



Wolfson College guidance and rules for organisers (Dry room hire bookings – important information)

'Dry room hire' is available for Wolfson Fellows, Students, Staff, Clusters and Common Room Members. These bookings are for small academic, college related, community/ pastoral events as standard and if an arrangement is put in place at the discretion of Governing Body to allow those who wish to self-manage their own event to do so: hence 'dry room hire' means you will be allowed access to the room but must make all arrangements yourself. These rooms can normally be booked no more than three months ahead of the date requested. If you wish to book outside of the three-month period then the booking will be subject to charges which the Events Team are happy to discuss with you.

Please ensure you are requesting a room appropriate for your group size. Larger rooms are only available for events that require space due to a large capacity. Please note that when booking under 'dry room hire' we do not set up the room or provide any AV assistance.

If your event involves set up, catering and AV, it is likely that 'dry room hire' is not appropriate and you will need to discuss suitable rates with the Events Team.

On arrival/ departure

When you arrive, please report to the Lodge who will provide you with a key for your meeting room and direct you to where you need to go. Please ensure you leave the room as you found it on arrival and that you lock the room when you leave. All personal belongings will need to be taken away with you including any rubbish. No rooms can be used for storage and we do not take any responsibility for items left in the rooms.

AV/ Catering/ set up

If you have decided to opt for 'dry room hire' nothing else is included and you must make us aware if you would like to book anything in addition to the room (charges may apply.) Please note that other than our Leonard Wolfson Auditorium, none of the rooms have laptops so you do need to bring your own. In the smaller seminar rooms the furniture must not be moved and the existing set up need to remain in place. Should you wish to modify the room configuration in the larger rooms, please take care in moving the furniture present in the room and ensure the room configuration is returned to its original layout before you leave. On wooden floors furniture must be lifted and not dragged. External catering is not permitted.

Important: The deadline for submitting all final details to the Events Office is two weeks before your event. Changes after this point can't be guaranteed.

events@wolfson.ox.ac.uk | +44 (0) 1865 274 083

Wolfson College, Linton Rd, Oxford. OX2 6UD

www.wolfson.ox.ac.uk | <https://www.wolfson.ox.ac.uk/conferences-events>



Cancellations

Please ensure we are made aware of any cancellations 7 working days' ahead of your event. If your booking involves catering then we need 10 working days' notice of any cancellations to avoid charges.

Transport/ Parking

We are not be able to offer guarantee onsite parking. Please ensure that guests are advised to make alternative arrangements.

Fire information

If you discover a fire

Do not attempt to tackle the fire.

Operate the nearest fire alarm call point

Contact the Lodge on 01865 274100 or the Fire Service on 999 and confirm the fire giving the following details:

Wolfson College
Linton Road
Oxford OX2 6UD

Leave the building by the nearest exit, closing all fire doors behind you and report to your nearest assembly point (which our team on site will show you.) Inform a member of staff or the Fire Service of the fire location.

If you hear the fire alarm

Leave the building by the nearest exit, closing all fire doors behind you and report to your nearest assembly point (which our team on site will show you.) Do not stop to collect personal belongings. Do not re-enter any part of the building until you are told to do so by the responsible person.

Additional information

Please note that Wolfson College is accessible for all guests but if you have any concerns or questions, please ask your Events Manager. Specific access requirements onto the stage area in the LWA for presenters / lecturers with disabilities should be pre-discussed.

Further information can be found on our website:

<https://www.wolfson.ox.ac.uk/accessibility-wolfson-college>.

We have an onsite café offering hot/ cold drinks and some snacks that is open during weekdays 8 – 3:30pm (3pm on Fridays) as standard. Please note that Wolfson College only accepts cashless payments (not AMEX.)

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