

Type of Party	Funded	Organised by	Month	Day	Time	Venue	Budget (for those attending) and Code	Food/drink	Alcohol	Entertainment	Attendees	Process	Tickets/ Attendance
Annual Christmas Party	By Library as part of the funding available for Christmas parties	Committee - volunteers from across the Library	December	Friday	4-7pm (3 hours)	External to the Library	£15 per person Although there would be some additional funding available for sundry items. KB00138	Caterers: Food and drink. Up to the organisers to decide what the split is between food and drink, but would expect catered food for this event.	Yes. Although if an external venue was hired some drinks might have to be funded by staff (bar).	Yes - but needs to be paid for out of budget	All staff	Work with Finance team and Library Office on timing, budget, suppliers, venue and communication.	Book through system e.g. Eventbrite - numbers need to be kept
Annual Summer Party/BBQ	Thank you Scheme	Committee - volunteers from across the Library inc SAS	June/July	Friday	4-6 pm (2 hours)	External to the Library or at a Library site	£10 per person KB00358	Caterers: Food and/or drink Up to the organisers to decide the split between food and drink although there is no expectation that this would be a fully catered event. Could be canapes or nibbles.	Yes. Although if an external venue was hired, some drinks might have to be funded by staff (bar). If on site then could be purchased via petty cash.	Yes - but needs to be paid for out of budget	All staff	Work with Finance team and Library Office on timing, budget, suppliers, venue and communication. Thank you scheme form needs to be completed.	Book through system e.g. Eventbrite - numbers need to be kept
Departmental/Team Christmas Party	By staff themselves	Team	December	Any	Lunch hours can be extended by 1 hour or staff can leave 1 hour earlier (Can only be applied to one team party)	External	£0	n/a	Yes	n/a	Team/Department	n/a	n/a
Retirement parties (Offered to all but not compulsory)	Thank you scheme	Manager/delegate	Any	Any	Preferably over a lunchtime (12-2pm) or at the end of the day (3-5pm).	At one of the Library sites	£5 per person KB00358	Drinks and nibbles. Caterers can be brought in although often it is cheaper to purchase drinks, nibbles, cakes (not chilled or heated food) etc through Petty Cash or with Credit card.	Yes	No.	All staff invited plus up to 10 external to the Library	Work with Finance team and Library Office on timing, budget, suppliers, venue and communication. Thank you scheme form needs to be completed.	Email to say you are coming - numbers need to be kept
Leaving parties	By staff themselves	Leaver/team	Any	Any	During a lunch hour (1 hr) or afterwork	External	£0	n/a	n/a	n/a	Invited staff only	n/a	n/a
Party for thanking a team, e.g. end of project celebration, celebrating awards/success. (excludes cakes, etc at a team meeting, this is for larger events)	Thank you scheme - needs to be approved by University Librarian prior to arranging.	Manager/delegate	Any	Any	Preferably over a lunchtime or at the end of the day.	External to the Library or at a Library site	Up to £5 per person KB00358	Food and/or drink. For example, it could be a caterer for, or through petty cash/expenses (but not chilled or heated food).	Yes. Although if an external venue was hired, some drinks might have to be funded by staff (bar). If on site then could be purchased via petty cash.	No.	Invited staff only	Work with Finance team on budget and suppliers. Thank you scheme form needs to be completed.	Email to say you are coming - numbers need to be kept