

# FORMAL HALL



## ARRANGEMENTS

- Formal Halls take place during Full Term
- Traditional Formal Hall takes place on Monday, Friday, Saturday, and Sunday evenings
- Tuesdays and Saturdays are open to Club, Society or group bookings.
- (Lower) Hall opens for guests to be seated at 1915
- Dinner starts at 1930.
- Late arrivals may be refused entry.

## BOOKING REGULATIONS

- All Emmanuel students should make their individual booking for Formal Hall online.
- Emmanuel students cannot book on behalf of another Emmanuel student, even if a group dinner is being organised.

## BOOKING PROCEDURE

- Booking must be made by 1900, three days (72hrs) before you intend to dine. Tables cannot be reserved in advance.
- 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; the price of the meal will be charged to your college bill.

## PRICING

- The cost of a Formal Hall is £13.10 if you live in College accommodation and £13.95 if you do not.
- Charges for Formal Hall will appear on your termly bill.
- Your first guest is charged at £22.65, and all other guests are charged at £28.30 each.

## GUESTS

- 4 (non-Emmanuel) guests per person can be booked via the online booking system for traditional Formal Hall (Monday, Friday, Saturday and Sunday)
- Thursday and Saturday bookings are for a larger number of guests.

## GROUP BOOKINGS

- To avoid disappointment, please organise any group Formal Hall well in advance.
- It is the group organiser's responsibility to notify the Head of Catering of any dietary requirements.
- Please note that it may not be possible to accommodate last minute dietary notifications.
- Emmanuel students planning to attend with a group booking should use the online system to book their own dinner.
- Up to 10 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 10 non-Emmanuel guests must be made at least 10 days before you intend to dine.
- Payment for all attendees will be made as a charge to your termly bill.

## BOOKING OTHER PUBLIC ROOMS

One of the College's public rooms (other than Hall) may be booked via the Head of Catering and Conference Manager for a private or a club/society dinner. Formal Hall prices will not apply to such a booking.

## DIETARY REQUIREMENTS

- 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.
- If you have specified any dietary requirements on your booking, dishes will have been prepared for you to take into account those restrictions.

## REGULATIONS

- You must always have regard for your fellow diners and staff.
- Breach of the guidelines below will be considered a disciplinary matter, and will be dealt with by the Senior Tutor, and the Master and Tutors' Committee.
- Gowns must always be worn by members of the College in Formal Hall.
- You and your guests must arrive promptly before 1915. Entry to Formal Hall will be refused if you are late.
- Members of college staff will refuse admission to anyone who, in their opinion, is not in a fit state to participate in Formal Hall.
- If you have specified dietary requirements or restrictions, you will only be served the dish which has been prepared for you on this basis.
- When you are served during Formal Hall you must not ask for an alternative dish.
- You must remain seated during Formal Hall, and are not allowed to move round the Hall during dinner, so that the correct dishes can be served to those who have allergies, or dietary restrictions or requirements.
- You can take photographs after the Fellows have left the Hall or after coffee has been served. If you choose to do so, you are expected to respect the privacy of the other diners and the reputation of the College.
- There must be no toasting, singing, or drinking games. The Hall is licensed premises; rowdiness and drinking games breach the terms of the College's alcohol licence.