



**DARWIN COLLEGE, CAMBRIDGE
APPLICATION FOR USE OF SMALL ISLAND 2016**

Bookings are normally taken from 1 May to 30 October annually, although these timings are dependant on conditions on the island itself and may vary slightly.

Prices shown are per 3 hour booking slot. One time slot may be booked per day – at weekends the times are either: **12.00 noon to 15.00** or **15.00 to 18.00** or **18.00 to 21.00** (or until dark, whichever is soonest). On week days the bookings are either from **15.00 to 18.00** or **18.00 to 21.00**. The Island must be vacated before dark.

First Island and Barbecue	Max. Guests	Price
Fellows and Current Members	50	FREE
Alumni	50	£30
University Department or Society (booked through a Darwinian)	50	£45
Corporate Private Use (booked through a Darwinian)	50	£90

20% VAT will be added to the cost

To check availability please email domestic.bursars.secretary@darwin.cam.ac.uk or call 35661. Once a date and time has been agreed, please complete this form and return it, signed, to the Domestic Bursar's Secretary.

Please note: Your booking is provisional until this form is signed and returned to the Bursary. The College reserves the right to re-book your time slot until that time.

DATE OF EVENT:	
TIME SLOT: (see above)	
NUMBER OF PEOPLE EXPECTED: (not to exceed 50)	
USE OF DCSA BARBEQUE REQUIRED?	Yes / No*
NB: 2 tables are available if required for outside use – ask the Porters if these are needed	
ORGANISERS/INVOICE CONTACT DETAILS:	
NAME:	
ADDRESS:	
EMAIL:	
DAYTIME TELEPHONE NO:	
MOBILE/HOME TELEPHONE NO:	
NAME OF ORGANISATION: (if applicable)	

Or please charge to my College account

NAME:		CRSid:	
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Breach of T&C Fine

If the Island or barbecue have not been properly cleaned and cleared of rubbish after your event, you will be charged a fine of £50.00. This fine will be added to your College account if you are a Darwin Student, otherwise it will be added to the final total on your invoice. If there have been no problems with your event then this charge will not be added.

DECLARATION

I acknowledge and accept that I am personally responsible, as the Organiser, for the supervision of the event, and confirm that I will be in attendance throughout the event.

I confirm that I have read and understood the Conditions of Use and accept responsibility for the event's compliance with those Conditions, with Fire, Health & Safety regulations and other College regulations, including the satisfactory clearance of the Island.

I understand that the Island and barbecue will be checked after the event and that if either the Island or barbecue has not been properly cleaned and cleared of rubbish then I will be charged a £50 Breach of T&C Fine.

SignedDate

Please sign and return to the Domestic Bursar's Secretary.