

# St Catherine's College Middle Common Room



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## MCR Guest Dinner Guidelines

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## Details

The MCR Guest Dinners are held every Friday night during term time.

### Guest dinner format

We meet at 6.45pm in the MCR for a sparkling wine reception. The MCR bar is open and red and white wine available for purchase for £6 per bottle. At 7pm we walk from the MCR over to Hall, where the 4 course meal (complete with coffee and tea at the end) commences at 7.15pm. After dinner (typically 8.45/9pm) we return to the MCR where cheese and port is served. The MCR bar is also open - with a range of drinks available for purchase. Non-alcoholic beverages are available for those who do not drink alcohol, both before and after dinner.

### Guest dinner types

Regular Dinner (weeks 2-7 of term - typically three per term): The format above with the smart dress code - men wear suit and tie and women wear cocktail dresses.

Black Tie Dinner (week 1 and 8 of term): The regular dinner format with the black tie dress code - men wear dinner jackets and bow tie and women wear evening dresses. A spread of cheese, fruit and chocolate (prepared by the kitchen) is served at the MCR after dinner.

Exchange Dinner (weeks 2-7 of term - typically three per term): The regular dinner format, but with 15 seats allocated to visitors from the MCR of a different college. It is called an 'exchange dinner' because another night we then get to send 15 members of the Catz MCR to their college for dinner. Here free wine is on the table, and chocolates are served after dinner in addition to cheese.

The MCR term card (<http://mcr.stcatz.ox.ac.uk/term-card/>) will be updated each term with information on which guest dinners are Regular and Exchange Dinners.

## Guest Dinner Signup

Signup occurs online via the MCR website (<http://mcr.stcatz.ox.ac.uk/guest-dinner-signup/>). The guest list and waiting list is posted on the MCR website (<http://mcr.stcatz.ox.ac.uk/guest-dinner-list/>) after each round of signup.

### Normal signup

Signup for the guest dinner opens at 5pm and closes at 11pm on the Sunday prior to the guest dinner. As an MCR member, you may sign up yourself and any guest(s) you wish to bring, as well as note down any dietary requirements and seating preferences.

### Late signup

If there are still seats available at the guest dinner after normal signup, MCR members can signup themselves or guests by emailing Milan Bohus ([milan.bohus@stcatz.ox.ac.uk](mailto:milan.bohus@stcatz.ox.ac.uk)) between 11pm on the Sunday prior to the guest dinner and 1pm on the Wednesday prior to the guest dinner.

### Deadline

The deadline for the guest dinner signup is **WEDNESDAY 1PM**. After the deadline, the final guest list is made available to the Social Secretary who then puts together the seating plan for the guest dinner.

## Cancellation

If you have been allocated a seat at the guest dinner but are no longer able to attend, please cancel your place as to allow someone else to go.

## Deadline

Any cancellations of bookings must be made either in person in the General Office or by emailing Milan Bohus ([milan.bohus@stcatz.ox.ac.uk](mailto:milan.bohus@stcatz.ox.ac.uk)) by **WEDNESDAY 1PM** of the relevant week. The next person on the waiting list will automatically replace the cancelled spot and receive notification of this.

## Cancellations after the deadline

By this point you have already been charged for your ticket(s), and it is therefore your responsibility to find a replacement and organise repayment. Please contact the next person on the waiting list. If you pass over your spot **BEFORE THURSDAY 1PM** email the Social Secretary to notify of this, who will then update the guest list and waiting list and account for the change when putting together the seating plan. If you pass over your spot **AFTER THURSDAY 1PM** please note that the spot will remain in your name and that changes can no longer be accounted for in the seating plan as this has already been finalised.

## Ticket Prices and Payment

Payment for guest dinners is taken via UPay immediately after the **WEDNESDAY 1pm** signup deadline.

### Ticket prices

MCR members and associate members (students): = £10.86

Guests (non-student): £10.86 + VAT £2.17 = £13.03

## Dining Numbers

The total number of seats available at the dinner depends on the guest dinner type. At Regular Dinners a total number of 52 seats are available for MCR members and their guests, at Black Tie Dinners a total number of 42 seats are available for MCR members only, and at Exchange Dinners a total number of 52 seats are available, but with 15 of these seats allocated to visitors from the MCR of a different college, 37 seats are available for MCR members and their guests.

The minimum number of bookings for the whole guest dinner is 15. If there are fewer bookings than this then the dinner will be cancelled automatically. MCR members that had signed up for the dinner will be notified by email and payments will be refunded.

We encourage MCR members not to bring more than 3 guests, however if you are planning to invite more than 3 guests, please email the Social Secretary to discuss the booking.

## Priority Rights and Seat Allocation

Seats at the Guest Dinner are allocated according to a set priority.

- There are two ways MCR members can reserve seats for themselves and their guests.
  - Every MCR member has an annual right to reserve seats, ahead of time, for themselves and guests using their priority pass (see section below for more information).
  - Every MCR member can enter the ballot with their guests during regular signup, and if won, seats are reserved for themselves and their guests (see section below for more information).
  - These reserved seats will always have top priority.

- All remaining seats are allocated based on time of signup, with MCR Executive Committee members having priority over everyone else. 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.
- MCR members or guests that sign up between 5pm and 11pm on the Sunday prior to the guest dinner (normal signup) have priority over MCR members or guests who sign up via Milan Bohus ([milan.bohus@stcatz.ox.ac.uk](mailto:milan.bohus@stcatz.ox.ac.uk)) between 11pm on the Sunday prior to the guest dinner and 1pm Wednesday prior to the guest dinner (late signup).
- If it is clear, on the Monday prior to the guest dinner, that there are seats at the guest dinner that have not been filled, members can email Milan Bohus ([milan.bohus@stcatz.ox.ac.uk](mailto:milan.bohus@stcatz.ox.ac.uk)) before 1pm on the Wednesday prior to the guest dinner requesting that they or additional guests are added. However, the same priority rules apply to late signup as normal signup, so additions to the guest list depend on who sign up (MCR members or guests) and in which order.

## The Priority Pass

Every MCR member has an annual right to reserve seats, ahead of time, for themselves and guests using their priority pass. This is useful if, for example, family and friends are visiting from abroad and you would like to guarantee that they can join you for dinner at the Catz Hall.

- Every MCR member has an annual right to reserve seats, ahead of time, for themselves and guests using their priority pass.
- When using the priority pass, seats at the guest dinner can be reserved for up to three guests.
- The priority pass can only be used in weeks 2-7 of term - and not week 1 and 8, as the Black Tie Dinners are for MCR members only.
- The number of priority passes available for guest dinners depends on the guest dinner type. At Regular Dinners 4 priority passes are available and at Exchange Dinners 2 priority passes are available.

## How to use the priority pass

The priority passes are allocated on a first come first serve basis, so email the Social Secretary as soon as you know you will need to reserve seats for your guests at a specific dinner, and at the very latest the week before the dinner.

Please note that you must still sign up as usual between 5pm and 11pm on the Sunday prior to the dinner, and add all your guest details. Under 'signup details' tick the relevant box to use your priority pass.

## The Ballot

The ballot has been introduced as a means of allowing MCR members to bring guests without having to use their priority pass.

- Every MCR member can enter the ballot for the chance of winning seats for themselves and their guests.
- When entering the ballot, seats at the guest dinner can be reserved for up to three guests.
- The ballot can only be entered in weeks 2-7 of term - and not week 1 and 8, as the Black Tie Dinners are for MCR members only.

- The maximum number of seats allocated via the ballot depends on the guest dinner type. At Regular Dinners 15 seats are reserved for ballot winners and at Exchange Dinners 12 seats are reserved for ballot winners.

### **How to enter the ballot**

Sign up as usual between 5pm and 11pm on the Sunday prior to the dinner, and add all your guest details. Under 'signup details' tick the relevant box to enter the ballot.

The ballot picks winners at random and not on the basis of time of signup, so there is no need to rush when signing up - just make sure to stay between the specified sign up times.