



**This form is only valid if pages 1-3 are attached and initialled by the applicant and Assistant Dean (bottom right corner)**  
**Section 7 Checklist (to be completed in the presence of the Assistant Dean) and further conditions of use:**

***Delete as appropriate***

Are you planning to serve refreshments? Yes/No

Is alcohol to be served at the event? Yes/No

What are the charging arrangements for refreshments? N.A./Free/Bar prices/Fixed

What food is going to be served? None/snacks/substantial snacks/meal

Who is preparing the food? External (provide details)/College

What entertainment is planned? None/small stereo system/PA system/instruments/singing/live band

Is there going to be a cover charge? Yes/No

Is there going to be use of any materials (artistic or otherwise) that may make a mess? Yes/No

Will there be any g(e)4.50 ( 12 >> BDC BT /T.90 (a)EMC /Artifact <</Attac(d?)5.90.30 (t).50 ( )] TJ ET5.90 ( .1

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## **Notes for holding meetings or events in College**