

# Emmanuel College

## Booking Formal Hall

Please note that from the beginning of Easter term 2017 the following arrangements apply for booking Formal Hall meals

1. All Emmanuel students should make their own bookings for Formal Hall individually online. Students should note, the only method of booking Formal Hall is via the online system. Places at Formal Hall cannot be booked by one Emmanuel student on behalf of another Emmanuel student even if a group dinner is being organised.
2. Bookings for Formal Hall must be made online. The cost of a Formal Hall is £8.10 if you live in College accommodation and £9.40 if you do not. You can book up to 4 (non-Emmanuel) guests using the online booking system; the cost for the first guest is £11.25, and the second, third and fourth guest are charged at £17.00 each. However, on **Thursday and Saturday** when **group bookings** are possible an Emmanuel student may book online for up to 20 non-Emmanuel guests. The charges for Formal Hall will appear on your termly bill.
3. Each **Thursday and Saturday** when **Group Bookings** are possible up to 20 non-Emmanuel guests may be booked into Hall at the above prices. No bookings for Emmanuel students should be made in this way. Bookings for groups of up to 20 non-Emmanuel guests must be made at least 10 days before the date that you intend to dine. In this case payment for all attendees will be made as a charge to your termly bill. Students should note that it is the Group Organisers responsibility to notify the Head of Catering of any dietary requirements and that it may not be possible to accommodate last minute dietary notifications.
4. To avoid disappointment please organise any group Formal Hall well in advance. You will need to ensure that any Emmanuel student planning to attend a Group Booking uses the online system to book themselves into Formal Hall.
5. Please note that one of the College's public rooms, other than Hall, may be booked for a private dinner or a Club or Society dinner, but Formal Hall prices will not apply to such a booking. Instead you will need to discuss the menu and price per head with the Head of Catering.

Dr M J Gross

Bursar