



LINACRE COLLEGE

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*From the Principal's PA and Events Manager*

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### **To all College Members (by e-mail)**

#### **Guest Nights**

Sign-up sheets, menus and a price list are posted on the Catering Notice Board situated outside the Dining Hall.

In order to give all students an opportunity to bring guests on Guest Nights, students are asked not to pre-book spaces by signing in with guests for *more than two* Guest Nights per term in advance (and only **one** Exchange Dinner). If spaces are available at the end of the week preceding a Guest Night, they can of course then be booked. Guests are restricted to three per Linacre member.

They are of two different kinds of Guest Night:

#### **Formal Guest Nights** (7.30 pm. on Thursdays weeks 2--8) in the **Dining Hall**

These are formal occasions and gowns are worn by members of the College. Polite (i.e. not noisy or otherwise offensive) behaviour is expected, and hosts are responsible for the behaviour of their guests.

After dinner, there is a separate Dessert (in the Small Dining Room) for those who have signed up for it, whether dining on College Table (students and their guests) or Senior Table (Fellows and their guests). There is a separate seating plan and the Senior Fellow present presides. There is a choice of fruit etc, and of wines (normally, claret, sweet white wine, or port), which circulate in decanters moving to the left of each person present. Those present are expected to talk quietly to their neighbours on either side, especially if they are guests to the College. Wine is provided with the main Dinner on Senior Table and charged for accordingly unless you have indicated on the sign-up sheet 'no wine'. Those dining on College Table provide their own wine.

Coffee is available in the Common Room and in the Nadel Room for those who have attended Dessert.

All students are entitled to 2 half-price Thursday Guest Night meals per annum. We assume the first two you take are your half-price ones so there is no need to claim them separately. Students are also able to entertain their University Supervisor free of charge once a year. If you wish to bring your Supervisor to a Thursday Guest Night you can sign up on Senior Table if you wish. Please indicate next to their name on the sign-up sheet that they are your supervisor.

## **Informal Guest Nights** (7.15 p.m. on Tuesdays weeks 1, 3, 5 and 7) in the **SDR**

These are more informal occasions, and so gowns are not worn and there is no prearranged seating plan. The whole meal, including coffee, is taken in the Small Dining Room. Either the Senior Fellow dining or one of the organisers of the Linacre Seminar presides. Wine is provided and charged for accordingly unless you have indicated on the sign-up sheet 'no wine'.

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For both kinds of Guest Nights, it is important that the Chef has **all** special dietary requirements (including vegetarian) **in advance**. There is room on the sign-up sheets for these requirements to be indicated. If the dietary restriction is unusual then the Chef would like you to discuss your needs with him directly. **If you indicate a dietary requirement (including vegetarian) then you must make yourself known to the waitress on arrival in the Dining Hall so that she can issue you with the correct meal card to be placed in front of you when seated.** This is especially important for 'gluten free' etc. Late requests may not be accommodated. If you are bringing guests in then you must make sure you ask them for their dietary requirements and it is your responsibility to ensure that the waitress is aware of their needs. Menus are published at the beginning of term on the website and on the Catering Notice Board.

You are responsible for your name appearing on the sign-up lists, even if a friend has signed you up. Failure to cancel your place by the deadline (after 9.30 am on the preceding Wednesday for Thursday Guest Night and after 1pm on the preceding Friday for Tuesday Guest Night) or non-appearance at a Guest Night will result in full charge.

If you have any queries about Guest Nights, please do not hesitate to contact me.

Jo Whitfield  
Principal's PA and Events Manager