

### Duties of the Organiser and Stewards:

The Organiser and Stewards agrees to abide by the conditions listed below:

1. The key to the room, if so required, should be collected from the Porters' Lodge no more than 30 mins beforehand, and must be returned immediately afterwards. The room / location should be left as found clean and tidy. The Organiser should notify the Porter's Lodge if the room is not clean and tidy when they enter the room.
2. Respect should be shown for the character of the room and College environment in general. Users should be sensitive to the noise and consequent disturbance that an event of any size can generate.
3. Stewards must be in attendance for the duration of the event and take full responsibility for the conduct of **of attendees, both during and when leaving the event / College.**
4. To ensure that only those invited attend the event.
5. **Any refreshments served must be purchased through the Catering department or from the College bar. Neither the organiser, stewards or guests may bring their own refreshments to the event.**
6. To exclude from the event anyone who arrives already drunk. Those who are drunk **MUST NOT** be served any more alcohol.
7. To monitor the doors to ensure that no more than the maximum number of guests given above attend the event.
8. **To be alert and monitor at all times, and contain, problems that may arise from the behaviour of guests / attendees.**
9. To ensure that no additional work with regard to clearing and cleaning is created for College staff. Stewards are expected to clear up mess made by guests who are ill – yellow spillage packs are located in the Porters' Lodge.
10. Pembroke Stewards are responsible for making sure that non-Pembroke guests leave the College premises after the event, accompanying them to the gates to facilitate their exit.
11. **To keep the event and its aftermath orderly and the amount of disturbance to the rest of the College and the public to an acceptable minimum.**
12. **To liaise with the Porters in case of any problem or incident and to cooperate with the College authorities, in dealing with any problems that arise, anywhere in College and assist in any investigations undertaken by the College in the event of any problems with the event.**
13. To leave doors and windows closed and the room cleared for checking by the Duty Porter.
14. All First Aid incidents minor / serious must be reported immediately to the Duty Porter(s) who are all First Aiders.