

# Trinity Hall – Event Request Form

To be completed and returned to the Accommodation Office, Trinity Hall at least **5 working days** prior to the date of the event, **or 8 working days** were a third party is involved in the event or activity.

Name of organiser/host. \_\_\_\_\_

Room No. \_\_\_\_\_ Student No. \_\_\_\_\_

Contact/Mobile No. \_\_\_\_\_ Email Address. \_\_\_\_\_

Reason for Party/Event (please give details of activities being undertaken if relevant) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many people will be attending? \_\_\_\_\_ How many are Trinity Hall residents? \_\_\_\_\_

Date of event \_\_\_\_\_ Time event will commence \_\_\_\_\_ End time \_\_\_\_\_

Requested Venue \_\_\_\_\_ Will there be music, if so, what form will it take \_\_\_\_\_

**The Mezzanine** (this is a dry facility) / **Sports Hall / Canteen / TV Lounge or Blue Room may be requested depending on the purpose of the event. All activities must normally end by 10.45pm (unless agreed otherwise) and should not disturb residents or neighbours with excessive loud music/noise.** When using the Blue Room the table tennis table should be collapsed and be removed to the games area for the duration of the function, and returned to its location as part of the cleaning of the area after the event. If any damage occurs to the table, the organiser of the function will be held liable for the full replacement/repair cost which could be up to the amount of **€450**

What alcohol will be consumed \_\_\_\_\_ What type of food is going to be consumed? \_\_\_ hot / cold \_\_\_

If so, who is preparing / providing the food? \_\_\_\_\_

Please note the College Policy in relation to alcohol consumption at events and the College Policy in relation to serving of food & beverages at events.

Cleaning materials can be made available from Reception during office hours upon request (Mon to Friday before 4pm). The area used is to be thoroughly *cleaned after the event – or with the prior agreement of the Accommodation Officer or Operation Manager by 12 noon the following day.* A variety of bins will be provided for usage in line with the Hall recycling policy. The RSA Security and Housekeeping Staff will be notified about an event and will check the condition of the venue before and afterwards.

Who is undertaking to clean the area after the event \_\_\_\_\_ Contact/Mobile no. \_\_\_\_\_

**Please note, by signing this document, you accept full responsibility for *any breakages that may occur or be discovered after the event, and their replacement.*** Please be aware that you are responsible for the good behaviour of all present at the event. Alcohol is *not* to be consumed without prior agreement from the Warden and in line with the College alcohol policy para 3.3 '*non alcoholic drink and food should be served at events at which alcohol is provided.*'

Signed \_\_\_\_\_

Date \_\_\_\_\_