

Guest Night Dinner – Booking conditions

Bookings will close for guest night dinners at 5 pm, 3 working days prior to the date of the dinner. (e.g. for a dinner on Wednesday the 8th of August, bookings will close at 5 pm on the Friday the 3rd of August)

Cancellations

Guest Night dinner bookings can be cancelled up to a week in advance without incurring any charges. Please email bookings@kellogg.ox.ac.uk if you are no longer able to attend a dinner or wish to make changes. Cancellation deadline is at noon a week prior (e.g. for the dinner on Wednesday 8th of August, the deadline is at 12 noon on Wednesday 1st of August).

1. After this date, should you find that you and/or your guest/s are unable to attend, please contact the Bookings Office as we may still be able to re-fill your place/s from the event's waiting list should there be one.
2. If you wish to cancel after the deadline and there is no waiting list, you will be charged the full cost of the meal (£35*) and College reserves the right to charge a wastage fee. If you find another College member willing to take the spaces booked by you, please get in touch with the Bookings office.
3. Dietary and seating requirements cannot be accepted if someone successfully takes your place/s beyond noon, two working days before the event.

We cannot process any cancellations/swaps on the day of the event, so the person who made the initial booking is liable for their place/s.

Non-attendance: If you and/or your guest/s fail to attend the dinner without notification of cancellation before the stated deadline, you will be charged the full cost of the meal (£35*) and College reserves the right to charge a wastage fee.

Dress code: The dress code for the dinner is smart with academic gowns. (Gowns are not required for guests or alumni.) No jeans or trainers please.

Seating Requests: Please mention any seating preferences at the time of booking. We will always seat college members with their guests. We will do our best to accommodate any other seating requests. Please provide the name/s of your guests by the cancellation deadline date. Guest spaces with or without names will still be charged, if cancelled after the deadline date. Guests cannot attend without the College member present.

Dietary and other requirements: If you have not mentioned at the time of booking, please let us know of any dietary and additional requirements for all the people in your group, as soon as possible. Please be aware that changes to these requirements cannot be accommodated beyond noon two working days before the event (e.g. for the GND on Wednesday 8th of August, deadline will be at 12 noon on Monday 6th of August).

If you have any queries regarding your booking, please contact bookings@kellogg.ox.ac.uk.

*Kellogg alumni will not be entitled to any refund for late cancellations and non-attendance at dinners.