**Tariff C**  
**October 2022 - September 2023**

The following prices do not include service charge at 6.5% or 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.

**Kettle Chips and Olives**  
£5.38 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

**Buffet Menu**  
£39.67 per cover  

**Three Course Dinner Menu 1**  
£45.00 per cover  

**Three Course Dinner Menu 2**  
£60.00 per cover  

The Buffet menu, lunch and dinner menus are inclusive of assorted breads and butter on the table, with fresh filter coffee or tea served at the conclusion of the meal. Dishes as described are complete and additional vegetables and potatoes are not required.

St John’s chocolate truffles are served with dinner menus

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.

**Sorbet (sweet or savoury)**  
£7.50 per cover

**Artisan Cheeses from the British Isles,**  
including biscuits, celery, grapes and dessert bowl  
£11.25 per cover

The cheese can be tailored to a specific region if required and that region produces cheese within the UK and Ireland

**Savoury**  
£10.00 per cover

**Children’s Menu**

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

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

**Corkage Charge**  
£14.00 per bottle 75cl max size  
£26.00 per magnum
Room Hire

Old Music Room  (Minimum numbers 25)  £260.00  room hire charge
Wordsworth Room (Minimum dining numbers 25)  £260.00 venue hire charge
Parsons Room  (Minimum dining numbers 10)  £260.00 room hire charge
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  £3.52 per cover
Tea, Freshly Brewed Coffee and Biscuits  £4.46 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.
There may be a surcharge.
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.
Booking Form

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) ________________________________________________________________

<table>
<thead>
<tr>
<th>Requirements</th>
<th>MENU</th>
<th>WINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>Please tick</td>
<td>Please print clearly your menu selections below</td>
</tr>
<tr>
<td>Finger Buffet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Course Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Course Dinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Course Dinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Course Dinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sorbet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artisan Cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savoury</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 you 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.

4. 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.

5. A choice of menus cannot be provided except to cater for dietary or allergy requirements.

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. Smoking is prohibited in all buildings across the College.

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

9. 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.

10. 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%.

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

12. 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.

13. Cancellation charges at

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 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 function. This will cover all pandemics.

17. 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.

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. All functions must be confirmed by us 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.

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

<table>
<thead>
<tr>
<th>Time prior to the date of the function</th>
<th>Cancellation charge</th>
<th>% of the function cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 28 days but not more than 90 days</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>More than 5 working days but not more than 28 days</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>Within 5 working days</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

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.