|  |
| --- |
| Organiser (first and last name):  |
| Email address/phone number: |
| Tutor:  |
|  |
| Purpose of function and club/society:  |
| Date: |
| Time (from – to): |
| Number of attendees:  |
| Number of external attendees (i.e. non-members of St John’s):  |
| Name of external speaker and their organisation:  |
| Name of room:  |

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**Is Permission from a Fellow Needed for Use of Room?**

Is the room requested subject to authorisation by a Fellow? The list of Authorisations is shown in the Room Booking Guide for Students.

**Is Room Authorisation required?:**

**Is Room Authorisation given?:**

**Name of Authoriser.**  **Date.**

**Decanal Permission**

Decanal permission **WITH 7 DAYS’ NOTICE** is required if any of the following apply:
-your function has more than 20 attendees
-involves external attendees (non-members of St John’s) or an external speaker
-alcohol is to be consumed.

**Is Decanal permission required?**

**Is Decanal permission given?**

**Name of Junior Dean:**

**Signature of Junior Dean: Date:**

**Decanal Notes.**

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**Catering Requirements? (Charges Apply)**

**Water, Tea, Coffee, Biscuits etc. required?**

For other Catering requirements, contact the Catering Office at: catering.office@sjc.ox.ac.uk

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**Is Room Set Up Required?**

**If basic room set up is required, please select layout below.**

**Number of people layout needs to seat?**

**Is equipment required, please select. Slide Clicker**  **DVD Playback**

**Laptop Projector Speakers Paper and Pens Screen**

For more complex requirements, please contact the Domestic Stores at: stores.management@sjc.ox.ac.uk

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**Permission from the Principal Bursar must be obtained if you wish to film the event.**

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