

HOBSON HALL APPLICATION TO HOLD A SOCIAL FUNCTION IN THE HALL/RESIDENCE

This application form must be submitted in person to the Hall Administrator (<u>n.botha@ru.ac.za</u>) <u>TEN (10) days</u> before the function.

REPRESENTATIVE REQUESTING FUNCTION: Name & Surname: Contact No.: ____ Email Address: Student No.: Hall / House functions may be held in the precincts of a Hall within the following period ONLY: Fridays or Saturdays or the eve of public holidays: **Lunch Functions**: 12h00 – 15h00 / **Evening Functions**: 18h00 - 21h00 (Music to be limited to background music only. The Hall speaker is not available for House functions). No functions of any kind other than official Hall Dinners or Hall Brunches may be held within the precincts of the Residence in the three weeks prior to the June examinations (Sunday 5 May 2024) and during the three weeks prior to the November examinations (Sunday 29 September 2024). **FUNCTION INFORMATION:** Name of Function: Venue: Lunch: Supper: Function Date: Meal in lieu of: Breakfast: Start Time: End Time: Total number of participants expected: Is the event in conjunction with another residence? Name of other residence(s): Contact No.: Name & Surname of Representative: Warden Contact No.: _____ Will their Warden be attending? Yes Nο Select which function you are hosting: Champagne Breakfast / Picnic House Braai Cheese & Wine Cocktail Party Games Night Awards Evening Garden Party Hall Formal Dinner Hall Brunch Other (describe) **MEAL INFORMATION:** Will you be requiring meals from the Dining Hall? Yes Student list return date: What time will food be collected from the Dining Hall? Will your House Warden be attending? No Will their dependents be attending? Yes **BOOKING TYPE:** Double Booking Single booking Packed Meals: Yes No • Single booking will replace the meal served in the Dining Hall. <u>Double Booking</u> will replace the meal served in the Dining Hall and a single meal will be charged to the student. **Special requests:** HALL/RESIDENCE BRAAI: Do you require a portable braai? Yes No If yes, how many do you require? These meats and condiments will be provided for a Braai: Default: 1 x 90g Wors and 1 x 90g marinated Chop Halaal: 1 x Sausage and 1 x Pattie • Vegetarian: 1 x Mutton Sausage and 1 x Mutton Chop Salads requests (tick the relevant salad option you would like for your event. Only two (2) salads are allowed): Greek Salad Pasta Salad Pap and Chakalaka 3 Bean Salad Potato Salad

These items will be provided:

- Standard hot dog rolls (1 per person), margarine, tomato and mustard sauce, serviettes.
- Additional charges for disposable crockery and cutlery for house Braais @ R2.50 pp
- Alternatively, students may purchase their own disposable plates, cups, and cutlery.

ALCOHOL INFORMATION:

Please note the following:

Hall Warden's Name: __

- Please note that only the following alcoholic beverages may be served:

 - Ciders
 - Wine
- **NO** Spirits, such as brandy, vodka, cane, rum, etc., are permitted.
- Your House Warden must-attend events where alcohol is served.
- Only ONE residence function per term will be permitted to have alcohol served. This excludes any Hall functions such as

_____ Signature: ___

Welcome and Leavers Dinner, where the serving of alcohol will be at the discretion of the Hall Warden. • An equivalent amount of alcohol and non-alcoholic drinks must be purchased and served.
Will alcohol be served at the function? Yes No
If yes, please complete the following section:
Amount of non-alcoholic beverages:
Details of non-alcohol to be served:
 Amount of alcoholic beverages: Details of alcohol to be served:
Will Punch be served? Yes No
When punch is made for functions, the alcohol concentration should not exceed 20% v/v (e.g., in a 20 L bucket - no more than 4 litres of hard liquor may be used). Hard liquor is defined as spirit and would include whiskey, brandy, rum, vodka, cane spirits, gin and similar spirit liquors. Wine may be used instead of hard liquor.
The mixture must be brought up to 20L with juices, water and concentrates). Any punch being mixed must be mixed in the presence of the Warden, and the serving of punch must be supervised by either the Warden or Sub-Wardens.
Ingredients for punch:
Once your function has been approved by your House Warden and Hall Warden, please note the following:
 You must send an email to neighbouring residences to inform them that you are hosting a function.
 The Hall or House Committees concerned will be responsible for ensuring the good behaviour of students during any Hall or House function.
 The Hall or House Committees are responsible for ensuring that the venue is cleared and equipment and utensils are returned to the Dining Hall/Hall Administrator.
As the Representative, I have ensured that every resident of the house has been invited and only the list of alcoholic beverages stated above will be served during this event. Drinks will strictly be served at the venue specified above.
Representative's Name: Signature: Date:
Does your Warden approve of the function with alcohol?
Does your Warden approve of the function without alcohol?
Will your Warden be attending the function?
Warden's Name: Signature: Approved Not Approved
Does the Hall Warden approve of the function with alcohol?
Does the Hall Warden approve of the function with alcohol? Yes No

Approved Not Approved