



## Tuesday Seminar and Dinner: Terms and Conditions 25-26

Tuesday Academic Seminar nights are held from 1st-8th week every term. They are part of Reuben's academic programme and all attending (including any guests) are expected to engage in the discussion of the seminar's topic during the course of the meal. These are free to enrolled Reuben students, Governing Body and Research Fellows, and staff, and lie at the heart of Reuben's distinctive academic enrichment programme.

### 2025-26 Prices

Enrolled (on-course) Reuben Students	Free of charge *
Reuben Staff, Governing Body & Research Fellows	Free of charge *
Student Guest(s) (as permitted)	£18.00 per person, per event
Non-Student Guest(s) (as permitted)	£20.00 per person, per event

*(\*but see below on charges after repeated missed bookings)*

### Booking and Cancellation Policy

In order to attend, you must book your place via the format and by the date communicated through the Termcard and/or weekly Reuben newsletters. **No bookings will be taken after this deadline.** As College costs are incurred, and cannot be recovered, as soon as the booking window closes, tickets cannot be cancelled or refunded past this deadline; however places can be transferred on terms and conditions outlined below.

**All participating in the Tuesday seminars must arrive by 18:20 in order to also attend the seminar and are expected, in politeness to speakers, to remain for the duration - the event finishing by 21:00. We reserve the right to refuse entry to anyone arriving later than 18:20, and anyone needing to leave early is asked to politely inform the chair (normally the President or presiding College Fellow).**

If you book but do not attend more than two dinners in any one academic year you will be charged for any subsequent absence. The charge, following 2 absences, will be £18 per subsequent dinner missed. This is to account for the costs incurred by the College in catering for meals and to discourage repeated waste. NB - this does not apply on occasions when the booking has been transferred - see details below.

### Guest policy

Each Reuben member (student, staff or fellow) may normally bring up to five guests if/when guests are permitted at the event and subject to an overall restriction on guest numbers. Guests must be advised that they must also attend the preceding seminar and engage in the led discussion over dinner. Guest tickets can only be booked by the Reuben member hosting them. **Reuben members must accompany and be responsible for their guest(s) for the duration of the event and are responsible for payment of their attendance.**

Any Associate Member of Common Room or Alumni booking a non-student guest ticket do not need to be hosted by a Reuben member.

As College costs are incurred, and cannot be recovered, as soon as the booking window closes, **guest tickets are entirely non-refundable.** See below for information on alternatively 'transferring' a guest place.

### Venue information

Seating plans will be in place; guests will normally be seated at the same table as the Reuben host who has invited them. We ask all attending to respect any seating plan, and refrain from making any changes - not least as to change places risks endangering the safety of those around you with allergies, who might then not be served the correct meal.

## Drinks

Drinks are available to purchase in the bar before the event and during gaps in the talks. Alcohol should not be brought into the hall, as under the terms of our licensing agreement can only be consumed if purchased from the bar.

## Dietary requirements

All dietary requirements must be provided when you make your booking (including requirements for any guest). To ensure the safety of those eating, the College reserves the right to refuse food service in cases where allergies or dietary requirements have not been disclosed sufficiently in advance.

## Transfers

If you have booked but are unable to attend, you may wish to offer your place to another. Please read the below terms and conditions of transfer of bookings carefully:

- Free-of-charge bookings can only be transferred to others eligible for a free-of-charge place (i.e. a Reuben member). They cannot be transferred to an individual who would otherwise have to pay (i.e. to a guest). The College **will** exercise its right to turn away a non-Reuben member unless they have been booked and paid for as a guest (as permitted) and attend with their Reuben College host.
- Guest (i.e. paid) places can be transferred to a Reuben member entitled to a 'free-of-charge ticket' or to another guest, but in neither case will the payment for the guest ticket be refunded by College.
- The College does not have the capacity to arrange any transfer of places - this must be done by the Reuben member booked, and the College must be informed in good time (see below).

All requests to transfer a booking should be made to [events@reuben.ox.ac.uk](mailto:events@reuben.ox.ac.uk) no later than 09:00 on the day of the event (with both original and replacement ticket holders in the email trail), and must include:

- 1) **The name of the person no longer attending,**
- 2) **The name of the person attending in their place,**
- 3) **Dietary requirements (including allergens) or whether there are none,**
- 4) **Any accessibility requirements of the new person attending.**

We will endeavour to accommodate dietary requirements of the new booking, but as food for the original booking will have already been ordered, we cannot guarantee this will always be possible.

We will usually not agree any transfers either

- o i) without this full information, or
- o ii) after the deadline of 09:00 on the day of the event.<sup>1</sup>

Our thanks for attending to these terms and conditions, thus enabling the continued provision of these events on a sustainable and safe basis.

Reuben College, 19 Nov 2025

<sup>1</sup> In exceptional circumstances it may be possible to accommodate a transfer after this deadline; however (a) the attendee would be required to have the meal originally ordered without any changes and (b) the attendee could only be accommodated if they did not have any allergies or dietary restrictions (not already accommodated in the original booking), and will be required to certify this in writing, as it will not be possible to ensure that any allergens etc. are not present in the meal at this late stage.