Wedding Booking
Terms & Conditions

Catering and Conference Department
1. All functions must be confirmed in writing. The contract is between us and you and not any other person or organisation for whom you may be booking. We will confirm your booking once we have received it. This booking is a legal contract between yourself and us.

2. Details of menus, wines selection, special dietary requirements and other information relating to a function must be indicated on the attached booking form. Once completed, this form should be sent to the Catering and Conference Office at least three weeks before the date of the function.

3. Final numbers must be confirmed in writing at least three full working days / 72 hours prior to the function. Accounts will be based upon the final number or the attendance figure, whichever is the greater.

4. A choice of menus cannot be provided except for vegetarians or special dietary needs.

5. All prices indicated include flower posy bowls on the tables and typed menus.

6. All prices indicated allow for dinners to commence up to 20:00 and to finish up to 23:00. An additional surcharge will apply if the dinner commences after 20:00. Please see Tariff.

7. Formal table plans are the responsibility of the organiser; however we need to view plans at least one week before the date of the function. Place cards and printed menus can be printed by the College at an additional charge or you may provide your own. You will need to inform us of this in advance.

8. All accounts are subject to VAT, unless your organisation qualifies for exemption and confirms that exemption to the College in writing prior to the event. In this instance you will need to provide us with a completed VAT pro-forma, which we will provide.

9. Payment terms are 30 days from the date of invoice.

10. If you are more than 30 days in arrears of payment for a previous event held at the College the booking may be cancelled.

11. The College’s insurance covers public liability claims where the College is held to be liable.

12. The organisation making the booking shall indemnify the College against damage to College property caused by those attending the function.

13. It is our policy to ensure that to the best of our knowledge, none of the foods we serve contain genetically modified soya or maize as required by the EC and UK labelling requirements.

14. The College shall not be held liable for circumstances beyond its reasonable control which may prevent the College from meeting its obligations in respect of a booking.

15. Smoking is prohibited in all buildings across the College.

16. The term ‘College’ shall include St John’s College and its wholly owned subsidiary company St John’s Enterprises Limited.

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### Cancellation Charges

<table>
<thead>
<tr>
<th>Original Function Numbers</th>
<th>Time prior to the date of the function</th>
<th>Cancellation Charge as % of the function cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>200+</td>
<td>More than 4 weeks but not more than 12 weeks</td>
<td>50%</td>
</tr>
<tr>
<td>200+</td>
<td>More than 5 working days but not more than 4 weeks</td>
<td>75%</td>
</tr>
<tr>
<td>200+</td>
<td>Within 5 working days</td>
<td>100%</td>
</tr>
<tr>
<td>100-199</td>
<td>More than 5 working days but not more than 12 weeks</td>
<td>50%</td>
</tr>
<tr>
<td>100-199</td>
<td>Within 5 working days</td>
<td>100%</td>
</tr>
<tr>
<td>99 or less</td>
<td>More than 5 working days but not more than 4 weeks</td>
<td>50%</td>
</tr>
<tr>
<td>99 or less</td>
<td>Within 5 working days</td>
<td>100%</td>
</tr>
</tbody>
</table>

Reductions of more than 10% from the original booking will be treated as a cancellation. (ie. the above tariffs will be applied to the number below 90% of the original booking).

The cancellation charges will not include drinks, unless specifically purchased for the event.

All other variations will be charged at the agreed rates.

If numbers are not confirmed within 72 hours, the function will be charged at the attending or the latest numbers confirmed in writing.

The price you will be charged will be our current latest price.

* Where a price is not quoted on the quote please assume a 3 course dinner price as the basis of the quote.

For further information please contact the Catering and Conference Office on 01223 338615 or email catering@joh.cam.ac.uk
Organiser’s Name: ________________________________
Date of Function: ________________________________
Address: ______________________________________
Telephone: ____________________ Email Address: ____________________
Room Booked: ____________________ Numbers Attending: ____________________
Reception Time: ____________________ Reception Venue: ____________________
Time of Meal: ____________________ Reception Drinks: ____________________
Time to Finish (approx): ____________________ Dietary Requirements: ____________________

Please print clearly your menu and wine selections below:

<table>
<thead>
<tr>
<th>MENU</th>
<th>WINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Course</td>
<td>YES / NO (please delete as appropriate)</td>
</tr>
<tr>
<td>Fish Course</td>
<td></td>
</tr>
<tr>
<td>Sorbet</td>
<td></td>
</tr>
<tr>
<td>Main Course</td>
<td></td>
</tr>
<tr>
<td>Vegetarian Option</td>
<td></td>
</tr>
<tr>
<td>Dessert</td>
<td></td>
</tr>
<tr>
<td>Cheese Platter</td>
<td></td>
</tr>
<tr>
<td>Savoury Course</td>
<td></td>
</tr>
</tbody>
</table>

OTHER DIETARY REQUIREMENTS

OTHER REQUIREMENTS

I confirm that I have read and understood the booking terms and conditions.

Signed: ____________________ Date: ____________________

Notes: • This form should be completed and returned at least three weeks prior to the function.
• Final numbers must be confirmed in writing at least three full working days / 72 hours prior to the function.
• Additional requirements such as printed menus, table plans, place cards, special flower displays, VIP guests etc, should be discussed and agreed separately with a member of the Catering and Conference staff.
• The College does not provide table plans, these have to be provided by yourselves.

Please ensure that you read the Dining Booking Information Terms and Conditions.

St John's College, Cambridge CB2 1TP
tel: 01223 338615  fax: 01223 338766
e-mail: catering@joh.cam.ac.uk

REGISTERED CHARITY NUMBER 11374228