**County College - Party Request**

Request to hold party/noisy function in college accommodation

1. Main contact

Name:

Residence (building, floor, and room number):

Email address:

1. Details of proposed party

Date of party:  
*(N.b. No parties will be sanctioned during the University’s Quiet Period).*

Location (building, floor/flat):

Time start:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time end:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for party:

Number of guests:

Are all guests County members? If no, please give details:

1. Responsible persons

Please give names and room numbers of give other residents who will be in attendance at the party who agree to take responsibility for the party and clearing up afterwards.

* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Responsibilities

*You must read and abide by the following conditions so your party does not violate University, College, and Residence rules.*

* We have informed residents in the immediate vicinity that we are holding this party
* We agree to observe other residents’ rights to quiet and will reduce volume of music and conversations at their request and without argument
* We will ensure that all windows and external doors are closed to prevent noise spreading to other areas
* We will ensure that residents not invited to the party have free access to kitchens, appliances, and bathrooms
* We will observe the end time agreed with the Deanery and ensure that guests disperse quietly
* We understand that Porters, Assistant Deans, and Security reserve the right to bring the party to an end at any time
* We will accede to requests made by Porters, Assistant Deans, and Security at once and without argument
* We will observe health and safety regulations as laid out in the University and Residence Regulations
* We will ensure there will be no smoking or vaping in residences
* We will ensure that alcohol will be used sensibly, and no illegal substances will be used
* We will ensure that any decorations are placed so they do not pose a fire or safety risk, and will be removed as soon as possible after the party
* We will ensure that all communal areas will be cleaned and tidied by no later than 10am the day after the beginning of the party
* We will make payment for the cleaning of any area deemed unsatisfactory by the College Accommodation Manager or College Deanery.
* We will report any breakages/damage to the porter as soon as possible and ensure that the property of the University and other residents is well cared for.

1. Declaration

On behalf of the persons named overleaf I agree that we will take full liability for this party and recognise that any breach of the responsibilities outlined above will result in disciplinary action.

Signed:

Date:

PLEASE EMAIL THIS FORM TO [countydeanery@lancaster.ac.uk](mailto:countydeanery@lancaster.ac.uk). THIS SHOULD BE DONE AT LEAST ONE WEEK BEFORE YOU INTEND TO HOLD YOUR PARTY