

## Tariff C October 2023 - September 2024

The following prices do not include VAT at the prevailing rate. There is no additional charge for the hire of Dining Rooms providing food is being served. Beverage only bookings are subject to room hire.

The minimum number charged for dining is 10 guests.

Nibbles (Selection of 3 items) £5.50 per cover

Receptions (Description place cards are included in the price)

3 canapés per person £9.00 per cover

6 canapés per person £18.00 per cover

Sandwich Lunch (lunch time only) £12.00 per cover

Finger Buffet Menu 5 items £23.00 per cover

7 items £26.25 per cover

Deli Buffet £26.00 per cover

Stand up Buffet Menu £37.50 per cover

Three Course Dinner Menu 1 £47.50 per cover

Christmas Menu (Price includes Christmas Crackers) £47.50 per cover

Three Course Dinner Menu 2 £60.00 per cover

The Buffet menu, lunch and dinner menus are all inclusive of assorted breads and butter on the table with fresh filter coffee or tea served at the conclusion of the meal. St John's chocolate truffles are served with all lunch and dinner menus.

(Dishes as described are complete and additional vegetables and potatoes are not required).

If you would like to add an additional course (e.g. fish course or sorbet) we would be delighted to work with you to create the perfect menu for your event. £12.00 per cover

Regional Cheeses from the British Isles, including wheat biscuits, celery, grapes £12.00 per cover

Classic St Johns Desserts

(Inclusive of Regional cheeses wheat biscuits, celery, nuts, and Assorted fruit bowl) £22.50 per cover

The cheeses can be tailored to a specific region if required or within the UK and Ireland

## Children's Menu

4-12 years 50% off list price, under 4 free of charge

Late Service Charge £5.00 per person per ½ hour  
Where the food service commences at 20:00 or after. This includes speeches.

Corkage Charge £14.00 per bottle 75cl  
£26.00 per magnum

## Room Hire

Old Music Room (Minimum numbers 25)

Wordsworth Room (Minimum dining numbers 25) £260.00 room hire charge

Parsons Room (Minimum dining numbers 10)

College Backs or New Court Cloisters £260.00 venue hire charge

Hall (Minimum dining numbers 80) £950.00 room hire charge

St John's College Printed Place Cards £3.00 per cover

Plain Printed Place Cards £2.00 per cover

## Meetings Only

Tea and Freshly Brewed Coffee £3.75 per cover

Tea, Freshly Brewed Coffee and Biscuits £4.50 per cover

Assorted Cakes £4.75 per cover

Where a price is not quoted on the quote, please assume a 3-course dinner price as the basis of the quote.  
Minimum charge is 3-course lunch or dinner depending on the time of day.

Please contact us with any queries or requests regarding allergens, we can often adapt dishes when needed.

We can cater for most dietary requirements if we are advised at least two weeks before your event.

Please note food is prepared in an environment where nuts are present.

All meals are prepared using the finest and freshest local produce  
and include seasonal herbs from the College gardens wherever possible.



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

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# Booking Form

October 2023 – September 2024

Organisers Name- \_\_\_\_\_ Host/Contact Name on the Evening \_\_\_\_\_

Company Name \_\_\_\_\_ Host/Contact Telephone \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of Function \_\_\_\_\_ Likely numbers to attend \_\_\_\_\_

Event that you are booking \_\_\_\_\_

Reception start time \_\_\_\_\_ Finish time \_\_\_\_\_ Meal start time \_\_\_\_\_ Finish time \_\_\_\_\_

Names(s) of keynote speaker(s) \_\_\_\_\_

	Requirements Please tick	MENU Please print clearly your menu selections below	WINE Bin No
Reception			
Finger Buffet			
3 Course Lunch			
3 Course Dinner			
4 Course Dinner			
5 Course Dinner			
Children's Menu			
Sorbet			
Artisan Cheese			
Savoury			

OTHER DIETARY REQUIREMENTS \_\_\_\_\_

Place Cards required: **Yes/No** Please see tariff

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 prior to the function.**
- Additional requirements such as table plans, place cards, special flower displays, VIP guests etc should be discussed and agreed separately with a member of the Catering Department.

## Booking Terms & Conditions

1. All functions must be confirmed by us in writing (which includes email). The contract is between us and you/the named organisation and not any other person or organisation for whom you may be booking. Once confirmed by us the booking is a legal contract between yourself and us. We will send you a function sheet once you return the booking form.
2. Details of menus, wine selections, 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 Office **at least three weeks before the date of the function**.
3. Please discuss your access requirements with us in advance of your booking so we can assist with catering for your party's specific needs.
0. **Final numbers must be confirmed in writing at least three full working days 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 to cater for dietary or allergy requirements.
5. All prices indicated provide for dinners to commence up to 20:00 and **finish by 23:00**. An additional surcharge will apply if the dinner commences after **20:00**. Please see Tariff.
6. All prices indicated include flower posy bowls on the tables (which are not to be taken away) and typed menus. Place cards can be printed by us at an additional charge or you may provide your own. You will need to inform us of this in advance.
7. Preparing formal table plans is your responsibility. However, we need to view plans **at least one week before** the function or we will set up the venue as we think appropriate in our professional judgement.
8. All accounts are subject to the prevailing VAT rate, 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. If the payment has not been made within 30 days interest will be charged at the base rate plus 5%.
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 does not exclude or limit its liability for death or personal injury arising from the negligence of the College, fraud or fraudulent misrepresentation or otherwise insofar as exclusion or limitation is prohibited, void or unenforceable by law.
12. The organisation making the booking shall indemnify the College against damage to College property caused by those attending the function.
13. The College shall not be held liable for circumstances beyond its reasonable control which may prevent us from meeting our obligations in respect of the booking. Should we need to make any amendments to your booking we reserve the right to offer alternative facilities at our discretion or cancel the booking. In the event of cancellation, the College's sole liability shall be to refund to you any money paid in advance towards the booking. **This will cover all pandemics.**
14. We reserve the right to cancel the booking without notice if; (a) in our opinion, the booking might prejudice our reputation; (b) you are in breach of these terms and conditions.
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.
17. We and you agree that no person who is not a party to this agreement shall have the benefit or be capable of enforcing any term of this agreement.
18. These terms and conditions are subject to our Code of Practice on Freedom of Speech and such legislation as from time to time may apply. You must notify us if there are any material changes to your booking in order that we may consider these in accordance with the code and any relevant legislation.
19. Wedding or Birthday Cakes can be brought in, but only if a full list of ingredients that is in the cake is provided to the **Catering Department Office at least one week before the event**.
20. **Changing seating throughout the meal is not allowed** until coffee stage. This is to take into account of those dining with dietary and allergy requirements.

### Cancellation Charges

Time prior to the date of the function	Cancellation charge at % of the function cost
More than 28 days but not more than 90 days	50%
More than 5 working days but not more than 28 days	75%
Within 5 working days	100%

Stated upon original confirmation booking form. (i.e. the above tariffs will be applied to the number below 90% of the original booking). The cancellation charge will not include drinks, unless specifically purchased for the event. All other variations will be charged at the agreed rates. The price you will be charged will be our current tariff.