



College Meeting Rooms: Bookings, Rules and Guidance for Newnham Students

We welcome all Newnham students (resident and non-resident) in booking the College meeting rooms for events, meetings and parties. All bookings for these meeting rooms must be made via the College Conference Office and will be managed on a first come first served basis.

Early notification to the Conference Office is **essential** for effective event management. It allows timely information sharing, facilitates decision-making and resource allocation, and increases the likelihood of the event proceeding smoothly. This process ensures we meet legal obligations and maintain a safe environment that promotes and supports freedom of speech.

Legal duties relating to events

- ❖ Higher Education (Freedom of Speech) Act 2023 ([more information](#))
- ❖ Counter-Terrorism and Security Act 2015 ([more information](#))
- ❖ Prevent duty guidance: England and Wales (2023) ([more information](#))
- ❖ Newnham College Health and safety Policy ([more information](#))

Meeting Rooms, facilities and capacities

- ❖ These are available to view on the College [website](#).
- ❖ Meeting rooms are used for a variety of purposes and people in College, so we encourage you to book early!
- ❖ We are fortunate to have a friendly, on-site AV team at Newnham who are happy to help with your events. From training you on the integrated equipment, to being available for technical support during the event, please [get in touch](#) with them to discuss your needs.

The College Bar and Party Room

- ❖ Students wishing to hold events that might be considered louder, for example a birthday party are advised to book the **College Party Room in the first instance**, as most of the other meeting rooms have residential areas surrounding them.

Catering

- ❖ Students may provide their own **pre-packaged food and drink** to informal events in College. They must, however, provide a full list of ingredients, including highlighting any of the 14 allergens, if the food and/or drink is being removed from its original packaging, in order to comply with [Natasha's Law](#).

- ❖ If **home-made food is being provided**, for example a birthday cake or a cultural item not available for purchase in the UK, you **must** display all ingredients, with any of the 14 allergens highlighted in bold, in order to comply with [Natasha's Law](#).
- ❖ We encourage students to liaise directly with the Catering Operations Manager regarding this food safety requirement, to ensure signs are effective and compliant. Please email: catman@newn.cam.ac.uk
- ❖ At Formal Halls and Newnham Society/Newnham Club dinners with a Fellow in attendance, students are permitted to bring ½ bottle of wine per person.
- ❖ For formal events, food and drink must be purchased via the Conference/Catering Offices (i.e. provided by the College).

Charges

- ❖ **Term time**
 - Newnham students are not charged meeting room hire during term time and receive a 10% discount on food and beverages provided by College.
 - Where a Newnham student is a member of the respective society and is the 'Responsible Person' for the booking (i.e. will be hosting the event / meeting, and must be in attendance throughout), meeting room hire is free of charge for society bookings. These Society bookings may choose from the Society menu/price or, Student dinner menu/price or, external menus with a 10% discount.
 - Where there is NOT a Newnham student on the society, bookings receive 10% discount on meeting room hire and pay full prices for catering.
- ❖ **Vacations (subject to availability)**
 - Newnham students receive a 10% discount on meeting room hire during the vacations and 10% discount on food and beverages.
 - Society bookings where a Newnham student is a member of the respective society and is the 'Responsible Person' for the booking receive a 10% discount on the meeting room hire. Food and beverages are charged at the full prices for society bookings.
 - Where there is NOT a Newnham student on the society, bookings receive pay full prices for meeting room hire and catering.
 - During the vacations the Party Room is not available to book as it is used for International Students Storage.

See additional information on parties and the noise regulations on the College website, living in College section:

<https://newn.cam.ac.uk/student-hub/living-college/behaviour-around-college>

The Conference and Catering Teams are always happy to provide advice and recommendations on any elements you are uncertain about. We look forward to helping you plan some memorable occasions!

Student Bookings Guidance

I. Making a booking

- ❖ **The Party Room** (only available during term time): Booking no later than **one** week in advance of the event date. Due to the popularity of this space, we strongly encourage you to enquire earlier when possible. More information on the Bar and Party Room is found at: <https://newn.cam.ac.uk/student-hub/living-college/eating-drinking-and-events>
- ❖ **The College meeting rooms:** Availability and price enquiries should be made to the Conference Office no later than **one** week in advance of the event date. If this lead time is not possible, the Conference Office will make every effort to accommodate your booking, but this is not guaranteed. Please note
- ❖ **“Pop-Up Bar”:** This needs to be booked through the Bar Committee. Email: bar.committee@newn.cam.ac.uk Only Vegware containers are to be used (i.e. no glassware).

Online booking forms: You (the Event Organisers) will be directed to the appropriate form upon enquiry to the Conference Office. Once the booking form has been received, the Conference Office will coordinate the booking.

During the Easter Term (the examination period) no bops, parties or events with music will be allowed to take place in the Barbara White Room, Sidgwick Hall or the Jane Harrison Room, as they are surrounded by student bedrooms.

- ❖ **In the Iris Bar:** Bops, parties and events with music will be allowed on Saturday nights. Other events such as quiet social gatherings, for example, welfare events, board games, craft evenings will be allowed but strict noise regulations will be applied.
- ❖ **In the Party Room:** Bops, parties and events with music will be allowed on Friday, Saturday, and Sunday nights in the basement Party Room.

Risk assessments: At this stage, one of the Event Organisers will become the **‘Responsible Person’** for the event. Risk Assessments are required for all student bookings and are to be completed by the **‘Responsible Person’** who is organising and hosting the event. If the booking is for a series of events, for example, the Poetry Society, or the MCR Speaker Series, then only one risk assessment will normally be

required to cover the series of events. The Risk Assessment template is available alongside the online Booking Form.

Terms and Conditions: All events in College must comply with the T&Cs as outlined below (in Section 3). You will be able to read and agree to the full Terms and Conditions at the point of booking. **Events with external speakers should take particular note of the Prevent Duty clause in section 13 of the Terms and Conditions, for compliance with the Prevent Duty Legislation.**

Confirmation: Once the **Booking Form** and **Risk Assessment** are completed by the **‘Responsible Person’** and returned to the Conference Office, the Conference Office will confirm the booking and update the College Events System (Kx) so that the Porters’ Lodge and other stakeholders in College are aware of the event booking.

2. The day of the event:

The **‘Responsible Person’** for the event must:

- ❖ Collect the key card for the room, to unlock the room;
- ❖ Be present throughout the whole event **to ensure the details in the Risk Assessment** are complied with, for example not exceeding the maximum capacity for the meeting room;
- ❖ Ensure the room is left in a clean and tidy state, with tables and chairs arranged as they were found, or as agreed with the Conference Office;
- ❖ Ensure the room is locked and all windows are closed, return the key card to the Porters’ Lodge at the end of the event, and;
- ❖ Create event signage as noted in the sections below**
- ❖ Ensure all audio-visual equipment is used properly, safely and turned off at the end of the session (or as agreed with the AV Technicians).

Access route to the meeting rooms in the residential areas, particularly for evening events:

Barbara White Room:

Must be via the Old Hall door under the Pfeiffer Arch, along the corridor by the ground floor laundry and kitchen, through the two sets of double fire doors, to find the room is on the left. The garden entrance into Old Hall is not to be used as the main entrance, as there are many student bedrooms in this area. The Responsible Person for the event must ensure that signs are put up (Conference Office can supply the holders) to direct attendees to the Barbara White Room via the appropriate route and to keep the noise down when traveling to and from the meeting room. **They must also put signs along the route to stop people going along the bedroom corridor in Old Hall and if necessary, have someone on duty to ensure this does not

happen. In the event of a fire alarm evacuation, all guests should leave via the nearest fire escape route.

Sidgwick Hall:

Must be via the Porters' Lodge, Housekeeping corridor and first corridor left beside the Linen Room. The Responsible Person must ensure that signs are put up (Conference Office can supply the holders) to direct attendees to the Sidgwick Hall via the appropriate route and to keep the noise down when traveling to and from the meeting room. **They must also put signs along the route to stop people going along the bedroom corridor from Sidgwick Hall and if necessary, have someone on duty to ensure this does not happen. In the event of a fire alarm evacuation, all guests should leave via the nearest fire escape route.

Jane Harrison Room:

Must be via the garden door closest to the Jane Harrison Room (near to Kennedy) or via the corridor from Kennedy. The main garden door entrance into Peile is not to be used as the main entrance, as there are many student bedrooms in this area. The Responsible Person for the event must ensure that signs are put up (Conference Office can supply the holders) to direct attendees to the Jane Harrison Room via the appropriate route and to keep the noise down when traveling to and from the meeting room. **They must also put signs along the route to stop people going along the bedroom corridor in Peile and if necessary, have someone on duty to ensure this does not happen. In the event of a fire alarm evacuation, all guests should leave via the nearest fire escape route.

[Maps of the College](#) are available on the website, as well as [How to Find us](#) information.

3. Terms and Conditions (abridged)

1. **Music at student events is allowed** (but not during the Easter Term in Barbara White Room, Sidgwick Hall or the Jane Harrison Room, as they are surrounded by student rooms) and is under the control of the Responsible Person. It should not be played so loudly that it is audible outside. In particular, the bass control should be turned down since it is the bass beat that is particularly carrying. **Music should be turned off promptly at 11.00 p.m.**
2. **Noise** - if the Porter on duty receives complaints about noise, whether from the music or more general noise, the Porter shall ask the Responsible Person to ensure the noise level is reduced or will close the event and ask everyone to leave the area.

3. **Doors to the meeting room must NOT be wedged open.** Doors found to be wedged open may result in the Responsible Person being liable for a £250.00 fine for tampering with the building fire precautions.
4. **All events must finish promptly by 11.15 pm** and guests must have left (quietly, via the same route they entered) by 11.30 pm. The College Bar and Party Room may have an extension granted (via the Conference Office) until 11.30pm and all guests must leave by 12 midnight. (No extensions are granted on a Sunday).
5. **Rubbish / Cleaning:** The Responsible Person for the event must ensure any spills are cleared up promptly especially in the corridor and stairs. Equipment can be obtained from the Duty Porters. All rubbish should be collected and taken to the outside bins, near to the Pfeiffer Arch (Coach House) or Clough car park.
6. **Smoking** (including vaping and e-cigarettes) and the use of illicit drugs will not be tolerated as with the rest of College property.
7. **Alcohol:** The Domestic Bursar is the holder of both the Premises Licence and a Personal Licence and is the Designated Premises Supervisor. All events with alcohol will comply with the **Bar and Party Room Rules**.
8. **Health and Safety:** Various rules to ensure your event proceeds safely are outlined in the full Terms and Conditions.
9. The College reserves the right to refuse outright any requests for the use of a room or meeting place if such a request is made within 24 hours of the proposed event.
10. No event may be publicised as taking place until confirmation has been received from the College. If an event or room booking is refused, you may appeal the decision to the Domestic Bursar, who may refer the matter to the College Council. The appeal decision will be the final decision of the College.
11. The College reserves the right to review its decision on allowing an event to proceed if any of the information provided changes. It is the responsibility of the Event Organiser (Responsible Person) to advise the Conference Office of any amendments to the event information in good time for decisions to be taken by the College.
12. **Risk management:** The Conference Manager (or clearly indicated nominated members of staff with delegated authority) will use information from your risk assessment to assess the likelihood of a range of risks, and ensure events taking

place at Newnham proceed safely in accordance with [College policies](#), all of which are available on the College website, and with legislation including:

- i. Higher Education (Freedom of Speech) Act 2023
- ii. The Counter-Terrorism and Security Act 2015 and Prevent Duty
- iii. Safeguarding Vulnerable Groups Act (SVGA) 2006

13. Activities likely to be considered inappropriate to be conducted on College premises include:

- ❖ Internal or external speakers giving talks which directly or indirectly promote violence towards members of the College or the general public, or which may advance the radicalisation of College members (as it is defined in the College’s statement on freedom of speech);
- ❖ Internal or external speakers whose presence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of its members or of the general public;
- ❖ Physical activities where there has not been due regard for the safety of participants and onlookers;
- ❖ Activities where the College has been advised by the Police that they represent a high risk at the specified time or location proposed.

15 July 2025

*Freya Vaughan – Conference Manager
Wendy Evans – Domestic Bursar & Personal Licence Holder
Barbara Blacklaws – Vice Principal & High Table Steward
Sheila Watts – Senior Tutor*