

# **Balliol MCR Noise and Events Policy**

**2022-23**

## **Noise Policy**

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## **I. Noise Policy**

The MCR recognises that noise creates conflicts of interest between students studying or sleeping and students socialising, possibly combined with the accompaniment of music and the consumption of alcoholic beverages. Furthermore, noise emanating from Holywell Manor can disrupt our neighbours residing in Manor Place, and the Praefectus.

The following noise policy aims to allow students to engage in academic work and social activity with reasonable consideration of each other and to prevent disruption to our neighbours. A copy of the External Noise Policy will be provided to residents of Manor Place.

### **1. Internal Noise Policy – Noise Within the Manor:**

- (1) Music in the Megaron Bar must be switched off by 23:00; the Bar Managers and/or sub-committee are to ensure this is done.
- (2) The windows and doors of the bar should be kept closed whenever after dark.
- (3) At midnight all students and guests in the bar must move to the Cockpit.
- (4) Talking in the garden after 23:00 is not permitted. Students are responsible for their guests and must ensure they comply with this requirement.
- (5) Playing the piano in the MCR is not allowed after 23:00.
- (6) The volume of equipment in the TV room must be kept low, or headphones used, after 23:00.
- (7) No loud music may be played in private rooms after 23:00, and large gatherings should move to the Cockpit by midnight.
- (8) The Holywell Manor gym is available for use 06:00 to midnight daily, except for Fridays when it opens at 07:00 to allow for cleaning. Gym users are expected to be considerate by keeping noise down. For example, from the dropping of weights. Music must not be played before 09:00 or after 23:00.
- (9) A quiet period is observed during Trinity Term, in accordance with the dates set out in the Balliol Handbook. During this period, residents must be especially considerate of those studying for exams or writing dissertations.

### **2. External Noise Policy – Noise Emanating From the Manor:**

- (1) MCR Committee members are responsible for taking measures to ensure no nuisance is caused to our neighbours.
- (2) All external doors and windows should be kept closed, other than for access to rooms, where events with amplified music or speech are taking place.
- (3) Neighbours who wish to complain about noise may refer to the information below.

### **3. Noise complaints:**

- (1) Confidential complaints about noise from the Megaron Bar, MCR, Cockpit, or other parts of the Holywell Manor complex may be made to the Lodge Manager or the Junior Deans. The telephone number for the Lodge is (01865) 271501.
- (2) MCR members must co-operate with the Junior Deans, Porters, and MCR Committee members if asked to reduce noise levels.

## **II. Megaron Bar Policy**

The Megaron Bar is a resource for Balliol's graduate community and is run with the following guidelines in order to permit relaxation and social interaction without disruption to residents and neighbours.

### **1. Megaron Bar Policy**

- (1) The Bar Managers are responsible for managing the Megaron Bar responsibly and in accordance with the Club Premises Licence.
- (2) The MCR Committee shall, on the advice of the Bar Managers, convene a Bar Sub-Committee to help in running the Megaron Bar. The list of Bar Sub-Committee members will be notified to the Lodge Manager.
- (3) Any member of the MCR may withdraw the Megaron Bar key and open the Megaron Bar. The member responsible for opening the Megaron Bar will be responsible for closing the Megaron Bar once they are done using the facility.
- (4) Any member of the MCR may withdraw the Megaron Bar key and open the Megaron Bar. The member responsible for opening the Megaron Bar will be responsible for closing the Megaron Bar once they are done using the facility.
- (5) Only the Bar Managers, members of the Bar Sub-Committee, and officers of the MCR Committee may withdraw the Store Room J key from the Lodge.
- (6) The Bar Managers and the Bar Sub-Committee are responsible for ensuring that music is switched off at 23:00 and that all occupants move to the Cockpit at midnight.
- (7) The Megaron Bar must cease the sale of alcohol and close at midnight.
- (8) Members of the MCR and their guests only are permitted to buy alcohol from the Megaron Bar. Members remain responsible for their guests at all times.

### **III. Barbecue Policy**

The barbecue at the rear of Holywell Manor may be reserved by MCR members.

#### **1. Booking**

- (1) MCR members must book the barbecue online, via the link on the online booking system.
- (2) The BBQ may not be booked for longer than 4 hours at a time.
- (3) Large parties should disperse or move to the Cockpit after 22:00.
- (4) The organiser is responsible for the conduct of non-MCR guests. Noise must be kept to a reasonable level.

#### **2. Use and Clean-up**

- (1) MCR members are responsible for cleaning and maintaining the barbecue area. Cleaning supplies and bin bags are available at the Lodge.
- (2) Barbecue users must remove the ash from under the grill **before** each use. [Each user removes the ash from the **previous** usage, so that no user needs to deal with hot ash or charcoal.] Ash must be swept up and emptied into bin bags and disposed of with other rubbish at the end of the event.
- (3) The steel brush provided must be used to clean the grill **before** and **after** using the barbecue.
- (4) To avoid attracting rats, all rubbish must be bagged and taken to the bins (located outside the Post Room) after each session. Recyclable items should be taken to the relevant bins in the Megaron Bar.

## **IV. Events in the Graduate Centre**

The following policy facilitates the use of the communal spaces in the Graduate Centre for students to socialise in a way that enhances the collegiate atmosphere of the graduate community.

### **1. Use of Communal Spaces in the Graduate Centre**

- (1) The communal spaces within the Graduate Centre are intended only for the enjoyment of Balliol MCR Members and their personal guests.
- (2) Mutual respect and reasonableness govern the everyday use of communal spaces for the informal sociability of all MCR members.
- (3) Any events that take place in the Graduate Centre must adhere to the Noise Policy in Sections I, II, and III of this document.

### **2. MCR Committee Events**

- (1) The right to organise social events within the communal spaces of Holywell Manor and the Master's Field complex is reserved exclusively for members of the MCR Committee, save the rules governing private booking of the Cockpit by MCR members as per Section IV.3.
- (2) Ordinarily, social events for the upcoming term will be agreed by the MCR Committee and the Praefectus or a representative of the Praefectus during a review of the Termcard prior to the start of Full Term.
- (3) Additional events to those publicised on the Term Card may proceed with prior approval from the Praefectus or a representative of the Praefectus to whom specific, written proposals should be made in advance.

### **3. Non-MCR Committee Events**

- (1) The Cockpit and its kitchen are available for any individual (non-MCR Committee) member of the MCR to book for private use with advance notice made to the Graduate Centre Manager.
- (2) To book the Cockpit for private use, the non-Committee member of the MCR should book online and contact the Graduate Centre Manager in order to discuss their plans.
- (3) Students who book the Cockpit for private use are responsible for the behaviour of their guests and for clean-up of the Cockpit afterwards. Any events in the Cockpit must adhere to the Noise Policy in Sections I, II, and III of this document.

### **4. Late-Night Events in Holywell Manor**

- (1) There will be two Late-Night Events per term. Ordinarily, this will be a BOP and Christmas Dinner in Michaelmas Term, a BOP and the Burns Night Social in Hilary Term, and May Dinner and the Garden Party in Trinity Term.
- (2) Specific requirements for the organisation of BOPs, the Garden Party, and other Late-Night Events are outlined in Sections V, VI, and VII, respectively.

## V. BOP Policy

BOPs are Late-Night Events which are ordinarily held once per term. BOPs entail the playing of loud music.

### 1. In advance:

- (1) The President must inform, in writing, all neighbours one week in advance, stating the date and time of the event and provide the Lodge telephone number for use in case of complaints.
- (2) The Social Secretaries must arrange for:
  - a. Official fire marshals for the event, and provision of trained first-aiders;
  - b. Hire of at least 3 licensed security guards from 20:30 until 02:30;
  - c. A designated social secretary to be responsible for conduct of the BOP and responding to questions and issues arising on the night;
  - d. A schedule of door staff for the event;
  - e. Notice of the BOP and all its arrangements to be given to the Praefectus or a representative of the Praefectus, the Junior Deans, the Holywell Manor Manager, and the Holywell Manor Porters.
- (3) The Social Secretaries are responsible for maintaining the MCR's own cleaning supplies, where possible in consultation with the Manor Household Staff.
- (4) BOPs must not be advertised to the general public.
- (5) The Treasurer will be responsible for arranging an adequate float for the door.

### 2. On the night:

- (1) The door must be staffed by at least 2 volunteers at all times until the door closes.
- (2) The volunteers are responsible for tallying the number of paying entrants (non-MCR members and non-guest list) and for taking the entrance fee.
- (3) A cash box, clicker and stamp will be available from the Treasurer or President.
- (4) No more than £100 in notes must be in the cash box at any time. On removal from the cash box, money must be counted, recorded, and stored at the Lodge or in another appropriate prearranged place, such as the Megaron Bar safe in Storeroom J.
- (5) The security guards will ensure the safety of those queuing and of guests at the BOP. They will count MCR members and guests entering the Manor after 21:00 and will ask for Bod cards to ensure University membership. No one is to be admitted without a University of Oxford Bod card.
- (6) The security guards will instigate a one-in-one-out policy once capacity according to the clicker reaches 200. At this point the Social Secretaries will be contacted and asked to survey the BOP. If there is any over-crowding the capacity will remain at 200. If there is no over-crowding in the open rooms and if movement between and through rooms is not impeded, up to a further 50 guests may be admitted. From then on a strict one-in-one-out policy will be maintained. This method allows for a number of Manor complex residents who may be already in the Manor building before 21:00.

- (7) 1 security guard will patrol the perimeter wall of the premises to prevent illicit entrance.
- (8) At 01:30 sale of alcohol must cease.
- (9) At 02:00 music must stop and the security guards will ensure swift removal of guests from the Manor.
- (10) In the event of a fire or fire alarm the normal evacuation procedures are to be followed, with the porter on duty in charge of all aspects of evacuation and response. The fire marshals will aid in evacuation of the building.
- (11) The windows of the MCR are to be kept closed when amplified music is played.
- (12) In case of emergency, the Lodge Porter and security guards will be informed and instructions from the Porter must be followed.

### **3. Clearing up:**

- (1) The Social Secretaries will arrange for cleaning staff to clean the Manor during the BOP and for a period of time after its end. The Social Secretaries have ultimate responsibility for clean-up.
- (2) It is the responsibility of the Committee Members to assist with cleaning and to return furniture and items to their regular locations. Decorations must be removed in a careful manner to avoid damage.
- (3) Cleaning equipment is to be kept in a location of which the entire Committee is aware.
- (4) Noise during clean-up must be kept to a minimum.

## **VI. The Garden Party Policy**

One night in Trinity Term may be used for a Garden Party. Ordinarily, the Garden Party is the other Trinity Term Late-Night Event, in addition to the May Dinner.

### **1. The Garden Party**

- (1) The MCR may hold one Garden Party a year at the end of Trinity Term: see licence restrictions.
- (2) Written notification of the event must be sent to all neighbours at least 1 month in advance, followed by a reminder 1 week before the event.
- (3) Capacity is limited to 499 attendants (including staff), in accordance with Council restrictions on ticketed events
- (4) Music must not be played after 01:00 in the garden or after 03:00 in the MCR.
- (5) The Megaron Bar may operate extended hours until 03:00.
- (6) The Garden Party Committee must arrange for the hire of at least 3 licensed security guards.
- (7) The Garden Party Committee is responsible for ensuring that adequate arrangements are made for safety, especially fire safety, and first aid provision. This should include named persons who will be responsible for these.
- (8) A site visit meeting with the Praefectus or a representative of the Praefectus, the Holywell Manor Manager, the Domestic Bursar, and the University Fire Officer must be arranged to discuss site details and safety arrangements.
- (9) Complete arrangements must be notified to the Praefectus or a representative of the Praefectus, the Junior Deans, the Holywell Manor Manager, and the Holywell Manor Porters.
- (10) All members of the incoming MCR Committee must ensure that Holywell Manor is returned to a proper state by 15:00 the next day and all rooms must be completely restored to normal by 20:00 on the Sunday following the Garden Party.



## **VII. Other Late-Night Events Policy**

### **1. Other Late-Night Events**

The MCR may, at its discretion, hold one other Late-Night Event each term, in addition to the Michaelmas BOP, Hilary BOP, and Trinity Garden Party. Typically, these other Late-Night Events are the Christmas Dinner in Michaelmas Term, the Burns Night Dinner in Hilary Term, and the May Dinner in Trinity Term. The MCR may replace any one or all of these Events with another Late-Night Event in their place if they so wish.

- (1) Permission is routinely granted for each of these three events to continue after midnight, on the understanding that at all times the Megaron Bar must operate within the constraints of its licence and with the requirement that the organizers have a specific plan for ending times and wind-down procedures, notified in advance to the Praefectus.
- (2) Noise likely to disturb neighbours must be kept to a minimum. If any noise is expected to continue past midnight, written notification must be made to neighbours a week before by the President or the organising officer.
- (3) The MCR Committee is responsible for ensuring the Manor is returned to a proper state by noon the next day.
- (4) Any other Late-Night Event may proceed only with the prior approval of the Praefectus or a representative of the Praefectus to whom specific, written proposals must be made well in advance.

## **VIII. External Events Policy**

Holywell Manor facilities are available for use only by current full members of the MCR and their personal guests, other than in extraordinary circumstances. Normally, none of the facilities may be used to host 'external' events.

### **1. Exceptions**

- (1) An event which is hosted by, or primarily intended for, members who are not full members of the MCR, will only be allowed the use of the Manor if it fulfils the following conditions:
  - a. The event or organiser demonstrates a clearly demonstrable connection to Balliol MCR or to Holywell Manor.
  - b. The event does not violate any of the policies defined in the other sections of this guide.
  - c. The event is approved well in advance by the President of the MCR and the President of the MCR and the Praefectus.
  
- (2) Where an exception is granted, the President must notify the MCR of the event, and take such measures as they deem necessary to ensure the privacy and security of the residents of the Manor is maintained. The Bar Managers must ensure that the cash float is securely stored or, if necessary, the Megaron Bar is locked.

**IX.**  
**Summary of Holywell Manor Licences**

**1. Summary of Licences**

Activity Type	Time Period	Start Time	End Time
(1) Films	At any time the premises are open	Not time limited	Not time limited
(2) Live Music	At any time the premises are open	No Details	No Details
(3) Recorded Music	Saturday	20:00	02:00
(4) Provision of facilities for dancing	Saturday	20:00	02:00
(5) Supply of alcohol for members and guests*	Sunday to Saturday	10:00	02:00
(6) Plays	At any time the premises are open	No Details	No Details

\*With the exception of the annual Garden Party, alcohol may not be served in the garden after 22.00.

One day a year during the month of June the licence extends for Amplified Music and serving of Alcohol until 03:00. This is used for the Garden Party. If the Garden Party does not fall in June a Temporary Events Notice must be granted by the Oxford County Council

**X.**

**Letter of Endorsement from the Praefectus**

**1. Letter of Endorsement from the Praefectus.**

Letter from the Praefectus endorsing this Noise and Events Policy.