

## **Policy and Procedure for Commercial Events and Meetings**

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## 1 Introduction

This policy sets out procedures for commercial meeting and events held on College premises. Internal College events are managed in accordance with the College's policy on College Events and Meetings and Free Speech Code of Practice.

Where a member of College books College dining facilities for personal and/or non-College purposes the College will treat this as a commercial event, and manage it in accordance with this policy. Such events will be subject to the Catering Department's (Conferencing and Events Team) terms and conditions of booking. This policy supports College compliance with section 26 of the Counter-Terrorism and Security Act 2015 (Prevent duty) as it contains the College's written procedures for the management of external events, including external events at which there is an external speaker. Further details on these procedures are at paragraph 3.

The College's approach to freedom of speech and academic freedom is set out in its Code of Practice on Free Speech. The Code of Practice reiterates the value King's places upon freedom of speech and academic freedom in College life and the commitments the College makes to its Academic Staff, non-academic staff and students in relation to such matters.

The Head of Catering assumes responsibility for the approval of commercial events.

Nothing in this policy affects the capacity of Council to allow a special (College or commercial) event to take place.

### 1.1 Definitions

In this policy:

- **'member of College'** includes King's College students ('junior members of College'), Fellows ('senior members of College') and staff.
- **'College event'** means any event held on the College's premises (or held online using the College's IT systems and/or in the College's name) organised by a member of College for College and/or University purposes, at which there may or may not be an external speaker and/or significant numbers of attendees from outside the Collegiate University;
- **'commercial event'** means any event held on the College's premises (or held online using the College's IT systems and/or in the College's name), at which there may or may not be an external speaker and/or significant numbers of attendees from outside the Collegiate University, that is organised by an individual who is not a member of College, or organised by a member of College for personal and/or non-College (or non-University) purposes;
- **'external speaker'** includes any person not a member of, or directly affiliated to, the University and/or College, regardless of whether they are associated with, or members of, another academic institution, and irrespective of whether they are being invited to talk as part of an academic event.

**2 Use of space for commercial purposes – guidance**

A list of College spaces that are available to book, arrangements for their administration and booking, and guidance relating to their availability and use is set out in the table below.

The on-line Room Management System (CASC) can be accessed by the [College Intranet](#).

Administrator	Booking Method	Availability and Guidance
<b>Bookable Spaces</b>		
<b>Hall</b>		
Inside Full Term		Can normally only be booked for College events in Full Term. Use for commercial events during Full Term requires prior consent of Council.
Catering Department	Email entertain@kings.cam.ac.uk	
Outside Full Term		Available for College and commercial events outside of full term, but bookings for routine College events (e.g. Alumni weekend, Open Days, Admissions week) take priority over commercial booking requests. Bookings for routine College events should be made far in advance where dates are predictable.  Using the Hall for commercial events during Admissions interview week in December is recognized as potentially problematic. It is expected that the Hall and will remain available for the use of the College at lunch during Admissions interview week in December to allow admission candidates use of the Hall.
Catering Department	Email entertain@kings.cam.ac.uk	
<b>Keynes Hall</b>		
Inside Full Term		Available for College and commercial events.  Commercial bookings during Full term are subject to approval from the Lay Dean. May be used for College events outside Full Term with approval from Catering. Bookings for routine College events (e.g. Alumni weekend, Open Days, Admissions week) take priority over commercial booking requests. Routine bookings for College events should be made far in advance where dates are predictable.
Office of the Lay Dean	CASC	
Outside Full Term		Keynes Hall should not normally be available for commercial events from Sunday evening to Friday morning of Admissions week.
Catering Department	Email entertain@kings.cam.ac.uk	
<b>Chetwynd Room</b>		
Inside Full Term		Normally available for both College and commercial events.*  Bookings for routine College events (e.g. Alumni weekend, Open Days, Admissions week) take priority over commercial booking requests. Bookings for routine College events should be
Office of the Lay Dean	CASC	
Outside Full Term		
Catering Department	Email entertain@kings.cam.ac.uk	

		made far in advance where dates are predictable.  <i>*Except from Sunday evening to Friday morning of Admissions week, when it should not normally be booked for external events.</i>
Saltmarsh Rooms		
Catering Department	Email entertain@kings.cam.ac.uk	Available for College and commercial events.
Beves Room		
Catering Department	Email entertain@kings.cam.ac.uk	Available for College and commercial events.
Wine Room		
Vice-Provost, through the Catering Department	Email entertain@kings.cam.ac.uk	Normally available only for College events.  Vote 99 of Council on 4 March 2014 records: <i>'Council reaffirmed its current practice: that the Wine room should be used only for College events, such as Graduate research seminars, except in special circumstances approved by Council.'</i> Vice Provost has sole responsibility for approving bookings of the Wine Room and will give permission for events when a Fellow is present in accordance with the above Council vote.  Only available for commercial, University, student or staff activities with explicit permission of Council in advance.
Keynes Seminar Rooms (KSR1 and 2)		
Inside Full Term		Normally available only for College events inside Full Term. Available for College and commercial events outside Full Term.
Office of the Lay Dean	CASC	
Outside Full Term		
Catering Department	CASC	
Munby Room		
Office of the Lay Dean	CASC	Available only for College events inside Full Term. Available for College events, and for use by summer school clients as a teaching space, outside Full Term.
Audit Room		
Vice-Provost	CASC	Available for College events inside Full Term. Normally available for commercial events outside Full Term.  Meeting refreshments of a light nature can be provided by Catering. However, no substantial food, such as a buffet or a sit-down meal, should be catered for.
Supervision Rooms (A1, A2, F7A, F7B)		

Office of the Lay Dean	CASC	Available only for College events (regardless of whether inside or outside Full Term).
<b>Fellows' Garden</b>		
Domus Bursar, via the Fellowship Administrator  Prior to contacting Domus Bursar, permission for the event must be obtained from the Head Gardener (all) and the Lay Dean (students only).	Email fellowship.administrator@kings.cam.ac.uk	<p>The Fellows' Garden may be used for College events. Events held in the garden should not be for more than 100 people and should not continue later than 7pm.</p> <p>The Garden may also be used for public-facing events (such as the Cambridge Shakespeare Festival) with the permission of Council.</p> <p>Permission will not normally be given for more than two events on any day.</p> <p>Events must not disturb others in the Garden or our neighbours. Games (apart from Croquet), barbecues and any other activity liable to damage the grass are not permitted.</p> <p>Organisers should consider what to do if poor weather prevents their party taking place in the Garden.</p> <p>Anyone planning to organise an event in the Garden should consult with the Head Gardener both well in advance and on the day of the event. The Head Gardener may specify that the event must be restricted to certain parts of the Garden. There may be occasions, for example after heavy rainfall, when the Garden may not be used. The Head Gardener's decision on this is final.</p> <p>Tables are provided in the Summer House and should be cleaned and returned there after use. There are toilets in the Garden near to the garages. These must be left in a clean state. Furniture and other facilities at Garden Hostel and New Garden Hostel must not be used.</p>
<b>Provost's Drawing Room</b>		
Provost	CASC	<p>Available only for College events (regardless of whether inside or outside Full Term).</p> <p>Permission is at the absolute discretion of the Provost.</p>
<b>Guidance on use of non-bookable spaces</b>		
<b>Bar Area</b>		

N/A	N/A	<p>In general, those attending commercial dinners in Hall should be able to make use of the College Bar before and/or after dinner. However:</p> <ul style="list-style-type: none"> <li>the College Bar should not be used for commercial events from Sunday evening until Friday morning of Admissions week. Catering may in advance discuss use of the bar during the evenings in Admissions week with the Admissions Tutor.</li> <li>the College Bar is utilized as a reception space during Open Days, and there should be separation of this and any commercial daytime functions; and</li> <li>when large dinners are being held in the Hall in the week preceding Full Term consideration should be given to the use of Chetwynd Room and/or Keynes Hall to avoiding use of the Bar area prior to dinner.</li> </ul>
<b>Coffee Shop</b>		
N/A	N/A	<p>Part of the Coffee Shop is used by Catering during the summer (July – September) primarily for conference registration.</p> <p>Some prospective students stay in College overnight on the evenings preceding Open Days and they should feel welcome to use the Coffee Shop if it is open.</p>
<b>Senior Combination Room (SCR)</b>		
Vice-Provost	Catering for meetings of Governing Body and exceptional events arranged by emailing <a href="mailto:entertain@kings.cam.ac.uk">entertain@kings.cam.ac.uk</a> .	<p>The SCR is for the use of Fellows and their guests and occasional visiting NRMs. It is used by Governing Body for Congregations, subject to room capacity considerations.</p> <p>In exceptional circumstances the room can be used for events such as those for alumni organized by the Development Office, providing that permission has been given by the Vice Provost. Such occasions are likely to be only at weekends or times when the SCR is not used extensively by Fellows.</p>

### 3 Management of commercial events

#### 3.1 Commercial event approvals

In relation to commercial events, the individual responsible for making the booking is referred to as the "client" (regardless of whether or not they are a member of College).

The following procedures assist the College in demonstrating its compliance with the legal duties set out in the Counter-Terrorism and Security Act 2015 and the Prevent duty guidance issued by government.

Initial bookings must be made on the booking form, which must include following information: name and contact details of the client (organisation and individual contact); title of the event; details of speakers at the event, if any; description of the nature of the event; dates and times of the proposed event; projected number of attendees (including King's students and other members of the College; members of the University, and people external to the College and the University), and information regarding any security implications for the College, client or event attendees.

Enquiries are initially considered by the Catering Department on the basis of the booking form where a brief description of the event and any security implications are required.

Where the Catering Department receive details of external speakers on the initial booking form, the Catering Department will ask the Client to complete an External Speaker Form.

The College reserves the right to seek additional information before confirming a booking. The client agrees as a condition of submitting the event booking request to notify the College of any amendments to the arrangements relevant to the event as soon as possible.

Clients will be asked by the Catering Department to confirm event details approximately two weeks prior to a confirmed commercial event. This will include confirmation of any external speakers. Where relevant information is received, the Catering Department will ask the Client to complete (or re-complete) an External Speaker Form.

Where a commercial client is booking an event for a third party on an agency basis the Catering Department will make enquiries with the agency to obtain details of the third party, any external speakers, and ensure they complete the External Speaker Form if required.

On receipt of an initial booking form (and/or an External Speaker Form if relevant) the Head of Catering will either:

- Accept the booking request (or, where further information is received in relation to a confirmed booking, allow the booking to proceed);
- Request further information; or
- Refer the request to College Officers for consideration.

Where a request is referred to College Officers, the College Officers will (in consultation with the Lay Dean if the client is a King's College student) either:

- Accept the booking request (or, where further information is received in relation to a confirmed booking, allow the booking to proceed);
  - Request further information;
  - Accept the booking on the condition that organiser implements mitigation measures;
- or

- In exceptional circumstances, such as when there are risks that cannot be mitigated, they may refuse a request.

External speakers at commercial events shall not be invited until a booking has been accepted by the Head of Catering/College Officers (either without mitigations, or with mitigations that the organiser has agreed to implement).

### 3.1.1 The Quiet Period

A quiet period operates from the beginning of Easter full term to the end of the exam period. Each year, the Lay Dean will identify a 'core' exam period during which time a more restrictive approach will be taken to all event and room booking approvals. The Quiet Period Policy is appended to this Policy (Appendix 1).

## 3.2 Cancelling a commercial event

The College reserves the right to cancel a booking in accordance with the Terms and Conditions of booking. The deliberate provision of false or incomplete information by the client may be addressed under the disciplinary procedures of the College, if appropriate, or otherwise lead to cancellation of the booking in accordance with the Terms and Conditions of booking.

## 3.3 During events

Individuals attending commercial events are permitted to take photographs for non-commercial purposes provided that they do not disrupt the event, disturb guests or Members of College, or damage College premises in the process. However, filming or photography for any other purpose (including academic or commercial purposes) requires permission. Requests should be made to [communications@kings.cam.uk](mailto:communications@kings.cam.uk).

The College porters will be available to monitor events if requested, subject to operational requirements.

## 3.4 Terminating a commercial event

The College reserves the right to abort or terminate a commercial event whilst it is in progress if it leads to disorder, criminal behaviour, or a breach of University or College Statutes, Ordinances and/or any rules or Regulations made under them.

Decisions to abort or terminate commercial events will be taken by the Head of Catering. A College Officer may be consulted to support with decision-making where the Head of Catering deems it necessary (for example, they may consult with the Senior Tutor prior to terminating an event where the client is also a student at King's).

However, where circumstances are sufficiently serious, the College Porters may take preliminary action to secure the safety of guests and other persons present at any point prior to a formal decision on termination being made. Appropriate preliminary action may include contacting the police for support.

If a commercial event organized by a member of College has to be aborted or terminated the College shall take such disciplinary action in relation to the event organiser as is appropriate.

#### 4 Appendix: Quiet Period Events and Room Bookings

A quiet period operates from the beginning of Easter full term to the end of the exam period. Each year, the Lay Dean will identify a 'core' exam period during which time a more restrictive approach will be taken to event and room booking approvals so as to keep the risk of disturbance to an absolute minimum. This will correspond with the weeks during which the majority of students are engaged in exams.

The Lay Dean is responsible for approving internal bookings of the main College spaces during the quiet period. The Head of Catering (in consultation with the Lay Dean where necessary) is responsible for approving external bookings of the main College spaces during the quiet period.

Events held during the Quiet Period are, in all other respects, managed in accordance with the relevant events policy (either College Events, or Commercial Events).

The principle guiding the Lay Dean and/or Head of Catering's discretion will be that no events will be approved that would cause significant disturbance to those preparing for exams. This includes parties, meetings, and other noise-generating events in any College spaces. No distinction will be made in the approval of bookings based on the nature or status of the person booking the room (student, fellow, etc.)

Events that would have been approved outside of the quiet period will be assessed for approval based on the perceived likelihood, and degree, of disturbance, and the possibility of mitigating that disturbance.

Having performed this assessment the Lay Dean/Head of Catering will (a) approve the booking, (b) decline the booking, or (c) approve the booking subject to one or more conditions.

Conditions applied to an event held during the Quiet Period may include:

1. The organiser must inform all guests of the quiet period and ask them to minimise disturbance, before, during and after the event.
2. The organiser must impose limits on the numbers of attendees.
3. The organiser must implement a ticketing system to monitor attendee numbers.
4. That the event be held in a particular room, or at a particular time (e.g. before 8.30pm), if feasible given the event's constraints.
5. That the organiser consider whether further steps can be taken to reduce unnecessary noise:
  - a. Can the event be carried out without music or film?
  - b. Can the volume of any multimedia be reduced/minimised?
  - c. Can access to the event avoid guests traipsing through corridors?
  - d. Can the event be held outside?

All those given permission to organise events during the quiet are expected to take all reasonable steps to minimise disruption.

Failure to agree to any of the conditions imposed by the Lay Dean or Head of Catering will result in the booking being declined, and any failure to implement any agreed conditions may be treated as a disciplinary matter.

To increase the likelihood of an event being approved, quiet period booking requests should include as much information as possible about risks of disturbance and identify steps the event organiser intends to put in place to mitigate those risks.

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