

# FORMAL HALL

**Formal Hall (or just Formal) is a three course meal, served to you in the College Hall.**

**Girton offers Formal Hall twice a week, on Wednesday and Thursday evenings during Term time. Formal Hall is a special occasion that enables all students to interact together, with Fellows, over a formal dinner.**

## Timings

Undergraduates must be in the Hall by 7.00pm to be seated. Diners should not be late (please be at your seats by 7.10pm - latecomers may be refused access). Please remember to bring your University Card with you for Checking In.

Mistress enters at 7.15pm

When everyone is in place, the gong will sound and the Mistress will say Grace.

Service of the dinner will then commence.

After dinner the gong will sound again and everyone will stand for the Mistress to say Grace.

## Etiquette

Students should always have regard for their fellow diners, staff and college property.

The staff have the right to refuse admission to or to exclude anyone turning up who, in their opinion, is not in a fit state to participate in a civilised dinner.

All Students should remain standing for the Mistress to say Grace.

Please wait for the Mistress to begin each course before starting your own food.

Diners should remain seated during the meal and not wander around the Hall.

Drinking games, of any kind, are strictly forbidden. Anyone found breaking this rule will be asked to leave.

While the Fellows are in the Hall there should be no toasting or singing. Photography is also not allowed during dinner. These activities are permitted, however, after the Fellows have left the Hall as long as no inconvenience is caused to the staff

## Dress code

All Members of the College and their undergraduate guests attending Formal Hall are required to wear gowns. All guests are expected to wear smart attire.



## **Ticket purchase & Booking**

At the beginning of each term, Students can access the Formal dates and menus on the Catering section of Moodle.

<https://www.vle.cam.ac.uk/course/view.php?id=107312&sectionid=1746722>

or on the Upay On-line booking system, [upay.co.uk](http://upay.co.uk), or the Upay App.

All tickets to Formal Halls are booked on-line via the Upay booking system. Booking for all Formals (except the Christmas Formals) will go 'live' on Upay at the start of term, unless otherwise advised by email from the Catering Office. Booking on Upay will close at 12 noon 2 days prior to the Formal date, or when tickets have Sold Out, after which no further bookings can be made.

When booking on Upay, you will ALWAYS receive an acknowledgement email confirming your ticket allocation. This also generates your name onto the attendance list used by the Catering Staff. If you do not receive this confirmation email, you must inform the Catering Office immediately, as this will mean your booking has failed, you will not be on the list to attend the Formal and will not be permitted entry.

Tickets are non-refundable via the Catering Office. If you wish to cancel your Formal Hall ticket, you must do this by going back into your Upay booking and selecting 'edit/cancel booking'. This must be done BEFORE booking closes on Upay. After booking has closed, no refund can be given for cancelled tickets.

It is strictly forbidden to sell Formal Hall tickets on to other students without prior notice to the Catering Office. Advertising Formal Hall tickets for sale on Facebook or any other social media sites is also not permitted.

## **Guests**

Up to 2 guest tickets can be booked via the On-line Booking System. The names of all guests must be entered in the space provided below Student name.

It is strictly not permitted to book guests for other students. Guests must be known personally to the Student booking them in.

Students, as hosts, must always accompany the guest/s they have booked in, and are responsible for the proper conduct of their guests. Please make sure guests are aware of the procedure.

**NO CHILDREN UNDER THE AGE OF 16 ARE ALLOWED IN HALL**

## **Group Bookings**

If you wish to bring more than 2 guests to a Formal Hall, you can make a request to the Catering Office for a Group Booking. A limited number of tickets are allocated to Groups, so bookings are subject to availability,

At least 2 week's notice is required for a Group Booking.

If places are available, the Catering Office will send a booking form by email, for you to complete and return, with all names (including yourself) and any dietary requirements (vegetarian, vegan, allergies etc.) **Signatures are obtained on entrance to the Dining Hall. You are allowed to book a maximum of 10 guests per Girton student.**

Payment for the entire group must be made in full, in advance, to secure the booking. This is usually charged to your College account but can be made by cash or cheque/s on arrangement with the Catering Office.

Your group must arrive at the Dining Hall together to be checked in, and a table will be reserved for the number of people in the booking

As host, the Girton student must assume responsibility for the behaviour of the group for the evening

No additional guests can be added to the group by purchasing extra tickets On-line.

### **Food & Diets**

The menu are published for the term and always includes vegetarian and vegan options. The on-line booking system will give you the option of a Meat / Fish, Vegetarian or Vegan meal. Please take care to select the correct meal option, as this is generated to the Kitchens for food ordering. You can change your meal option by going back into your Upay booking and selecting 'edit/cancel booking'. This must be done BEFORE on-line booking closes. Late changes will not be accepted by the Catering Office.

Most diets can be catered for.

When booking on-line, please enter your special requirement in the space provided.

The Catering Office can also be informed by email, at the time of booking, of any special requirements or allergies.

### **Wine**

No more than 1/2 bottle of wine per person is permitted; no spirits or cans of beer are allowed. Bottles of Wine can be purchased in the College Bar before the Formal. Students can bring their own wine but must pay a corkage fee in the College Bar and obtain a stamped sticker on the bottle as proof of payment. This must be displayed to the staff on entrance to the Dining Hall.

### **MCR Graduate Students**

On arrival, Graduates will meet in the Fellows Rooms from 6.45pm, for Pre-dinner drinks with the Mistress and Fellows.

University cards will be required for checking in on the booking list.

At 7.15pm, dinner is announced and the Mistress, followed by the Graduates, proceed to the Dining Hall. Graduates are seated on either High table or BA (Graduate) table.

After dinner, Graduates may choose to leave with the Mistress and Fellows, where Port, & Coffee are served in the Fellow's Rooms.

### **Undergraduate procedure**

All students must bring their University cards to the Dining Hall, you will not be admitted without it.

The Dining Hall will open just before 7.00pm and all Undergraduate students must be checked in electronically, using your University card.

Vegetarian and Vegan meal bookings will receive a ticket on entry to assist the Dining Hall staff.

Please do not make the service of the dinner difficult by attempting to change your meal option at the table.

**Please remember – All students MUST bring their University Card with them to the Formal, for identification on entry to the Dining Hall.**