Weddings at Caius
2012/2013

Gonville and Caius College
www.cai.cam.ac.uk
01223 332418 / 335440
Welcome to Caius

Gonville and Caius is one of the oldest surviving University of Cambridge colleges. Originally named Gonville Hall, the College was founded by Edmund Gonville, Rector of Terrington in 1348. The College was re-founded in 1557 by former student and Fellow, Dr John Caius who, as part of his reconstruction, erected three Gates, which survive to the present day. New students entered the College through the Gate of Humility, while studying in the College they would pass through the Gate of Virtue every day, and finally when they leave to receive their degrees, students depart through the Gate of Honour.

Less than 10 minutes walk from the Old Courts is the West Road site comprising of Harvey Court and the Stephen Hawking Building. Harvey Court was completed in 1962. It was designed by Prof. Sir Leslie Martin, the Cambridge Professor of Architecture, and has won many prizes. It represents the then contemporary style where materials of construction are fully exposed. The building was refurbished in 2011 to provide one hundred rooms with en suite facilities. The recently added Stephen Hawking Building, was designed by Mark Wilkinson and officially opened by HRH Prince Philip in April 2007. This £13 million, state-of-art facility, is named after the College’s most celebrated living Fellow, Professor Stephen Hawking, who lived and wrote his famed bestseller *A Brief History of Time* on this site. It is largely student accommodation with 75 en suite rooms which are also used for conferences. It also has its own lecture theatre. The building has an interesting plan form like an elongated letter ‘s’. This arrangement was required by planning considerations because of the position of several listed trees. The resulting design is unusual but pleasing. The upper part of the building has several flats occupied by fellows living in the college. Both Harvey Court and the Stephen Hawking Building have ready access to the beautiful college gardens which stretch from West Road to Sidgwick Avenue.

During term Caius is home to more than 700 students and 100 Fellows. Students come to Caius from all over the world and undergraduates study all the subjects offered in the University. Our Fellows have globally renowned expertise ranging from Ancient History to Cosmology and are all recognised as leaders in their own fields. Gonville and Caius College is regularly one of the top performing Colleges in the University of Cambridge league tables and we apply this same commitment to excellence to our conference and events clients.
Wedding Breakfasts at Caius

With so much to organise, you can relax in the knowledge that Caius will take care of your every need, ensuring that your wedding day is everything you want it to be. At Caius, you can be assured of first class facilities, excellent hospitality, great value and the highest standards of service.

The College is set in beautifully landscaped courts in the historic city centre and provides a unique and romantic backdrop for your special day.

Gonville Court

Gonville Court is the third of our three college courts and is named after our original founder: Edmund Gonville. The east side of Gonville Court dates from 1490 and the north side from the 1750s. The perfectly manicured lawn and sunny aspect, offers the ideal location to host a post-Wedding service drinks reception. We are also able to provide photographic opportunities in Caius Court on request.

Old Courts Dining Hall

The present Hall, designed by Salvin, was built in 1854, replacing the ancient Hall in the north-west corner of Gonville Court. The Hall is decorated with art by a mixture of traditional and contemporary artists. One of the most striking features of the room are the stained glass windows which depict representations of famous Caians such as John Venn and Francis Crick.

We are able to cater from 50 to 160 seated diners and provide full linen, silverware, lighted candlesticks and crested menus. Lapel microphones are also available on request.
Green Room
The Green Room is located in Gonville Court and is usually accessed via the Undercroft. Additional access may be made via the Red Room and Bar. This room can be used as an alternative to Gonville Court for the post-service drinks. With its polished wooden floors, it is also an ideal room to hold evening entertainments such as acoustic, non-amplified music or disco dancing. Please contact your Event Manager for further information.

Red Room
The Red Room, combined with the Green Room and Bar, provides the ideal space for your evening reception.

Bar
The College Bar (also known as the Buttery) provides a laid-back, casual atmosphere for post-event drinks. The Bar itself has a traditional ‘pub’ feel to it due to its wooden flooring and exposed beams. There are a range of lagers on tap, as well as bottled ale and a selection of wine and spirits.
Wedding Packages

Our standard wedding package \(^*\) costs £95.00 \(^*\)VAT per adult and includes:

**Venue Hire**
- Gonville Court
- Caius Court for photographs
- The Dining Hall
- The Green Room, Red Room and Buttery for your evening reception until 11:00pm

**Catering**
- Pre-dinner drinks - two glasses of house sparkling wine served on the lawns of Gonville Court
- 3-course Wedding Breakfast - choose from a wide selection of dishes, served to you in our magnificent Dining Hall - including coffee
- 2 glasses of house wine during the meal
- A glass of sparkling wine for the toast

**Miscellaneous**
- Menus printed with College crest
- White table linen to cover the tables
- A secure storage room
- Use of College silver cake stand and knife

We can also provide a two or three-course menu for children under the age of twelve. It is also possible to select alternative wines. Please ask your Event Manager for details.

As opportunities are limited and much sought after, please contact the College as soon as you have your preferred dates to avoid disappointment.

\(^*\) Saturday Weddings are based on a minimum of 100 adults. Friday Weddings are based on a minimum of 80 adults.

---

**Upgrades**

Replace your pre-dinner and toast drinks with champagne for an extra £9.95 \(^*\)VAT per person.

Add a touch of British Summer to your drinks reception with jugs of Pimms for £14.50 \(^*\)VAT.

Add College Port to your meal for only £17.50 \(^*\)VAT per bottle.
Accommodation

The bedrooms in College are occupied by Gonville and Caius students during term but are transformed into guest rooms during vacation periods.

Traditional bedrooms make up the majority of College accommodation and these have shared bathroom facilities. Due to the nature of the old buildings that these rooms are located within, each room has its own unique size and style.

In addition to our traditional rooms, we also have 98 single en suite bedrooms in the recently refurbished Harvey Court, as well as 55 single, 10 double and 10 twin en suite bedrooms in the Stephen Hawking Building.

**Traditional Rooms**

- Single bedroom with shared facilities
  - £45.00†
  - The nightly rate also includes a full English breakfast with continental buffet.

**Stephen Hawking Building En Suite Bedrooms**

- Single en suite bedroom
  - £62.00†

- Double en suite bedroom
  - £79.00†

- Twin en suite bedroom
  - £79.00†

  The nightly rate also includes tea and coffee making facilities, spa toiletries, work desk, wireless internet access and a full English breakfast with continental buffet.

**Harvey Court En Suite Bedrooms**

- Single en suite bedroom
  - £62.00†

  The nightly rate also includes tea and coffee making facilities, spa toiletries, work desk, wireless internet access and a full English breakfast with continental buffet.

There are a limited number of single disabled access rooms available.

Please consult with the Conference Office when making your room reservation.

†Prices listed are exclusive of VAT
Wedding Services at Caius

Similar to the rest of the College, Caius’ Chapel has changed a grown over the centuries. Originally only 68ft long, the Chapel now spans over 100ft and can comfortably seat over 150 guests. The east end of the building is decorated Byzantine style, and stained glass windows with images from the Bible depicting teaching and healing—the core traditions of the College—allow natural light to suffuse the room.

A limited number of Church of England weddings can be held each year in the College Chapel. As Caius Chapel is a private chapel and not a parish church, it is not licensed for weddings, so each wedding which takes place requires a licence from the Archbishop of Canterbury (commonly known as a ‘special licence’). The Archbishop does not issue Licences automatically.

In order to be granted an Archbishop’s Licence applicants will be required to show a close on-going association not just with the College, but with the College Chapel. For example, a Fellow of the College, or a student currently studying at the College or a permanent member of staff currently employed by the College will normally be issued with a Licence. Once a Fellow, student or member of staff has left the College, a grey area is entered: recent graduates are usually issued with licences. Those who have left the College more than five years ago are not normally issued with a Licence.

For further information on how to get married in Caius College Chapel, please contact the Dean, Reverend Dr Cally Hammond, on dean@cai.cam.ac.uk.
Canapés
Smoked salmon and chive paté with asparagus
Potato skins with ground spicy beef and sour cream
Seared sesame crusted tuna with wasabi
Leek, pepper and smoked cheese croquettes
Pea and feta cheese toasts
Chicken satay skewers with raita dipping sauce
King prawns with sweet chilli sauce and guacamole
Mushroom and spinach tarts with goats cheese
Cumin spiced aubergine paté with roasted pepper salsa
Plum tomato and basil bruschetta with mozzarella

Select four options at £7.00 per person or
Select six options at £9.00 per person

Finger Buffet
Savoury
Assorted sandwiches and sliced baguettes
Vegetable samosas with raita
Cajun chicken goujons with sour cream and lemon dip
Bruschetta with cherry tomatoes and mozzarella pesto
Goats cheese and vegetable tarts with onion marmalade
Onion bhajis
Mini salmon fishcakes with dill mayonnaise
Chicken satay skewers
Plaice goujons with tartare sauce
Honey and mustard chipolatas
Duck spring rolls with hoisin sauce
Smoked salmon and ricotta tarts

Sweet
Miniature fruit scones with jam and clotted cream
Fresh fruit tartlets
Squares of homemade chocolate fudge brownie

For a minimum of 10 people
Select four savoury options and one sweet option.

£9.95 per person

* Prices are exclusive of VAT
Spring/Summer

March—October

Starters

- Roasted tomato and mascarpone soup with croutons
- Cajun style salmon salad with avocado and rocket
- Baked aubergine paté with feta, roasted peppers and artichokes
- Grilled chicken Caesar salad
- Asparagus and smoked chicken soup
- Crostini of cured salmon with beetroot, sour cream and baby capers
- Salad of garlic king prawns with watercress, orange and croutons
- Red onion and pepper tart topped with brie and rocket pesto

Mains

- Baked chicken breast with mushroom and tarragon cream
- Roasted rump of spring lamb with lemon thyme, garlic and summer vegetables
- Pan fried duck breast with roasted, Mediterranean vegetables and basil sauce
- Slow baked pork belly with five spice and served with Chinese greens
- Corn-fed chicken breast with a ricotta and spinach stuffing and a tomato and tarragon sauce
- Grilled Herefordshire rib eye steak with shallot confit and crispy pancetta
- Roast rack of lamb with a black olive and basil crust and a sherry jus

Sweets

- Strawberry filled vacherin with vanilla cream and a strawberry and basil sauce
- Chocolate and Baileys pot served with shortbread
- Raspberry crème brûlée
- Lemon posset with homemade lemon curd and shortbread
- Champagne and fruit jelly with a passion fruit sauce
- Chocolate mud cake with fresh summer berries and mascarpone
- Asian infused pannacotta with a citrus salad and an Earl Grey tea syrup
- Warm raspberry frangipane tart with vanilla pod ice cream

Please select one starter, fish (if required), main and sweet course for all your guests.

This menu includes one potato dish and two vegetables of your choice. Please refer to page 10.
Autumn/Winter
October—March

Starters
Spiced butternut squash soup with sour cream and croutons
Mushroom and goats cheese crostini with a pesto dressing
Salad of Thetford pigeon with rocket, beetroot and roasted squash
Smoked bacon and game terrine with homemade apple chutney and toast
Seared duck foie gras with brioche and plum compote
Smoked salmon and celeriac remoulade salad with artichoke hearts
Mushroom and baby spinach tart topped with a poached egg

Mains
Marinated venison steak and chestnut mushrooms with a peppercorn and brandy sauce
Pan fried chicken breast with an apricot and sage farci and a tarragon sauce
Fillet of pork with a grain mustard sauce and spinach
Thick cut roasted sirloin of beef with a shallot and Madeira sauce
28 day aged fillet of Herefordshire beef with leaf spinach, mushroom and a Madeira sauce
Rump of lamb with an onion and thyme soubise, crispy bacon and port sauce
Traditional braised partridge with parsnip chips, bread sauce and game jus
Corn-fed chicken breast with a fricassee of wild mushrooms and baby leeks

Sweets
Traditional Chantilly cream filled profiteroles with a hot rum and chocolate sauce
Sticky toffee and date pudding with caramel sauce and ice cream
Fusion crème brûlée with shortbread
Orange and Cointreau tart with mascarpone cream and orange compote
Warm fig and cinnamon gallette drizzled with heather honey and vanilla ice cream
Chocolate mud cake with berry compote and mascarpone cream

Please select one starter, fish (if required), main and sweet course for all your guests.
This menu includes one potato dish and two vegetables of your choice. Please refer to page 10.
Vegetarian Options

Fried parmesan polenta with a mushroom ragout and crispy sage
Double baked goats cheese soufflé with leaf spinach and Provençale sauce
Cassoulet of puy lentils and root vegetables with a herb crust
Open grilled vegetable tart with brie and onion chutney

* Please only select if you have more than 10 vegetarian guests -
for fewer than 10, the Chef will provide a vegetarian option to compliment your main menu.

Vegetables

<table>
<thead>
<tr>
<th>Vegetables</th>
<th>Panache of beans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrots</td>
<td>Sautéed garlic courgettes</td>
</tr>
<tr>
<td>Roasted root vegetables</td>
<td>Wilted leaf spinach with nutmeg</td>
</tr>
<tr>
<td>Roasted beetroot</td>
<td>Roasted squash with rosemary</td>
</tr>
<tr>
<td>Ratatouille</td>
<td>Fennel in tomato and olive sauce</td>
</tr>
<tr>
<td>Minted petit pois</td>
<td></td>
</tr>
</tbody>
</table>

Potatoes

Caius potatoes (par cooked and marked with knife, roasted in oil and garlic)
Anna potatoes (oven baked layered slices in a mould)
English boiled potatoes (boiled and served with butter and chopped parsley)
Gratin potatoes (creamed, sprinkled with cheese and gratinated)
Minted new potatoes (new potatoes with mint)
Columbine potatoes (sautéed with strips of red pepper)
Château potatoes (barrel shaped and roasted)
Parisian potatoes (small balls cooked in butter and oil)
Parmentier potatoes (½" diced, fried and sprinkled with chives)
Charlotte potatoes (small new potatoes cooked in skins)

Dessert

<table>
<thead>
<tr>
<th>Dessert</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheeseboard, biscuits, grapes and celery</td>
<td>£6.95†</td>
</tr>
<tr>
<td>Dessert (fruit only)</td>
<td>£5.25†</td>
</tr>
<tr>
<td>Dessert and cheeseboard</td>
<td>£8.25†</td>
</tr>
</tbody>
</table>

† Prices are exclusive of VAT
Food Ethics

At Gonville and Caius College our mission is to source high quality, locally produced food whenever possible.

Beef

Our beef is supplied by the family-run Burtons Butchers in Saffron Walden. The business is headed by Andrew Burton a Liveryman of the Worshipful Company of Butchers, and are members of the National Association of Catering Butchers (NACB). The Beef has been awarded the British Farm Standard Mark and comes from cattle raised on the water meadows of Wicken Fen, Ely and the surrounding areas, and all forage and feed have no chemical fertilisers or artificial inputs.

Fish

Our fish suppliers, Sam Cole in Lowestoft, have small inshore boats that fish exclusively for Sam Cole using line caught methods—ensuring the highest quality fish, which is then delivered within hours of being caught. The boats are part of the Responsible Fishing Scheme and the company itself aims to source all wild and farmed fish from sustainable and responsibly managed sources only and is committed to avoiding the purchase of any seafood species from stocks that are known to be below biological sustainable levels or from overseas suppliers known to employ unacceptable labour practices.

Eggs

All of our eggs are free-range and come from J & P Haylock at Laurel Farm, Bury St. Edmunds. They are subject to regular flock reports to ensure the welfare requirements and health of the birds.

Vegetables

We source our fruit and vegetables locally from Accent Fresh, based in Downham Market, and in season whenever possible. The company is a member of SEDEX and work with growers and suppliers who are following the guidelines of good agricultural practice with regard to water use, pollution, chemical use and energy consumption. When selecting you vegetables and potatoes for your dinner, why not ask the Chef via the Conference Office, for a recommendation to ensure to optimum freshness and seasonality?

Tea and Coffee

The College stocks a wide range of teas and coffees. We aim to only purchase brands accredited with stamps of approval from the Fairtrade Foundation, the Rainforest Alliance and the Ethical Tea Partnership. We also only use suppliers that recognise the importance of their corporate social and environmental responsibility, as well as the need to trade in a sustainable manner.
How to Find Us

All visitors attending the Old Courts should report to the Old Courts Porters Lodge on Trinity Street, Cambridge, CB2 1TA which is staffed 24 hours a day; the telephone number is 01223 332400

All visitors attending either Harvey Court of the Stephen Hawking Building should report to the West Road Porters Lodge at 5 West Road, Cambridge, CB3 9DS which is also staffed 24 hours a day; the telephone number is 01223 335400.

Arriving by Car

West Road - Leave the M11 at Junction 13, taking the A1303 toward Cambridge. Follow the A1303 (Madingley Road) to the end where you come to a mini roundabout. Take the second exit, turning right on to Queens Road. From Queens Road take your first right on to West Road. The Porters Lodge is located on the left hand side. Please note parking is restricted at the West Road site (please see below for further details).

Old Courts - Entrance to Trinity Street is severely restricted by traffic bollards. The bollard in front of St. John’s College, St. John’s Street is not in operation between 4:00pm and 10:00am and this is the only passage to access the Old Courts Porters Lodge. Please note that there is no parking available at the Old Courts.

Parking

Parking is may be available for the conference organiser only, and only by prior arrangement. Conference delegates and guests should find alternative parking in Cambridge or use the Park and Ride service. We recommend using the Madingley Road Park and Ride Site, which is closest to our West Road Site. There are also regular UNI 4 buses from Bay 3, which travel to West Road. For further information, please visit Stagecoachbus.com.

Arriving by Rail

Direct trains run to Cambridge from both London King’s Cross and London Liverpool Street at half-hourly intervals. The rail station is about 1½ miles from the city centre. A taxi rank is adjacent to the main station entrance.

Arriving by Coach

National coaches stop at Drummer Street Bus Station in the city centre, around a 7 minute walk to the Old Courts site and a 15 minute walk to West Road.

Arriving by Air

Stansted Airport is around 20 miles from Cambridge. Regular express trains run from Stansted Airport to Cambridge and take approximately 30 minutes.
1) When are your facilities available for hire?

The Old Courts Dining Hall is available during vacations only. All other meeting/dining rooms within the Old Courts are available year-round.

2) Can I extend my booking beyond 11:00pm?

The Wedding package includes hire of the Green Room, Red Room and Buttery for your evening reception until 11:00pm. Unfortunately it is not possible to extend your booking beyond this time.

3) How can I make a booking?

Please contact the Conference Office who will be happy to take your details and make a provisional booking for you. Provisional bookings can be held for a maximum of ten working days. When a provisional booking is made you will be sent a booking form which includes the details of your booking and the terms and conditions. To confirm the booking, please return a signed copy of this form with a £500 deposit within ten days of making the provisional booking.

4) When do I need to confirm details?

Final details of your event are due no less than ten days before the start of your event. Final details will include number of guests, timings, menu selection, special diets and other special requests.

5) Can guests smoke on College property?

Each site has designated smoking areas in which guests of the College are permitted to smoke. Guests are not permitted to smoke outside these areas.

6) Can we bring our own food/drink?

Due to strict food safety guidelines, food which has not been purchased from the College is not permitted on the College premises. Please speak to you event manager about the rules for Wedding Cakes. Alcoholic beverages may be brought on to College premises by prior arrangement only and will be subject to a corkage charge.

7) Can we have a choice menu?

We regret we cannot offer a choice menu. Please choose one starter, fish course (if applicable), one main and one sweet from our wide menus. Please also choose one potato dish and two vegetable side dishes to accompany your meal. We can cater for most special diets but please advise no less then ten days before the event.

8) Can we have a menu tasting prior to the event?

Please note we are unable to arrange tastings for any of our menus. We will try to be flexible with regards to small changes to the menus if required.

9) Do we provide our own placards and seating plan?

Please provide your own placards and ensure they are delivered to the College at least 24 hours before the event to enable our staff to set them on the tables. Please provide a seating plan for display no less than five days before the event incuding a copy for our waiting staff with dietary requirements clearly marked.

10) How do I pay for my event?

A deposit of £500 is due at the time of confirmation and is non-refundable. The College will invoice the Customer for the balance immediately after the event. Payment may be made by cheque, credit/debit card or via a BACS transfer and must be received by the College within 28 days of the date of the invoice.
Terms and Conditions

Parties to the contract

The contract between The Master and Fellows of Gonville and Caius College in the University of Cambridge (the “College”) and the customer (the “Customer”) named on the booking form (overleaf or provided with these terms and conditions) is on these terms and conditions to the exclusion of all other terms and conditions (and all previous oral or written representations and warranties, including any brochures).

This contract is between the Customer and the College and not any other person or organisation that the Customer books rooms, meals or facilities for. The Customer may not transfer its rights or responsibilities under any booking form/contract with the College to any other person or organisation.

Bookings

The College may, in its absolute discretion, agree to the Customer making a provisional booking.

The College may subsequently forward a completed copy of the booking form to the Customer. The completed booking form will state the accommodation, meals, conference facilities, timings and further requirements which the College believes the Customer has requested. The Customer should ensure that the College is informed of any special requirements (for example those relating to any disability of the Customer’s delegates which may impede their ability to evacuate the accommodation) at the time of booking.

The Customer should check the booking form very carefully and if it is correct the Customer should sign and return the booking form to the Conference Manager at the College by post or fax within ten days (if the booking form is incorrect please contact the College) along with a deposit (if payable). If the College does not receive the booking form signed by the Customer within ten days of its dispatch by the College, the College reserves the right to terminate the Customer’s provisional booking.

The submission of the signed booking form by the Customer to the College shall be deemed as an offer by the Customer to the College to procure the facilities, services and/or goods (as appropriate) from the College as set out in the booking form on these terms and conditions. The College reserves the right to refuse offers for contracts without stating a reason.

A legally binding contract between the Customer and the College will only be formed when a booking form (dually signed by the Customer and not amended) is received, accepted and signed by a duly authorised representative of the College.

The College will endeavour to send the Customer its written acknowledgement of the contract as soon as possible thereafter.

Payment

By the Customer signing the booking form it accepts responsibility for paying all charges, including any extra charges arising under the contract (if it formed as detailed above).

The College may require the Customer to pay a non-refundable deposit of 10% or other amount as specified by the College in the booking form (the “Deposit”). In addition, the College reserves the right to carry out a credit check on the Customer prior to forming the contract and/or may require that the College makes an advance payment (in addition to the Deposit) at the time of the formation of the contract.

If the Customer is located outside of the UK the College reserves the right to ask for a guarantee of payment from a UK bank and to cancel the booking if the guarantee is not received within 30 days.

Save for charges that have already been invoiced by the College and paid by the Customer, the College will invoice the Customer for all charges immediately after the event. Payment may be made by cheque or via a BACS transfer (as specified in the booking form) and must be received by the College within 28 days of the invoice date.

The College reserves the right to charge the Customer interest at a rate of 2% above the prevailing base rate of Barclays Bank plc per month calculated on a daily basis on all sums outstanding from the date on which sums became due until the date on which payment is actually received.

Unless stated otherwise, prices stated in the booking contract are exclusive of VAT at the current rate. Rates stated include a service charge.

Cancelling all or part of a booking

If the Customer needs to cancel or postpone the booking or reduce the number of delegates that it has agreed to pay for under the contract, the Customer must give the College written notice of the same. The Customer will be liable to pay a charge for any accommodation, meals or other facilities, which the College cannot resell despite using reasonable efforts to do so. The Customer must pay in full for any accommodation, meals and other facilities which it books and does not cancel, whether or not they are used/obtained.

The level of cancellation charge payable will depend upon the amount of notice given by the Customer to the College and will be calculated by reference to the following table, subject to the College’s reasonable efforts to mitigate its losses:

<table>
<thead>
<tr>
<th>Period of Written Notice to the College</th>
<th>Percentage of Contract Revenue to be Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 12 calendar months before the first day of the event</td>
<td>No charge</td>
</tr>
<tr>
<td>Between 6 and 12 calendar months before the first day of the event</td>
<td>25%</td>
</tr>
<tr>
<td>Between 1 and 6 calendar months before the first day of the event</td>
<td>50%</td>
</tr>
<tr>
<td>Between 0 and 1 calendar month before the first day of the event</td>
<td>100%</td>
</tr>
</tbody>
</table>

For the avoidance of doubt, if a Deposit has already been paid by the Customer and received by the College, then a sum equal to such Deposit shall be deducted from cancellation charges but the remainder of the cancellation charges will be payable in accordance with the above provisions.

The College will inform the Customer of the final cancellation charges once it knows whether or not it has been able to resell the items cancelled by the Customer.

If the College has asked the Customer for an advance payment, the sums held by the College may be set off against the cancellation charge(s) referred to above.

Termination by the College

The College has the right to cancel a booking and terminate the contract without liability (as far as permitted by law) if it cannot perform its obligations under the contract for reasons that are beyond its control, for example an industrial strike or act of God. If this happens the College will endeavour to assist the Customer in finding alternative facilities.

The College reserves the right to cancel the Customer’s booking and terminate their contract without liability (as far as permitted by law) at any time (and without notice if necessary) if, in the College’s reasonable opinion, the Customer’s event or any aspect of it may prejudice the College’s organisation.

Additional facilities and catering

If the Customer requests additional accommodation or catering above what is agreed under the contract, the College will endeavour to provide the additional services, but the College cannot guarantee to meet such requests. Please contact the College as soon as possible to discuss additional requirements such as any increase in numbers or requirement for extra facilities and subsequently confirm this in writing.

If the College books extra bedrooms on the Customer’s behalf in hotels or other colleges’ accommodation it will pass on any cancellation charges which may apply and a reasonable charge to cover the College’s administration costs to the Customer.

Altering your booking

If the Customer booking is altered, the College will send the Customer a new contract to sign. Each contract signed by the Customer and the College will be a new contract, although the provisions of the initial or previous contract may be enforced by the College.

There may be circumstances which require the College to alter the meeting rooms, dining rooms or residential accommodation allocated to the Customer. The College will only do this if the alternatives are suitable for the Customer’s purposes. There will be no extra charge to the Customer if the College alters the Customer’s room allocations under this clause.

Final conference details

The Customer must confirm conference details (for example delegates’ names—identifying those with special requirements as set out in the booking form) at least 10 days before the first day of the event. Please note that any variation may result in cancellation charges referred to above applying.

The Customer may be required to inform the College of any proposed speakers and the subject matter of their presentations for the event at least 7 days prior to the first day of the Customer’s event.

The College agrees to process all data provided, and the Customer agrees to provide only data which has been collected, in a manner which accords with the Data Protection Act 1998.
Behaviour

The Customer agrees to ensure that the Customer and all the delegates of the Customer’s party and anyone visiting the Customer or such delegates on the College’s premises:

- behaves in such a way that they do not cause a nuisance or unreasonable disruption to the College, the College’s employees, students, anyone using or visiting the College or nearby residents. This includes keeping noise to a minimum between the hours of 11:00 pm and 8:00 am;
- adheres to the reasonable requests of the College and to the College’s fire, safety and security policies and regulations; and
- does not make any alterations or additions to the premises or to fixtures and fittings at any College site. Any damage to any part of the building will incur a charge.

The Customer (or a duly authorised representative) must be resident in the College throughout the entire duration of the event under the contract.

Should any of the delegates of the Customer’s party (or any visitor of such delegates) refuse to, or appear to be unable to alter any aspect of behaviour which is unacceptable to the College, the College reserves the right to terminate the contract and/or require the vacation of the College accommodation immediately by the person(s) involved or all of the Customer’s delegates.

Arrival and Departure

Unless expressly detailed in the booking form by the College, the College does not guarantee any parking facilities.

Bedrooms will be available from 14.30pm on the first day of the conference or the start of the booking (as applicable) and must be vacated by 10:00am on the day of departure or the last day of the booking (as applicable) unless the Customer has made other arrangements with the College prior to the visit.

The College may charge a reasonable sum (which may be the charge of a further night’s accommodation) for any costs or losses incurred by the College due to bedrooms or conference rooms not being vacated by the pre agreed time.

Room keys and swipe cards must be returned to the Porters Lodge or as otherwise directed by the College. The College may levy a charge to the Customer for losses or non-returns of keys and/or swipe cards by the Customer or the Customers’ delegates.

Subject to the provisions relating to the College’s liability below, any personal belongings left in the College’s premises following the Customer’s event will be discarded seven days after the delegates’ departure.

Animals and Pets

The College regrets that it cannot accept animals and pets on its premises with the exception of guide dogs.

Food and Drink not provided by the College

Food and drinks not purchased from the College are not, without the prior written permission of the College, permitted on the College’s premises. Please note that Corkage at the College’s rate from time to time will be charged to the Customer in respect of alcoholic drinks brought onto the College’s premises by the Customer or the Customer’s delegates or guests.

Services provided by other parties

If the College organises for a third party to provide services or goods to the Customer the College shall act as the Customer’s agent and the Customer will directly contract with such third party and be responsible for all payments to such third party. The College will treat the third party providing the services as a person visiting the Customer.

Using the College’s name without permission and other restrictions

The Customer may not, without the College’s prior written consent, use:

- the name or logos of Gonville and Caius College and/or The University of Cambridge; or
- any photographic of the College’s premises, internal or external.

Copies of any materials produced in accordance with the above must be provided to the College prior to the event.

The Customer may not display any promotional materials in any part of the College’s premises without the prior written consent of the College.

Smoking

For the comfort of all guests and visitors the College operates a strict non-smoking policy in all of the buildings and bedrooms. Designated smoking areas may be provided.

Access

The College reserves the right and the Customer shall, and procure that all of its delegates shall, permit the College’s staff, authorised representatives and contractors access to the accommodation and meeting room(s) hired at all times.

Liability

Except in the case of death or personal injury caused by negligence and other circumstances where liability may not be limited under any applicable law, the liability of the College, its officers, employees, agents or subcontractors to the Customer in respect of any claim arising as a result of our acts or omissions under or in connection with the contract and/or the use of the College’s facilities and services, whether caused by breach of contract, misrepresentation, negligence or any other tort, breach of statutory duty or otherwise will be limited to the total sum payable by the Customer to the College under the contract.

The College is not responsible for any loss or damage to personal property or vehicles or their contents belonging to the Customer or any of its delegates or visitors.

Indemnity

The Customer agrees to indemnify and keep indemnified the College for all losses, damages, claims, costs and expenses incurred or suffered by the College arising out of or in connection with the Customer’s or its delegates’ or visitors’ acts, omissions, negligence or breach of the contract arising as a result of the Customer’s or its delegates’ or visitors’ use of the College’s premises and/or services or otherwise. This indemnity includes, without limitation (by way of example only):

- any damage (which for the purpose of these terms and conditions means “beyond fair wear and tear”) which is caused by the Customer or its delegates or visitors to the College’s property and which prevents bedrooms or other facilities being used whilst the damage is made good. The Customer will be responsible for any loss of revenue during this period and the College suggests that you check that your insurance policy covers such risks;
- and all costs incurred in relation to the enforcement of any rights under these terms and conditions and without limitation, all collection costs incurred by the College or charged by any debt collection agency employed by the College for the purpose of collecting any payment due under any contract with the Customer.

Miscellaneous

The contract shall be governed by and construed in accordance with English law. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of England over any claim or matter arising under or in connection with the contract.

No person who is not a party to the contract shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the contract.