

Canterbury Court

ALLWORTHY ♦ BURGESS ♦ COBDEN ♦ PANKHURST

APPLICATION FOR EVENT REQUIRING USE OF CANTERBURY COURT COMMON ROOM

PART 1: APPLICATION FORM / ORGANISER'S CHECKLIST

Please fill in this form and hand into Dr. C. Bloomfield, Warden of Canterbury Court & Chairman of the Canterbury Court Bar either directly or via one of the hall tutors.

Name of proposed event: Date of event.....

Type of event: (e.g. Theme, whether event is normal or fancy dress, if there is to be an entertainer, DJ, karaoke, what type of decorations if any, etc.):

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Start and End times: (Please note that the common is closed at 23:00 unless otherwise agreed by the warden for specific event):

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Where will the event be promoted?

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Any other Information about the event: (entry charge, charity, etc)

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Will the common room Bar be needed or will you provide you own beverages (please note that the use of the bar must be agreed in advance with the bar tutor and bar manger)

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Please give a list of at least 3 individuals who have agreed to be responsible for the clean up after the event.

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Please obtain the signatures of Canterbury Court social tutor and bar tutor, to confirm that they have agreed to the event and that they have been consulted as to its appropriateness and whether it clashes with other hall activities.

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Canterbury Court Social Tutor

Canterbury Court Bar Tutor

Canterbury Court

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Any other comments:

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Signature of Applicant..... **Date**.....

Name of Applicant.....

Room No..... **Email address**.....

PART 2: RESPONSE

A I hereby give permission for the event to be held in the manner described in the application. Any subsequent changes to the format of the event as outlined must be agreed with me before hand.

OR B I hereby give permission for the event to be held, with the following amendments to the proposal. Any subsequent changes to the format of the event as outlined must be agreed with me before hand.

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OR C I recommend re-submission of the application, taking account of the following suggestion(s):

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Signed: **Dated:**.....

Dr. C. Bloomfield, Warden of Canterbury Court & Chairman of the Canterbury Court Bar.

[Copies of a successful application form should be passed to the Duty Tutor on the day of the proposed event and to the Treasurer of the Canterbury Court Bar.]