



## DARWIN COLLEGE, CAMBRIDGE CONDITIONS OF USE OF THE FIRST (SMALL) ISLAND 2016

Please read these conditions thoroughly before signing the booking form.

**As the Organiser you will be held responsible for your events compliance with the Conditions of Use.**

You are advised to keep a copy of these guidelines and your completed booking form. The Domestic Bursar's Secretary will ensure a copy of your booking form is sent to the Porter's Lodge.

### Use of the Island

1. The Organiser, as named on the booking form, **MUST** be on the Island, or in the immediate vicinity, at all times. You must check in with the Porter's Lodge when you arrive for your booking.
2. The maximum number of guests allowed on the island is 50. The Organiser is responsible for ensuring that this number is not exceeded during their booking.
3. Background music (e.g. a CD player) is only to be played at low volume.
4. Smoke machines are **not** to be used under any circumstances.
5. Gazebos, tents or similar structures must be approved by the Clerk of Works **before** being used on the Island.
6. All garden or other furniture must be returned to its original position after your booking.
7. Any barbeque equipment, hog roasting spits or similar, other than the DCSA barbeque must be approved for use by the Clerk of Works **before** being used on the island. Disposable barbeques must **not** be used on the Island.
8. The Island must be vacated **before dark** – even if this is earlier than 9.00pm.
9. **All rubbish** must be removed from the island after your booking. Please see point 13. overleaf for information on the disposal of hot coals. This includes unused coal/charcoal, empty bottles and cartons, left over food etc. Black bin bags are available from the Porters Lodge for your rubbish.

### Use of the DCSA Barbeque

10. Barbeques may **only** be held on the First (small) Island - in the paved area to the left of the bridge.
11. The key for the barbeque is held in the Porter's Lodge. Please notify a Porter when you arrive for your booking. The key must be collected by the Organiser, and you will be asked for ID. You will need to supply your own

charcoal and matches and also a rag to clean up the barbeque set.

12. Kitchens in student blocks **must not** used for cleaning of, or cooking for, barbeques because of the fire risk.
13. The barbeque must be cleaned after your booking. **Do not** try to clean the barbeque immediately after use. The ashes will be hot so leave the barbeque on the Island to cool down.

- **Do not lift the hot barbeque over the bridge.**
- **Do not empty hot charcoal onto the ground or throw into the river.**

If your booking immediately follows another, then you should leave the previous party's hot coals in the barbeque and add your own as necessary. **Please note** it is the responsibility of the Organiser of the last event on any given day to ensure the Island is cleared and the barbeque cleaned as detailed below.

On the day following your barbeque, as early as possible, please clean the barbeque as directed below and put it back on the punt shed landing

- Empty all the ash into a black bag and brush the set clean. **DO NOT empty charcoal into the drains.**
- Wash the barbeque grill under the tap located outside the study centre door or the tap located in the gardens by the main entrance, and then dry with a cloth or rag.

14. After cleaning, secure the barbeque and return the key to the Porter's Lodge. Once the Porters know you are finished they will contact a DCSA representative who will check that the barbeque and Island are clean.

**Both the Island and barbeque will be checked once you have returned the key to the Porter's Lodge.**

**If the Island or barbeque have not been cleaned properly or cleared of all rubbish you will be charged a £50.00 Breach of T&C Fine.**

If you find either the Island or the barbeque dirty when you arrive for your booking then it is in your interest to **report this to the Porter's Lodge.** Failure to do so may result in you being held liable and a charge being made as detailed above.