

St Catherine's College Middle Common Room



GUEST DINNER RULES AND INFORMATION

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St Catherine's College MCR Dinner Guidelines

SIGN UP

Signup occurs online through our form between 5pm and 11pm on the Sunday preceding the dinner. Any signups before 5 and after 11pm are disregarded.

For weeks 1&8 (black tie) it is located at:

<https://spreadsheets.google.com/viewform?hl=en&formkey=cFpFanE4dnloVm9rdGJWt00yOHhMWFE6MA..>

For weeks 2-7 (formal) it is located at:

<https://spreadsheets.google.com/viewform?key=pp5LxBank1A4Rk5LvuLUDew&hl=en>

The guest list is placed on <http://mcr.stcatz.ox.ac.uk/Events/GuestDinner> after each Sunday evening sign-up, and should be checked regularly to ensure that the details are correct/whether additional spaces have become available.

Sign up will be on a strictly first-come, first served basis, except in certain circumstances. (See Rules of Priority).

Spaces are subject to availability, and you will not be charged if you are on the waiting list.

Please visit the Cashier in person to arrange for any late signup/cancellations after the Sunday signup window has closed.

WEEKS 1 & 8

Attire: black bow tie, white shirt, dinner suit for men, evening dress for women.

Expect to be able to bring 1 guest (at most) as demand is very high.

The rules of priority are the same for all guest dinners. You may not use your special dining right for this dinner.

WEEKS 2 TO 7

Attire: jacket & tie for men, smart for women.

The rules of priority are the same for all guest dinners. You may elect to use your special dining right (see below) for these dinners.

DIETARY REQUIREMENTS:

Out of courtesy to the chef, who does a great job in accommodating all types of special requirements, it is of utmost importance that you inform either the Guest Dinner Officer during normal sign-up, or the Cashier (see below) during late sign up, of your or your guests dietary requirements.

SIGN-UP DURING THE WEEK

St Catherine's College MCR Dinner Guidelines

Late sign-up (after 11pm, Sunday) is possible, provided it is done AND PAID FOR before 1pm on the Wednesday.

CANCELLATIONS

It is possible to cancel your guest dinner places at any point between 11pm Sunday and 1pm Wednesday, please visit/contact the Cashier. The names will simply be removed from the list before any charges are made, provided that you have not already paid. In the event that you have already paid, you will need to consult the Cashier on obtaining a refund. If this is not possible, please follow the guidelines in the next point.

It is common for people to cancel after Wednesday, 1pm, when College finalises guest dinner expenses.

Your money CANNOT, therefore, be refunded - it is then your responsibility to find a replacement and to arrange direct payment, otherwise your seat will remain empty, you will lose your money, and deprive another MCR member of a spot.

Anyone remaining on the waiting list can be approached directly via email or otherwise, or vice versa if it is made known that someone has spare guest dinner spaces.

ALLOCATION OF GUEST DINNER PLACES

Guest dinner spaces are allocated on a first-come, first served basis, except in special circumstances (See Special Dining Rights, and rules on guests under Rules of Priority).

If the number of people exceeds the number of spaces, any remaining members or guests will be placed on a waiting list. As and when attendees cancel, members/guests at the top of the waiting list are automatically given the free space.

The minimum number of bookings is 15. If there are fewer than this then the dinner will be automatically cancelled by email to MCR members, and any money already paid will be refunded. The maximum number of places is 42. In special cases (e.g. exchange dinners), and only during weeks 2 to 7, guest dinner table can be extended to 52 places.

RULES OF PRIORITY

MCR Executive committee members have automatic priority over everyone else, and their guests have priority over others' guests, in the order detailed below. This is provided that they too have signed up during the sign-up period.

The order of priority is otherwise as follows: MCR members have priority over guests, first guests over second guests, and second guests over third guests and so on.

Any MCR members and their guests who sign up during 5 and 11pm on the Sunday have priority over members/guests who sign up between 11pm Sunday and 1pm Wednesday.

A maximum of three guests is allowed during Sunday sign-up.

If it is clear, from the Monday, that there are spaces that have not been filled, and that there is no waiting list, members can contact the Cashier, requesting that additional guests be added. This should be done and paid for, as usual, before 1pm Wednesday.

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The rules of priority during normal sign-up also apply during late sign-up. Any additional guests that are signed-up will be at the discretion of the Guest Dinner Officer, and will also depend on the number of other MCR members signing up late.

You will not be able to pay for any additional late sign-ups until the places are confirmed by the Hall Steward/Guest Dinner Officer.

SPECIAL DINING RIGHTS

Every MCR member is allowed, ONCE A YEAR, to reserve spots in advance for themselves and their guests, e.g. family or friends who might be visiting from abroad. This should be indicated by our online signup form.

There will be a maximum of 5 MCR members at any one guest dinner who are using this special right. This maximum number is reduced to 3 MCR members during exchange dinners. Once this limit has been reached, other members will be assigned places according to the standard rules of priority.

Up to two guests are permitted, and are guaranteed their places during Michaelmas and Hilary terms; this right has been extended to three guests during Trinity term. In the case of MT or HT, the 3rd guest has priority over all other guests.

This is ONLY applicable to Weeks 2-7, and not to Weeks 1 and 8 due to the high level of demand at black tie dinners.

EXCHANGE DINNERS

Sign-up will take place via the Social Secretary. The specifics of the sign-up process will be indicated via email prior to the Sunday preceding the dinner.

GUEST DINNER PAYMENT

Payment for Guest Dinners must be made before 1:00pm on Wednesday of the relevant week (i.e. the Wednesday prior to the dinner).

Be aware that failure to pay for (or cancel) bookings before 1:00pm on Wednesday will lead to automatic charging via your battels at the appropriate rate! So if you wish to pay using dinner points from your Girovend card, please make sure that you do so by Wednesday otherwise it will be too late!

It is possible to pay in any of the following ways:

By cash or cheque: in the Accounts Office. Before 1pm Wednesday (Please make cheques payable to St Catherine's College, Oxford.)

In the Cashiers Office between 9:00am and 1:00pm on Monday and Tuesday, or between 9:00am and 11:00am on Wednesday.

By battels: if you don't pay in some other way (or cancel your booking) before Wednesday at 1:00pm, then you will be batteled.

St Catherine's College MCR Dinner Guidelines

Up to date costings for the dinner are located on the MCR website:

<http://mcr.stcatz.ox.ac.uk/Events/GuestDinner#Prices>

PRE-/POST DINNER DRINKS

Please note that everyone attending the dinner will automatically be charged an additional £1.50 [2009] via battels for pre- and post-dinner drinks.

Members and guests must arrive in the MCR no later than 6.45pm if they do not wish to miss pre-dinner sherry, as everyone must have left the MCR by 7.05pm.

Port will be served after all the meals.

Non-alcoholic beverages are available for those who do not drink alcohol, both before and after dinner.

MCR WINE

Typically the MCR bar will be open for you to purchase house wine or guest wine prior to the meal. In 2009-10 the MCR will be providing ½ bottle per person for Exchange Dinners.