



Corpus Christi

UNIVERSITY OF CAMBRIDGE

Formal Hall Code of Conduct & Etiquette

Formal Halls are a traditional and popular part of College life. To ensure Formal Halls remain inclusive for all members of the community the following Code of Conduct must be followed.

- † Students and their guests are expected to wear smart clothing (at the equivalent level of a jacket and tie) at Formal Hall and, if a member of the University, gowns.
- † Exceptions to the usual dress code for special occasions will need to be authorised in writing by the Dean of College.
- † Courteous and civilised behaviour is expected of students and their guests at all times.
- † Formal Hall starts promptly at 19:30. All students and guests must be checked in and seated prior to the entry of Fellows to Hall. Latecomers will not be allowed entry once First Grace has been read.
- † Students' guests are allowed entry only if accompanied by their host. In particular, Corpus students must be present at check-in for their guests to be allowed entry.
 - † Unaccompanied guests trying to use a Corpus student CamCard will result in the CamCard owner being reported to the Dean of College.
- † Telephone calls may not be made or received until after second grace.
- † Photography and filming are not permitted whilst Fellows are present.
- † Mobile phones are expected to be put away and prolonged use is not permitted.
- † No student members or their guests should sit at High Table or walk on the dais, even when Fellows have withdrawn from the Hall. Exit from Hall is via the main entrance and not via the Old Combination Room. Students may, however, take a souvenir group photograph at the end of the evening, following agreement with the Pantry staff.
- † Students are responsible for the behaviour of their guests at all times.
- † Drinking games, such as 'pennyng', are strictly prohibited. Any drinking games will be reported to the Dean of College.
- † Students may bring in either one 75 cl bottle of wine, or bottles (not cans) of beer, lager, or cider up to a total of two pints per student; no other alcoholic beverages are permitted.
- † Allergen and dietary cards will be provided to those guests who have indicated at the time of booking that they have a dietary requirement. These must be displayed throughout the dinner.
- † Students must present their University CamCard when requested by the Senior Catering Representative or the Duty Porter.
- † Students and their guests who behave inappropriately during Formal Hall may be asked to leave by the Senior Fellow, the Senior Catering Representative on duty, or the Duty Porter.



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Formal Hall Tickets – Upay Booking and Amendments

Formal Hall tickets must be purchased on Upay by the individual student. Students are normally allowed up to three guests each and are responsible for their guests' behaviour.

Permission for more than three guests must be obtained in advance from the Dean of College and will only be granted in exceptional circumstances.

For special event Formal Halls, e.g. Bridgemas Formals, no guest tickets are available. This allows fair opportunity for all members of the Corpus Community to attend.

Ticket purchase on Upay;

- ✦ Formal Hall tickets go on sale on the Sunday prior at 10pm.
- ✦ Upay tickets are available by meal type (vegetarian, meat, nut free, etc) and the correct meal type must be purchased for a student and their guests.
- ✦ For dietary requests not available in the standard ticket selection, or for more specific dietary requests, the '*special requirements*' free text box should be used. It is unlikely that it will be possible to satisfy dietary requests presented on the night of the Formal Hall. This remains at the discretion of the Catering Team.
- ✦ For high-demand tickets, e.g. Halloween Formal, the standard meal type can be purchased for speed and then amended after booking confirmation is received to reflect any special requests.

Amendments on Upay;

- ✦ Amendments to bookings, including cancellation, can only be made while tickets remain on sale, generally midday on the Thursday prior. **The options below will not be available when booking has closed.**
- ✦ Amendments to active bookings can be made by following these steps:
 - Log into Upay
 - Click 'Events'
 - Scroll down to 'View Active Bookings'
 - Select the active booking you wish to amend
 - Click 'Edit Event Booking' / 'Cancel Booking', etc., as appropriate
 - Continue booking in the normal way, using the 'Special Requirements' free-text box when necessary
 - Upon confirming changes, you will receive a cancellation email followed by a booking confirmation email
 - Any cancellations will be automatically refunded to your college bill
 - Swapping of tickets is no longer permitted outside of the Upay amendment options above

Exceptional circumstances

- ✦ In the rare situation that you are unable to attend Formal Hall due to **exceptional circumstances** then a request can be made to the Catering Manager after the event for a non attendance refund. This request will be submitted to the Senior Tutor who will decide if the **exceptional circumstances** warrant a refund, either in full or part.