

Party Form – How to Have a Responsible Party

The following form must be completed and approved prior to a social gathering being held in the village that will involve 10 people or more. The application must be submitted **72 HOURS prior** to the party. If this form is not filled out correctly, your party will not be approved. It is the responsibility of the applicant to **collect a copy of the approved application prior to the party**. If you do not have an approved party application form your party will be immediately shut down. **Please remember that Quiet Hours still apply. (11pm – Weekdays, 12am - Weekends) Party Applications will not be approved during exam periods. Max Occupancy 15 Persons in a flat, 40 person in a Common Room.**

Host Name		Number of residents		
Mobile Number		Number of non-residents		
Email				
Resident Responsible				
Mobile				
Location of the party				
Day and date of party				
Start time	Finish time	Sun-Thurs	Fri/Sat	Earlier
		<input type="checkbox"/> 11pm	<input type="checkbox"/> 12am	

You must have explicit permission from each of your housemates. Each resident must sign below. If you are in a larger flat please print an additional copy to obtain signatures.

	Room 1	Room 2	Room 3	Room 4	Room 5
Name					
Signature					

☐ I am aware of the rules and policies of CLV and will ensure the ALL guests abide by them.

Print name of Party Host Signature of Party Host Date

Note: Any breach of the rules of CLV, including damage, will be the responsibility of the host. If the identified resident is not present then the party application is forfeited

Office Use Only Village Administration Approval..... DATE.....
