



ST CROSS COLLEGE  
UNIVERSITY OF OXFORD

St Cross College Common Room  
Club Premises Certificate

The Common Room has a Club Premises Certificate granted under section 84 of the Licensing Act 2003 and granted by Oxford City Council. The Secretary of the Common Room is Secretary of the Club and the President of Common Room has authority to bind the Club. The Club has a certificate for the lower ground floor and the ground floor including the gardens. The Certificate permits:

Sale and Supply of alcohol to Members and guests of Members for consumption on the premises where the sale takes place during notified hours only. Alcohol is to be supplied for consumption off the premises in closed containers only – opened containers may not be taken off the premises. Persons under the age of 18 may only enter the premises as the guest of a Member who will be responsible for them whilst on the premises. Members of staff are required to seek “credible photographic proof of age evidence” from anyone who appears to be under the age of 18. Only persons over 18 are permitted to purchase and/or consume alcohol on College premises. Young persons who are guests will be required to show ID if alcohol is requested. Children under the age of 16 will only be admitted if accompanied by a responsible adult. Alcohol will not be served to under-18s or to anyone attempting to purchase on behalf of a person(s) under 18.

Provision of entertainment: films, indoor sporting events, live music, recorded music, performance of dance. Amplified recorded music may only be heard between the hours of 18:00 to 01:00 and if provided out in the open, subject to 28 days’ notice to the Licensing Authority and the Police and subject to their consent. Unamplified music is permitted at any hour.

**Live music**

Performances may take place following consultation with the Social Secretary and the Health and Safety Representative and permission of the Domestic Bursar. Portable Appliance Testing (PAT) certificates for electrical equipment will need to be supplied.

**Provision of facilities for dancing**

The Bar may be used during normal opening hours.

Films may be shown in the Bar with the consent of the Social Secretary and notification to the Health and Safety Representative and the Domestic Bursar. Numbers present must not exceed 80 and the H&S Representative is responsible for ensuring that safety exits are fully cleared prior to the event.

**Event Rules for College Members Premises Licence (is this necessary in the handbook?)**

1) An event is defined as any gathering, whether private or otherwise, of more than 6 people. Permission to hold events must be sought from the Domestic Bursar at least one week in advance

(in order to increase the likelihood of permission being given a longer lead time is advisable). The capacity of the Bar in relation to fire regulations is 80 therefore no event may exceed this number. If the event is not a private party, all arrangements and applications should be made through the Social Secretary of the Student Representative Committee. College Members may not take the initiative and organise non-private events without the permission of the SRC. Event & Ball rules apply for non-private events and copies of these are with the SRC.

- 2) Private events must not be advertised outside College.
- 3) People from outside College and the University may be admitted only if they are bona fide guests of St Cross Members. A notice to this effect must be displayed in the Lodge/entrance lobby. Any St Cross Member can bring a maximum of six external guests. The terms of the licence are such that alcohol may only be supplied to Members of the College and their guests, therefore Members will not be permitted to host strangers allocated to them in order to comply with this requirement. The host/organiser will be responsible for the behaviour of guests whilst on College premises and will incur costs for any damages or cleaning required.
- 4) Electrical equipment must be professionally installed. Under no circumstances should unqualified College Members set up this equipment. Valid certificates of Portable Appliance Testing for all items of equipment to be brought into College must be supplied to the Estates Manager together with a full list of electrical equipment two weeks prior to the event. The College Maintenance staff must be allowed to inspect any electrical equipment brought into College to ensure that it has been tested and that all equipment has a valid certificate.
- 5) In the event that a band needs to tune up prior to the event, arrangements should be made with the Domestic Bursar; at least 5 days' notice should be given.
- 6) At all times, music must be at a volume which is to the satisfaction of the Junior Dean or Duty Porter.
- 7) The Domestic Bursar must be consulted and approve the date for the event as well as arrangements for the Bar and H&S.
- 8) Members of College who are not attending the event and are going about their business must not be impeded.
- 9) The College Bar Manager should organise and run the Bar in accordance with the Club/Premises licence.
- 10) Under no circumstances should alcoholic drink be brought into College for consumption at the event: all drink must be purchased at the Bar for consumption on the premises.
- 11) In order to contain noise, windows and side doors are to remain closed except in an emergency.
- 12) Access to fire doors must remain unimpeded.
- 13) Cleaning and tidying of the venue and its surroundings are the responsibility of the host/organiser and must be done to the satisfaction of the Dean and Estates Manager. The host/organiser will be charged for any damage sustained to College property during the event if it does not prove possible to allocate responsibility for costs to a particular individual, and/or any extra cleaning required. The host/organiser must meet with the Estates Manager on the first working morning following the event at 09:30 to inspect and discuss cleanliness/damage to the toilets/Common Room/Bar etc.
- 14) Permission to hold any event is at the discretion of the Domestic Bursar.