venues

Parties may be held in various public rooms in both College and Swirles Court for which there may be a hire charge. The public rooms available with maximum numbers shown are as follows:

Stanley Library (60)
Old Hall (120)
Old Kitchens (70)
Social Hub (100)
Cellar Bar (70)
Swirles MCR (60)

The person to whom permission has been issued is responsible for cleaning the room(s) and adjoining corridors immediately after the party and for any damage, including vomit, which may occur. If extra Porters are required you will be charged for this.

Permission is valid only for the event as booked. Minor, insignifi-
accommodated so long as you notify the Junior Bursar, but maj

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Agreement *

- I have read and understood the guidance notes listed below for booking internal events at Girton College
- I am aware that there is a minimum 1 week notice period for all event booking

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Lead Organiser Details

Please provide the following information:

Your Name *

First Last

Your Email *

Your Phone Number *

Person / department / society responsible for payment *

Email of person responsible for payment *

Other payment details:

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Details of Proposed Event

Tell us about your internal event

Name of event *

Type of event *

Other, please state type:

I am happy for you to charge this event to my entertainments allowance

Which group applies to your booking *

Please provide the name of group *

e.g. JCR Committee, Mistress's Office etc

A brief description/summary of event (inc. purpose, subject and title of meeting/talk etc.) *

Name of Senior Member Attending (College Fellow/Staff)

First Last

Change Theme

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Share Form

Will your event involve under 18 year olds/vulnerable adults? *

Have you invited guest speakers (internal and external)? *

Please provide details of the speaker(s) (name, job title etc.) and the title(s) of their talk(s). *

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Event Requirements

Tell us about your event requirements

Preferred Date *

 / /

Event Start Time *

 : : AM

Event End Time *

 : : AM

Additional dates and timings:

How many will be attending (approx. numbers) *

Preferred College venues *

- Online/Virtual Event (no room required)
- Old Hall
- Stanley Library
- Dining Hall (The Great Hall)
- Old Kitchens
- Old JCR
- Chapel Box Room
- College Bar
- The Reception Room
- Fellows' Dining Room
- Fellows' Drawing Room
- Emily Davies Room 1
- Emily Davies Room 2
- Social Hub Meeting Room
- Outdoor Location (College Grounds)

Please describe plans and provide details of your online/virtual event (will you be using video conferencing software etc.) *

Describe outdoor location

Where in the College grounds?

Please describe plans and provide details of room/outdoor location set-up

Will catering be required? *

Please provide your catering requirements (Brief outline with service times)

Will alcohol be served? *

Please provide details

Will there be music and/or entertainment? *

Please provide details of music and/or entertainment arrangements



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Publicity and Permissions

Filming, Photography, Publicity and Signage

Check All That Apply: *

- No official filming and/or photography required
- No planned use of College name or College crest
- Planned use of JCR/MCR/Sports/Society name & logo
- Publicity via JCR/MCR/Society a Private Facebook page/group
- Publicity via JCR/MCR/Society a Private Instagram account
- CLOSED Facebook event
- Posters

Terms and Conditions

On behalf of the above-mentioned society or other body, I also accept the following conditions, upon which the application for hire/use is accepted by the College, and acknowledge the right of the College to terminate the booking without notice if any of the conditions set out below are not adequately complied with:

- To ensure that the fire regulations for the particular room or building are observed and that there is no smoking. Specific instructions on local fire emergency arrangements are posted in the room. Signature of this form is confirmation of your acceptance to abide by these regulations;
- To ensure that television cameras are not admitted, cinematography films shown, music performed or played, or refreshments consumed, unless the room has been hired for that purpose;
- To ensure access to the room or building at all times for the Porters, or any College Officer
- To ensure that a fee for entrance is not charged at the door of the room or building unless stated on the booking form (tickets may be sold beforehand);
- To ensure that good order is maintained in the room or building and no damage caused to its structure or contents; to pay in full and on presentation of the bill, for any rectification of damage, accidental or otherwise to inform the Porters immediately if disorder or damage occurs.

Agreement: *

- I have read and agree to the terms and conditions listed below for booking internal events at Girton College

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