



MEETING ROOMS AND CATERING BOOKINGS: INFORMATION FOR STUDENTS

ROOM	FACILITIES	COST		HOW TO BOOK PL = Porters lodge C & C Office = Catering & Conference Office on High Court	OTHER INFORMATION	AV EQUIPMENT
		Robinson Members / Society	Non- members / CU Society			
Auditorium	Tiered Theatre seats 240 With stage	Requires AV Tech at £28 an hour and £37 out of hours	External conference rates schedule applies	C & C Office MUST be staffed by College AV or Brickhouse	No food and drink Specific conditions of hire PPM REQUIRED AV technician required	Full theatre AV equipment.
Umney Theatre	Tiered Lecture Theatre seats 120	Requires AV Tech at £28 an hour and £37 out of hours (Subject to numbers/ requirements)	External conference rates schedule applies	C & C Office MUST be staffed by College AV if number exceed permitted for self-use.	NO food and drink Specific conditions of hire AV training required if no AV Technician	Screen and projector in room.
Garden Room	College catered dining/ food provision ONLY Meeting room: Theatre 50 Classroom 24 Board room 27	Dinners cost as per menu package. NO CHARGE	Hourly or Daily rate. External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	Screen fitted, Projector needs to be booked.
Seminar Room	College catered dining/food provision ONLY Meeting room: Theatre 20 Classroom 0 Board room 16	NO CHARGE	Hourly or Daily rate External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	No Screen or projector – These can be booked.



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Linnett Room	Meeting Room: Theatre 40 Classroom 16 Boardroom 22 College catered food ONLY	NO CHARGE	Hourly or Daily rate External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	Screen and projector in room – cables from the Porters Lodge.
Auditorium Lounge	Meeting Room: Theatre 40 Classroom 16 Boardroom 20 College catered food ONLY	NO CHARGE	Hourly or Daily rate External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	Screen and projector in room – cables from the Porters Lodge.
Umney Lounge	Meeting Room: Theatre 40 Classroom 16 Boardroom 20 College catered food ONLY	NO CHARGE	Hourly or Daily rate External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	Screen and projector in room – cables from the Porters Lodge.
Music Room	During Full term booked via the Porters Lodge	NO CHARGE		PL	Outside of term book through C&C office	No Screen or projector – These can be booked.
Music Practice Room	During Full term booked via the Porters Lodge			PL	Outside of term book through C&C office	No Screen or projector – These can be booked.
JCR	During Full term RCSA	NO CHARGE		N/A	Outside of term book through C&C office	No Screen or projector – These can be booked.
Party / Bop Room	- Up to 110 people - Large floor space	NO CHARGE		C & C Office	- Any alcohol used for the event must be bought through the bar. - If you are holding a large gathering, you may need a 'Party Permission' which your tutor has to sign for you. - If you would like use of the DJ/Lights/etc equipment, please be aware that this is at the discretion of the Ents	No Screen or projector – These can be booked. DJ decks, lighting and sound equipment.



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					Officers and you MUST contact them. - You need 3 steward-trained individuals to hold an event in this room.	
Games Room	Meeting Room: Theatre 50 Classroom 14 Boardroom 24 College catered food ONLY	NO CHARGE	Hourly or Daily rate External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	No Screen or projector – These can be booked.
TV Room	During Full term open availability	NO CHARGE				
Teaching Rooms 4/5/6/7/A/B	Meeting Rooms: Standard set up 12-15 boardroom.	NO CHARGE	Hourly or Daily rate External conference rates schedule applies	C & C Office	Priority is given to Supervisions in term time and set up if different to standard must be requested at time of booking.	TR7 has projector and screen. All rooms have white boards. Screen & projector can be booked for TR 4,5,6,7 & A , B
Crausaz Wordsworth Building Plenary	Meeting Rooms: Cabaret 96	NO CHARGE 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges.	Hourly or Daily rate External rates schedule applies	C & C Office	College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT	Screen and projector



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Crausaz Wordsworth Building Syndicate room 1, 2 &3	Meeting Rooms: Theatre 30 Classroom 16 Boardroom 18	NO CHARGE Mon-Fri 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges.	Hourly or Daily rate External rates schedule applies	C & C Office	College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT	Screen and projector
Crausaz Wordsworth Building Syndicate room 2,3	Meeting Rooms: Theatre 60 Classroom 44 Boardroom 32	NO CHARGE 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges.	Hourly or Daily rate External rates schedule applies	C & C Office	College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT	Screen and projector
Crausaz Wordsworth Building Syndicate rooms All combined	Meeting Rooms: Theatre 90 Classroom 72 Boardroom 44	NO CHARGE 9am – 5pm Evenings and weekends Bookings are taken based on resources. And may incur charges.	Hourly or Daily rate External rates schedule applies	C & C Office	College catered food ONLY Specific conditions of hire BOOKING WILL ONLY BE CONFIRMED with 3 WEEKS PRIOR TO THE EVENT	Screen and projector



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J8	<ul style="list-style-type: none">- Bathroom- Kitchen area inc. oven- Large table area Meeting Rooms: Theatre 30 Classroom - Boardroom 15 Own Catering permitted Alcohol MUST be ordered through the College.	For Cooking £10 per booking to cover kitchen facilities	Hourly or Daily rate External conference rates schedule applies	C & C Office	Robinson College member must be in attendance and responsible. Booking form Tutorial permission if having alcohol.	Screen and projector can be booked.
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AM April 2019

BOOK IT! motivates children to read by rewarding their reading accomplishments with praise, recognition and pizza. The program is simple, flexible, fun and free to use in your classroom! BOOK IT! was created in 1984 and currently reaches more than 14 million students and 37,000 K-6 grade schools annually. It is a 1986 horror novel by American author Stephen King. It was his 22nd book, and his 17th novel written under his own name. The story follows the experiences of seven children as they are terrorized by an evil entity that exploits the fears of its victims to disguise itself while hunting its prey. "It" primarily appears in the form of Pennywise the Dancing Clown to attract its preferred prey of young children. About Ebook. An electronic book (or e-book) is a book publication made available in digital form, consisting of text, images, or both, readable on the flat-panel display of computers or other electronic devices. More Topics. Posted On: 16 Jan 2021.