

FORMAL HALL 2023/24

During NPR, Formal Hall is provided each evening except Wednesday. On Monday, Tuesday, Friday & Sunday evenings, Formal Hall is more traditional, with a limit of 4 (non-Emmanuel) guests per person. Thursday and Saturday evenings are open to clubs, societies or groups wishing to book for a larger number of guests. Individuals with or without guests may also dine on these evenings.

So that the correct number of meals may be provided, and specific dietary requirements met without undue waste, kitchen staff need to know how many people will be attending Formal Hall. You must therefore book in advance by 1900, three days (72hrs) before you intend to dine. Tables cannot be reserved in advance.

Formal Hall Bookings must be made online in accordance with the following procedure:

- All Emmanuel students should make their own bookings for Formal Hall individually online. Students should note that 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.
- The cost of a Formal Hall is £11.00 if you live in College accommodation and £12.70 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 £15.25, and the second, third and fourth guest are charged at £22.90 each.
- The charges for Formal Hall will appear on your termly bill.
- If you or a guest are a vegetarian or have any special diet, please indicate this when booking the meal. Consult the Head Chef if you or your guests have other specific requirements.
- 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.
- Payment for all attendees will be made as a charge to your termly bill.
- Students should note that it is the group organiser's responsibility to notify the Head of Catering of any dietary requirements, and that it may not be possible to accommodate last minute dietary notifications.
- 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
- One of the College's public rooms (other than Hall) may be booked via the Head of Catering for a private or a club/society dinner: Formal Hall prices will not apply to such a booking.
- During Normal Period of Residence, online cancellation is permitted without penalty, until 1845 the day before. After this deadline, an email should be sent to the Head of Catering, no later than 1000 on the day of the meal. After 1000 on the day of the meal, it is not possible to cancel, and the price of the meal will be charged to your College bill.
- Please be at the entrance to the Lower Hall by 1915 to be seated.
- Dinner starts at 1930.
- Late arrivals may be refused entry.
- Formal Hall is a special occasion, and students should always have regard for their fellow diners, College property and staff.