

THE UNIVERSITY OF DUBLIN TRINITY HALL

ARRANGEMENTS FOR THE BOOKING AND CONTROL OF ACTIVITIES/EVENTS AT HALL

The important role that organized events play in building and nurturing a sense of community among the residents at Hall is acknowledged. Similarly it is recognized that events hosted by the JCR, Warden and SCR are restricted primarily to the residents of Trinity Hall and their invited guests only. It is also noted that there is a need for adequate control measures and event management practices to be in place to ensure that events are run in a safe manner and in line with the relevant college policies and practices used on the main campus.

The primary rooms available for bookings and events are the Mezzanine, the JCR lounge, the TV lounge and the front room in Oldham House. The Sports Hall and other rooms are available, with permission of the Warden. The Mezzanine has been designated as a dry area.

ACCOMMODATION OFFICE

The role of the Accommodation Office in the arrangement of bookings for event is as follows:

- a) It screens applications for bookings and information about events and functions to identify those needing approval by the appropriate authorities. It is the responsibility of sponsors, i.e. those organising or facilitating the use of Hall facilities, to provide all relevant information to the Accommodation Office at Hall in order that the appropriate consideration particularly to matters detailed in (c) below may be given.
- b) It secures the approval of the Warden or the Deputy Warden for all bookings by Trinity Hall residents, the JCR (the Trinity Hall residents representative body), College Societies or by individual members of staff sponsoring or acting on behalf of outside bodies.
- c) It forwards details to the Facilities Officer, Colleges Insurer and the Safety Officer when events and functions may entail security or safety risks or in any way disrupt normal activities. This includes any event open to a large attendance or without preregistered admission; any event or participant of a controversial nature; any activity likely to lead to disorderly protest. In relation to safety this includes events requiring props, special effects, stunts, performance art and activities requiring the use of compressed air, gases or solvents.

REQUEST TO HOST AN EVENT IN A HALL AREA

- a) The JCR, or Hall Society/Club or an individual Hall resident must request permission in writing via the Accommodation Office at least five **working days** in advance when using the communal facilities at Hall. When there are any third parties involved or there may be any safety implications, eight working days notice will be required. A Trinity Hall Event Request form must be completed and submitted to the Hall Office.
- b) A resident wishing to host an event in their apartment must apply in writing to the Warden giving five days written notice.
- c) Failure to apply in time for permission to hold an event, particularly where there are third parties involved may be grounds for refusing permission for that event.

CATERING & SERVICE OF ALCOHOL

- a) Social events organised by Hall residents, the JCR, a Hall Club or society at which food will be served must be cleared through the Accommodation Office and with the Warden.
- b) The service of food, or provision of catering services is only permitted in designated communal areas in Hall.
- c) For food and drink regulations see web page at: http://www.tcd.ie/Junior_Dean/. The serving of alcohol must be in accordance with the College Alcohol Policy, see web page at: http://www.tcd.ie/Junior_Dean/AlcoholPolicy.htm. Permission to serve alcohol at events prior to six o'clock in the evening will not normally be granted.

OPEN-AIR EVENTS

All open-air events outside of scheduled recreational activities must be approved by the Warden, who acts in consultation with the Facilities Officer and the Safety Officer. Permission is not given for functions involving the consumption of food or alcohol on the Hall grounds. Application must be made through the Accommodation Office at least two weeks in advance.

THIRD PARTY INVOLVEMENT

If a foreign (including UK) trader or music promoter intends trading at an event then their name, address, date and duration of the event must be submitted to Michael Kiely, Treasurer's Office, Trinity College at least fifteen days prior to the event.

RESPONSIBILITIES OF THOSE BOOKING COLLEGE FACILITIES

- a) Sponsors (in other words those booking the event) are responsible for the orderly conduct at events and for ensuring that noise levels are not excessive; that the capacity of the area being used is not exceeded; that doorways and fire escape routes are kept clear. The area being used must be cleared by 10.45pm or at the time stipulated.
- b) Event organizers undertake to respect the maximum numbers for which permission is given to host and event see table below for details. In the case of large events sponsors have responsibility for appointing stewards to aid in ensuring order and safety and that maximum capacity numbers are adhered too. The stewarding plan must be arranged in consultation with the Warden and Accommodation Officer.
- c) The area booked must be left in reasonable order. It is not permitted to alter the layout of the room. Excessive costs involved in cleaning or reordering will be charged to the sponsor. In the case of outdoor events the organisers are responsible for making arrangements to remove all litter from the area after the event. If the area is not cleaned after the event the College and the organisers will be charged with the labour and other costs associated with the removal of the litter. It is the responsibility of the event organiser to leave the room in the same condition it was found. Breakages or damages shall be the responsibility of the event organiser and individuals responsible may be asked to make good any costs directly resulting from their actions.
- d) Sponsors must on all occasions comply with directions from Hall Officers and must act as to uphold the dignity of the College/Hall.
- e) The Hall accepts no responsibility for damage to or loss of property suffered by persons using the facilities.
- f) It is a requirement of booking a Hall facility that a sponsor complies with all legal requirements of the Finance and Licensing Acts, the Performing Rights Act and of the Irish Music Rights and Mechanical Copyright Organisations.
- g) Advertising for events must be in line with the Notice Board Policy Trinity Hall. Advertising for events by the JCR, Hall society or club events outside of the College is not permitted without the permission of the Warden. Advertising of events taking place in Hall by parties outside College may lead to cancellation of these events, especially if this is deemed likely to lead to increased security or safety risks to College.
- h) Organisers of meetings/events have obligations under fire safety legislation in places of assembly to ensure the safety of persons on the premises. These obligations include keeping escape routes clear, having emergency procedures in place and making safety announcements at the beginning of events.
- i) The event organiser is responsible to clean the area used after the event. The Accommodation Office will provide cleaning materials on request. If the venue is not left in a clean state after an event the organizers will have the cleaning charges levied against their account.

PUBLIC LIABILITY INSURANCE

Public liability insurance cover with indemnity of €13 million must be provided by the organisers of the following types of activities:

A) The hire and use of inflatables and the hire and use of marquees.

Events such as pop concerts, dances, discos, balls and the like are a specific exclusion on the College's public liability insurance policy.

For insurance queries contact Patricia Gray, Director of Buildings Office, West Chapel, Trinity College, Dublin 2.

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