

Peterhouse

Dining 2022

1st July – 31st December

Three courses: £49.90
plus VAT per person

Four courses: £58.15
plus VAT per person



Peterhouse is the oldest of the Cambridge Colleges, founded in 1284. Located within walking distance of the City centre, our dining rooms (Hall, Combination Room, Henry Cavendish Room and Upper Hall) offer a range of historic, candle-lit, venues for your event and are all within the heart of the College.

We offer a variety of menus, all prepared with care and using the finest, locally sourced ingredients.

Please select the same menu for your group and one alternative menu for guests with special dietary requirements. It is possible for us to adapt many of our dishes, if you have any queries we are happy to offer advice.

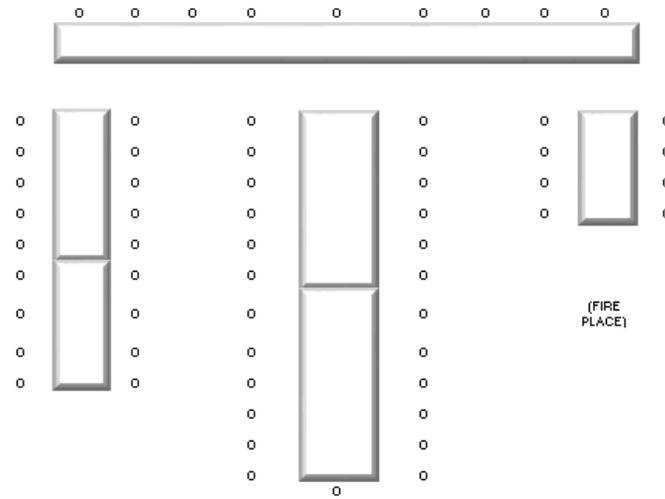
Included within the cost per head are personalised menu cards, filtered water, bread rolls and butter, Fair-trade coffee, herbal teas and chocolates.

Hall

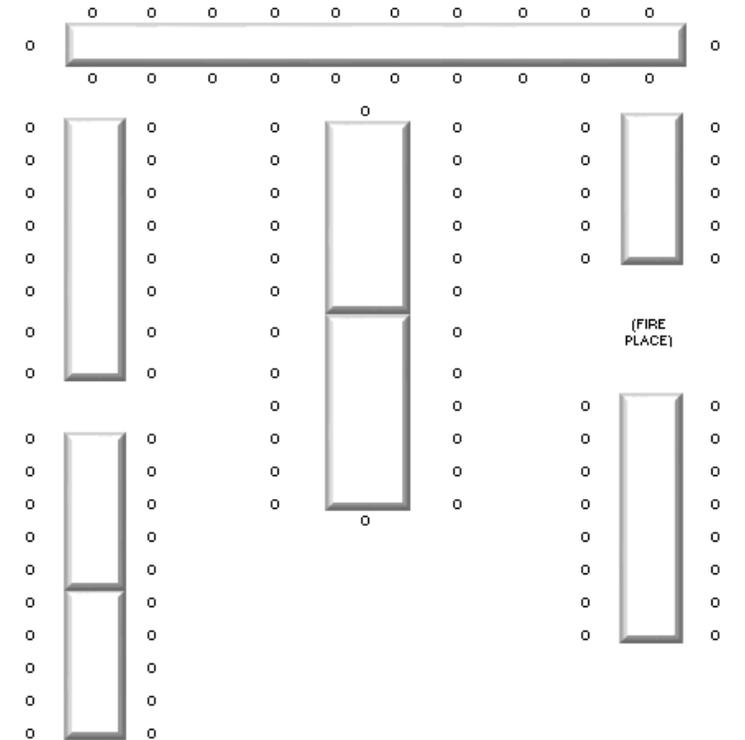
The dining hall at Peterhouse was completed in 1290 and, in continuous use by Fellows and students for over 700 years, is the oldest collegiate building in Cambridge, making it a unique venue for all occasions. While the structure is medieval, the interior was redesigned in the late 19th century, with dark panelling and Masters' portraits, a minstrel's gallery and William Morris stained glass, stencilling and tiles combining to create a dramatic back-drop for grand dinners. We ask for a minimum number of 60 people for lunch or dinner in the Hall, and can seat up to 110 people.



Hall Table Plan for 60



Hall Table Plan for 110



Combination Room

This is a fully panelled room, with stained glass by Burne-Jones and with Morris tiles framing the open fireplaces. Adjoining the Hall and Fellows' Garden, the Combination Room is available only by special permission of the Fellows for the most exclusive dinners and receptions. We ask for a minimum number of 20 people for dinner in the Combination Room, and can seat up to 60 people.



Table plan for Combination room to seat 20 people

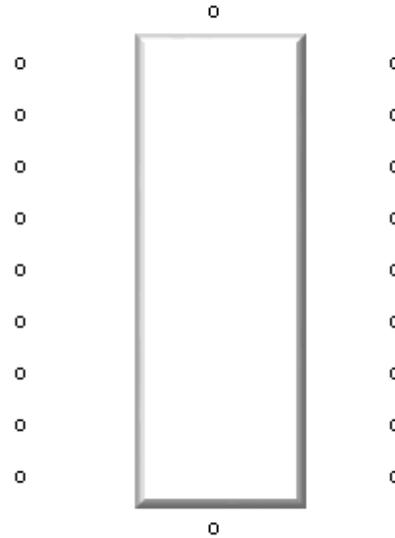
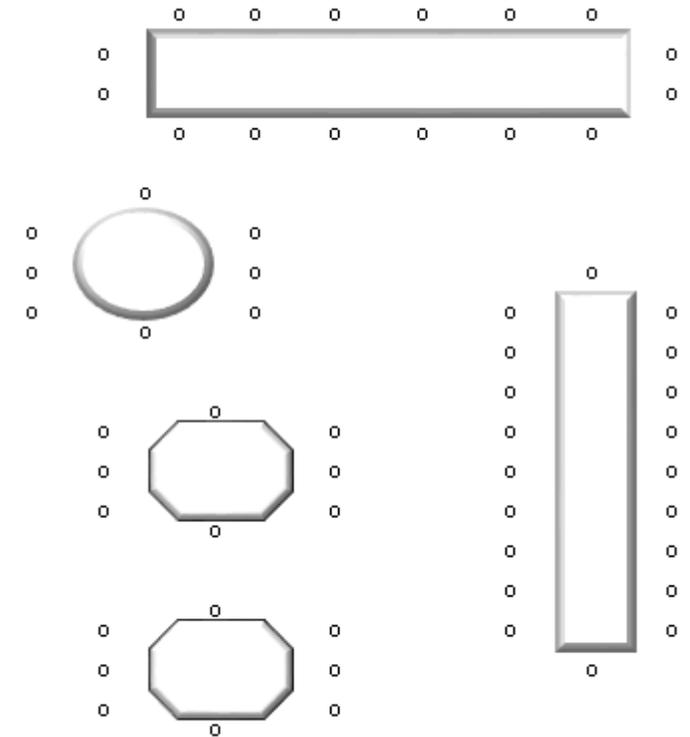


Table plan for Combination room to seat 60 people



Upper Hall

The Upper Hall is an attractive, part-panelled room which overlooks Old Court to one side and the Deer Park to the other. This flexible space lends itself to lunches, dinners, buffets and drinks receptions for smaller groups. We ask for a minimum number of 17 people for lunch or dinner in the Upper Hall, and can seat up to 46 people.



Table plan for the Upper Hall x 17

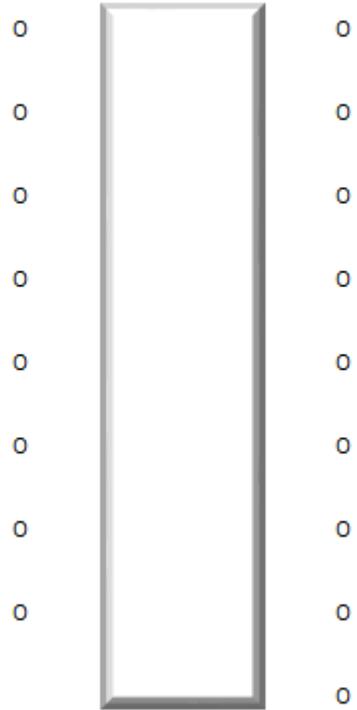


Table plan for the Upper Hall x 46



Henry Cavendish Room

This panelled Georgian room, was formerly part of a Fellow's 'set' and is named after Henry Cavendish, a Petrean scientist credited with having discovered hydrogen and calculated the mass of the Earth in the 18th century. It provides an intimate and stylish setting for lunches and dinners. We ask for a minimum number of 8 people for lunch or dinner in the Henry Cavendish Room, and can seat up to 16 people.



Table plan for Henry Cavendish room to seat 8 people.

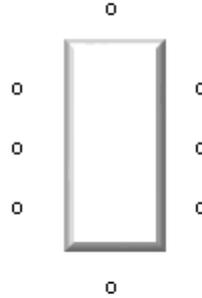
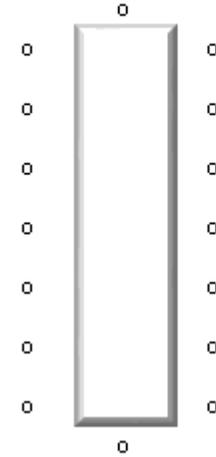


Table plan for Henry Cavendish room to seat 16 people.





Starter

Wigmore sheep's cheese mousse

Caramel onion pickle, apple and kohlrabi salad,
charred sourdough

Vegetarian, can be adapted for gluten free

Confit of duck croquette

Squash purée, vodka-soused cherries, burnt orange oil,
roasted hazelnuts, watercress

Contains nuts

Wild mushroom risotto

Pickled shitake, porcini mascarpone, parmesan crisp

Vegetarian, can be adapted for vegan

Beetroot and gin cured sea trout

Avocado panna cotta, pickled cauliflower,
horseradish cream, dill

Can be adapted for dairy free

Chicken crispbread

Apricot gel, poached sultanas, salted almonds,
mango and lime salsa, spiced sour cream, coriander

Contains nuts, can be adapted for gluten and dairy free

Heritage tomato salad

Soy ricotta, smoked tomato tapenade,

Kalamata olives, tomato jelly, oregano dressing, basil

Vegan

Pressed pig cheek terrine

Parsnip toffee, crispy sage, pickled and roasted pear,
baby chard

Carrot gravlax

Sunflower seed cream, dill oil,
rye and caraway crackers, mizuna

Vegan

Twice – baked smoked haddock soufflé

Celery and walnut salad, lemon sauce, baby gem

Contains nuts, can be adapted for gluten free

Sea bass

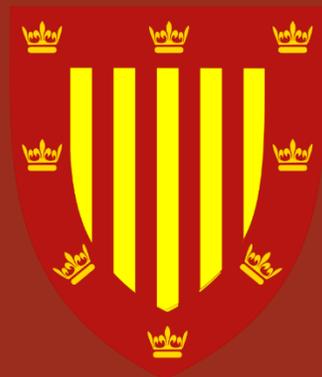
Lobster risotto, lemon-roasted broccoli, olive oil,
Szechwan pepper

Can be adapted for dairy free

Artichoke and Mayfield cheese tart

Chicory, watercress, fig chutney, chervil vinaigrette

Vegetarian



Main

Lamb

Caper, anchovy and mint stuffed saddle, smoked aubergine purée, spinach risotto, Petits pois and courgette, candied fennel seeds, redcurrant and lamb syrup

Can be adapted for dairy free

Duck

Treacle and five spice pan-fried breast, shredded crispy duck, potato soufflé, burnt chicory, ginger, bok choy, celeriac chips, passion fruit sauce

Chalk stream trout pithivier

Spinach, mascarpone, lemon and dill stuffing, minted potatoes, broccoli, toasted sesame, glazed pink grapefruit, langoustine and white wine velouté

Venison

Pan-fried loin, slow-cooked shoulder and wild mushroom suet pudding, chestnut duchess potato, steamed greens, rhubarb ketchup, game gravy

Can be adapted for dairy free

Guinea fowl

Sauternes and rosemary marinated breast, potato and celeriac terrine, brioche bread sauce, griddled leeks, fine beans, guinea fowl and lemon reduction

Can be adapted for dairy free

Beef Wellington

Wild mushroom pâté, horseradish pancake, glazed puff pastry, blue cheese dauphinoise, peas, beans and radishes, beef gravy

Pork

Thyme and smoked sea salt roast loin, bourbon glazed cheek, hassleback potato, poached pear, sprouting broccoli, carrot purée, sultana and pork ragu

Chicken

Brown sugar and tarragon marinated breast, squash and rosemary gnocchi, ratatouille, basil oil, toasted pine nuts, pecorino

Can be adapted for dairy free

Heritage carrot Wellington

Quinoa and sultana pâté, puff pastry, hassleback potato, miso roast cabbage, chestnut cream, red wine vegetable gravy

Vegan

Roast halloumi

Griddled aubergine wrap, olive tapenade, rosemary and garlic potatoes, lime pea purée, tomato confit, smoked tomato sauce

Vegetarian

Root vegetable rosti

Poached duck egg, charred spiced cauliflower steak, wilted chard, white bean cream, tarragon tzatziki

Vegetarian, can be adapted for dairy free

Hazelnut gnocchi

Toasted hazelnut sauce, sugar snap peas, baby spinach, red pepper sauce, parsley oil

Contains nuts, vegan

Fennel tart tatin

Braised chickpeas, fennel purée, fine beans, roasted shallot, freekeh granola, chive liquor

Vegan

Broccoli, tallegio and truffle roulade

Smoked paprika sautéed new potatoes, orange pepper confit, roasted artichokes, wilted greens, fig and balsamic reduction

Vegetarian, can be adapted for gluten free



Sweet

Panna cotta

Greek yogurt, poached rhubarb,
pickled blueberries, oat and ginger biscuit
Can be adapted for vegetarian and vegan

Dark chocolate and chestnut fondant

Cocoa nib tuile, crème fraîche ice cream
Vegetarian

Passion fruit cheesecake

Mango sorbet, papaya and lime salsa,
passion fruit curd
Vegetarian, can be adapted for gluten free

Trio of chocolate

Salted caramel and dark chocolate delice,
cacao crumb, white chocolate and orange truffle
Vegetarian, can be adapted for gluten free

Almond blancmange

Poached plumb, vanilla crumble,
almond brittle, plum syrup
Contains nuts, Vegan

Chocolate olive oil cake

Cherry gel, chocolate and smoked sea-salt syrup,
hot chocolate sauce
Vegan

Coffee gateau

Espresso sponge, cappuccino buttercream,
coffee and walnut halva, roasted coffee beans,
pouring cream
Contains nuts, vegetarian

Baked Alaska

Italian meringue, vanilla Génoise, vanilla ice cream,
raspberry jam, whipped cream
Vegetarian, can be adapted for vegan and gluten free

Lemon brûlée tart

Whipped vanilla mascarpone,
mini sesame meringues, lemon syrup
Vegetarian, can be adapted for gluten free

Parkin

Malt whisky caramel sauce, candied oats, custard
Vegetarian



Savouries
&
after dinner

Cherubs on horseback

Smoked bacon, date, mango, almond, Tabasco, toast

Contains nuts, can be adapted for vegan and gluten free

Caramelised onion fritter

Roasted grape purée

Vegan

Stilton rarebit

Guinness, chives, sourdough

Vegetarian, can be adapted for gluten free

Cheeseboard

Selection of cheeses, grapes, membrillo, cheese biscuits

£8.25 *(plus VAT)*

A glass of dessert wine

£4.50 per person

A glass of College Port

£4.50 per person



Pre-dinner drinks

Prices shown are inclusive of VAT

If your event is VAT exempt this exemption does not include alcoholic drinks

Prosecco Spumante Special Cuvée La Delfina, Italy NV (Vegetarian) 75cl/10.5% **£24.00**

A light and refreshing Prosecco with elegant citrus flavours.

Gruet Brut, Champagne NV (Vegan) 75cl/12.0% **£44.00**

An outstanding Champagne made from pinot noir, pinot meunier and chardonnay grapes.

Nyetimber Classic Cuvée, West Sussex NV (Vegan) 75cl/12.0% **£56.45**

Arguably the finest English sparkling wine producer and now beating the French at their own game.

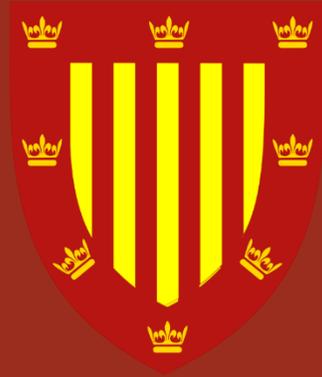
Made entirely from estate-grown grapes this is the ultimate home-grown alternative to Champagne.

Barbadillo Manzanilla, Sanlucar de Barrameda, Extra Dry Sherry NV 75cl/15.0% **£21.00**

Bodegas Barbadillo is the largest producer of Manzanilla, which is a variety of fino sherry made exclusively in the seaside city of Sanlucar de Barrameda. The style is bone dry with an elegant, saline finish. Delightful as an aperitif or with seafood.

Barbadillo Amontillado, Medium Dry Sherry NV 75cl/17.5% **£21.00**

Amber in colour, this is richer in style than Manzanilla displaying complex dry fruit and nut flavours with a slight sweetness on the finish. Perfect match for many types of soup.



White wine

Andersbrook Chenin Blanc, Western Cape SA 2020 75cl/13.0%	£19.50
Grapes sourced from old bush vines in Paarl and Drakenstein produce a delightful dry and fresh Chenin Blanc.	
Pinot Grigio, Botter, Colline Pescaresi, IGT Italy 2018 (Vegan) 75cl/12.0%	£21.45
A versatile and crisp dry white wine with a good balance of acidity. Excellent with fish and mushroom based dishes.	
Domaine Horgelus Côtes de Gascogne Sauvignon Gros Manseng 2018 (Vegan) 75cl/12.0%	£21.45
These two grape varieties work really well together. The Sauvignon provides fine aromatic fruit and crisp acidity whilst the Gros Manseng adds a richer, mid-palate and rounder texture.	
Adobe Reserva Chardonnay Emiliana (Organic), Chile 2018 (Vegan) 75cl/13.5%	£21.45
Concentrated unoaked Chardonnay made from organically grown grapes hand-picked from Chile's Casablanca Valley.	
Vignoble de Sud Sauvignon Blanc, IGP Pays d'Oc 2020 (Vegan) 75cl/12.5%	£23.75
Intense yellow colour with a lively nose of white fruits and lemon. Selected from the vineyards of Puicheric near Carcassone this wine has lovely dry and fresh finish.	
Rioja Blanco Marqués de Cáceres, Spain 2018 (Vegan) 75cl/12.0%	£23.75
Hugely aromatic, with intense apples and pears against a light floral background. On the palate a freshness and vivacity comes through with an additional hit of lavish fruit.	
L'Ormarine Duc de Morny, Picpoul de Pinet, Languedoc 2018 (Vegan) 75cl/13.0%	£26.00
Slightly perfumed, ripe melon fruit on the nose. The palate is weighty and ripe but remains fresh and saline. Perfect with fish or as an aperitif.	
Pouilly-Fume, Pierre Marchand et Fils, Les Loges, Loire Valley 2018 (Vegan) 75cl/13.0%	£34.50
Crisp, mineral backbone and an explosion of fresh citrus and apple flavours. Domaine Pierre Marchand was established in 1984, they own 17 hectares of Sauvignon Blanc vineyards around Les Loges.	
Chablis Domaine Billaud-Simon 2015 75cl/13.0%	£38.40
This traditional domain is all about capturing the essential minerality and purity of fruit to give a round wine with fresh pear and apple flavours and a general ripeness.	
Trimbach Riesling, Alsace 2017 (Vegan) 75cl/12.5%	£40.65
A superb dry Riesling from an exceptional producer. Juicy, vibrant lime flavours with balanced acidity and fine minerality creating a truly classic wine	



Red wine

- Apaltagua Gran Verano Carmenère, Chile 2018** (Vegan) 75cl/13.5% **£19.50**
Satisfying flavours and excellent structure are apparent in this wine made from Carmenère, Chile's signature grape variety.
- Les Volets Pinot Noir, IGP Pays Haute de L'Aude 2020** 75cl/13.0% **£21.45**
Delightfully vibrant and youthful Pinot Noir with attractive flavours of cherry and spice.
- Mont Rocher, Carignan Vieilles Vignes IGP Pays d'Hérault 2018** (Vegan) 75cl/14.0% **£21.45**
Plenty of character shines through in this vibrant and succulent wine from Mont Rocher which is made from flavoursome old vine Carignan grapes.
- Apaltagua Reserva Cabernet Sauvignon, Chile 2017** (Vegan) 75cl/13.0% **£21.45**
Sixty year old vines from the Apalta Valley produce grapes which give this wine its remarkable colour and concentrated blackcurrent flavour.
- Primitivo Appassimento Passitivo 2015** (Vegan) 75cl/14.5% **£24.80**
Deep ruby red colour, with fruit aromas of black berry jam, black cherry and blueberry; raisin and vanilla nuances. Full-bodied, with a great structure, velvety and smooth tannins well balanced by a good acidity. Long and lingering overripe fruit finish
- Château Méaume, Bordeaux Supérieur 2015** 75cl/13.5% **£27.70**
A small British owned estate close to St-Emilion and Pomerol, Château Méaume makes exceptional wines from predominantly Merlot grapes.
- Rioja Crianza Marqués de Cáceres, Spain 2014** (Vegan) 75cl/13.5% **£27.70**
Located in Cenicero in the heart of Rioja Alto, Cáceres was founded by Enrique Forner in the late 1960's. Made from tempranillo grapes the wine is aged for 12 months in oak.



Malbec Bodegas Nieto Senetiner, Mendoza Argentina 2017 (Vegan) 75cl/14.0% **£27.70**

One of the oldest and most innovative Bodegas in Argentina makes this classic full bodied Malbec which is aged in French oak for six months.

Côtes du Rhône Domaine Grand Veneur 2016 (Vegan) 75cl/14.5% **£29.70**

Spicy and full-flavoured wine made from a blend of Grenache and Syrah. Excellent with grilled meats.

Fleurie, Domaine de la Bouroniere, Beaujolais 2020 (Vegan) 75cl/13.0% **£33.35**

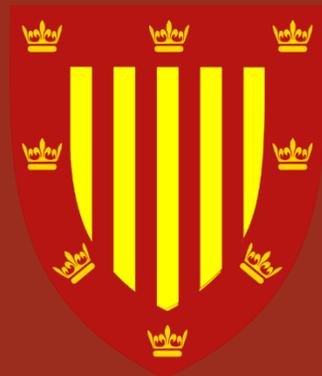
The family Domaine of Bouroniere owns eleven hectares of Gamay vineyards on the hills above the village of Fleurie. Light tannins and wonderful juicy cherry and strawberry flavours.

Ch Fourcas-Hosten, Lustrac-Médoc 2005 75cl/13.0% **£40.65**

A beautifully made wine from a great Bordeaux vintage. Now drinking at its peak, this wine is refreshing with a lovely dry, savoury finish.

Crozes-Hermitage, Cuvée Gaby, Domaine du Colombier 2014 75cl/13.0% **£45.15**

A beautifully balanced wine made from sixty year old Syrah vines. Deep, intense and inky, displaying a superb concentration of aromatic dark fruit and blackberries.



After dinner

Château Septy, Monbazillac (half bottle) 2013 50cl/12.5% **£18.95**

Wonderful aromas of marzipan, nuts and melon from botrytis semillon grapes. Full-bodied and luscious, this wine is ideal by itself or as an accompaniment to desserts.

Aszú 5 Puttonyos, St Stephen's Crown, Hungary (50cl) 2013 50cl/10.0% **£28.00**

Botrytis Furmint grapes deliver a delicious dessert wine which is concentrated without being cloying.

Peterhouse label Ruby Port, Barão de Vilar NV 75cl/19.5% **£23.00**

Young-fruit style of Port which is blended across vintages. A superb accompaniment to cheese, as well as chocolate desserts.

Graham's LBV Port 2011 75cl/20.0% **£30.45**

From the outstanding 2011 Douro vintage this Port spends five years in seasoned oak casks before being bottled, hence 'Late Bottled Vintage'.



Wine packages & additional drinks

House wine package for £15.85 per person:

1 ½ glasses of Prosecco Spumante Special Cuvée La Delfina, Italy NV or sparkling elderflower for your arrival drink
3 glasses of house white / red wine with your meal (Andersbrook Chenin Blanc, Western Cape SA 2018 / Apaltagua Gran Verano Carmenère, Chile)

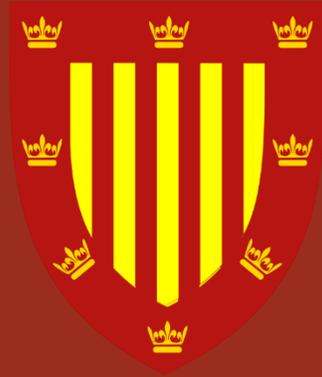
Italian wine package for £18.10 per person:

1 ½ glasses of Prosecco Spumante Special Cuvée La Delfina, Italy NV or sparkling elderflower for your arrival drink
1 glass of Pinot Grigio, Botter, Colline Pescaresi, IGT Italy 2018 with your starter
2 glasses Primitivo Appassimento Passitivo 2015 with your main course

French wine package for £24.30 per person:

1 ½ glasses Gruet Brut, Champagne NV or sparkling elderflower for your arrival drink
1 glass of Vignoble de Sud Sauvignon Blanc, IGP Pays d'Oc 2020 with your starter
2 glasses Château Méauume, Bordeaux Supérieur 2015 with your main course

Mineral water – litre	£ 4.75
Orange juice – litre	£ 4.75
Belvoir sparkling elderflower pressé – 750ml	£ 5.40
Belvoir sparkling lemonade – 750ml	£ 5.40
Shloer (lightly sparkling white or red grape juice) – 750ml	£ 5.40
Canned soft drinks (Coke etc.)	£ 1.80
Bottled ale – 500ml bottle	£ 5.40
Bottled lager – 330ml bottle	£ 4.65
Pimms – per glass	£ 4.95
Mulled wine – per glass	£ 4.95



Terms & conditions

Introduction (A) Peterhouse has created a wholly owned trading subsidiary (Peterhouse Conferences and Events Limited) to manage its conference and events activity in order to ensure that Peterhouse only carries out activities which are consistent with its charitable status. This should not result in any change to the quality or location of service to the Client. However, this will mean that the default position will be that the Client will contract and deal with Peterhouse Conferences and Events Limited rather than Peterhouse. (B) However, if the Client is an 'eligible body' able to make the required declaration regarding the function it wishes to hold, the Client may complete in full and return the attached VAT declaration (as discussed below), together with the attached written request to Peterhouse. If the declaration is accepted, the booking will be with Peterhouse and a VAT exempt invoice can be issued.

In these Terms and Conditions "PCEL" shall mean Peterhouse Conferences and Events Limited (Company No. 9106185) of The Bursary, Peterhouse, Trumpington Street, Cambridge CB2 1RD. "M&FP" shall mean The Master (or Keeper) and Fellows of Peterhouse in the University of Cambridge. Reference to "The College" (which shall also be referred to as "we" and "our") shall mean PCEL unless a fully completed VAT exemption form is returned and in addition it is confirmed in advance to the client by M&FP that the contract shall be between the Client and M&FP. In those cases (where the contract shall be between the Client and M&FP) "the College" shall mean M&FP. In these Terms and Conditions "the Premises" shall mean Peterhouse, Trumpington Street, Cambridge CB2 1RD.

Unless expressly stated otherwise, all prices exclude VAT and the client must pay VAT in addition to all other agreed fees. If the client considers that the provision of goods and / or services pursuant to this contract ought to be exempt from VAT (on the basis of Group 6 of Schedule 9 of the Value Added Tax Act 1994), the client must complete a VAT exemption form (setting out the basis for the application of that VAT exemption) and send it to the College for review as soon as possible and, in any event, no later than 7 days prior to the date of the booking.

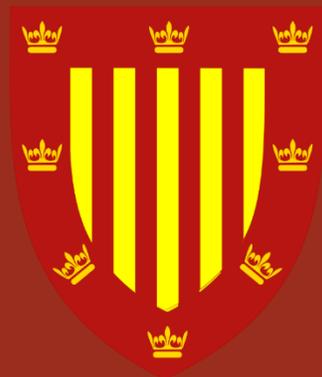
Full details of our GDPR policy relating to event organisers can be found on the Peterhouse website at: <https://www.pet.cam.ac.uk/data-protection>.

Please note that Organisers may not use the College's logo, shield, and/or the logo text. You may say 'held at Peterhouse, Cambridge' in your marketing materials, but it must be clear that Peterhouse is just the venue and that the event is not directly or indirectly associated with Peterhouse, or the University of Cambridge.

Filming on College premises is by prior approval only. This includes video recordings, publications, photographs or podcasts that are going to be made available commercially.

Due to the close proximity of the Premises to residential areas, it is regretted that amplified music or discos are not permitted. The College is happy, however, to allow organisers to arrange for non-amplified, low level / background music to complement their event.

Instructions on fire procedures are posted throughout College buildings and guests should familiarise themselves with the locations of fire exits, escape routes and assembly points applicable to their venue. All fire exits are clearly marked and the location of the fire assembly point is documented on the "Fire Notice Sign" at the entrance to the building. If the fire alarm sounds it should be treated as a real emergency and the building should be evacuated immediately via the nearest safe exit. Time should not be wasted in collecting personal belongings.



Owing to the age of the College, a high proportion of the buildings and surroundings have stone steps, flagstone paths, cobbled surfaces and low doors. Some of these areas can be uneven or steep, and may be slippery when wet. All reasonable precautions have been taken to ensure that these surfaces are as safe as possible for users, but guests should be aware that care must be taken when navigating these areas.

The College has first aid facilities, but does not have resident medical staff. In an emergency, the Porter's Lodge should be contacted (01223 338200). Accidents occurring on College premises should be reported to the member of staff supervising your event.

Organisers are asked to select the same menu for their entire group, except in the case of special dietary meals. Whilst every effort will be made to supply the ingredients for each dish as published, it may be necessary, in exceptional circumstances, to substitute an ingredient for another, as similar as possible.

The College makes every endeavour to identify and exclude ingredients which have the potential to cause allergic reactions to those with food allergies, and whilst every effort is made there is, however, always a risk of contamination. Customers concerned with food allergies should be aware of this risk. Those with food allergies are encouraged to seek additional information and advice.

College policy prohibits clients from providing any externally prepared or purchased food or drinks into any dining or meeting areas of the College. The only exception to this is for celebratory cakes from an approved commercial supplier, which may only be served if the supplier provides a full ingredient list, highlighting allergens present in the product. The provision of cheese for a 'cheese cake' must be supplied by the College.

Wine and drinks should be ordered from the College wine list and are sold on a sale or return or pre-agreed package basis. We do not allow guests to provide their own drinks and we do not operate a corkage system.

A minimum charge for the following number for lunch/dinner will apply: Hall – 60 people, Combination Room – 20 people, Upper Hall – 17 people and Henry Cavendish Room – 8 people.

Dinners may commence no later than 20:00, with pre-dinner drinks commencing at 19:00 or 19:30. Guests are required to vacate the Premises by 23:00. On occasion, it may be possible for us to accommodate a dinner starting later than the above times. This will incur an additional charge. For bookings other than dinners (such as lunches or afternoon teas), arrival and vacation times will be by prior arrangement.

Events taking place in the Combination Room and Fellows' Garden are subject to an additional facility fee of £250.00 (ex VAT). The College reserves the right to charge a non-refundable deposit and/or pre-payment for all events.

All bookings must be confirmed in writing. Preliminary details regarding menu and wine selections and other information relating to the booking must be indicated no later than three weeks prior to the date of the booking. Final numbers and full details of the booking, including special dietary requirements, must be confirmed seven days prior to the date of the booking. The final invoice will be based on the numbers submitted at this stage.

Formal table plans and seating cards are the responsibility of the function organiser. Pro-forma table plans for the relevant dining room are available. A copy of the table plan is required no later than three working days prior to the date of the booking.



Payment terms are 30 days' net after the date of the invoice. Overdue invoices will be charged interest monthly (at an annual rate of 8% above the Bank of England base rate).

Cancellation: In the event of a confirmed booking being cancelled the College reserves the right to charge the following cancellation charges.

Fewer than six weeks prior to event - 25% of the total cost charge will be applied

Fewer than three weeks prior to event - 50% of the total cost charge will be applied

Fewer than seven working days - 100% of the total cost charge will be applied

The College reserves the right to cancel the booking (a) if the booking, in our opinion prejudice our reputation (b) if you are more than 30 days in arrears of payment for previous events held at the College (c) if we become aware of any significant alteration in your financial situation.

Force Majeure: The College shall not be held liable for circumstances beyond its reasonable control that may prevent the College from meeting its obligation in respect of a booking.

Contact details:

The Catering Office,

Peterhouse, Trumpington Street, Cambridge, CB2 1RD

Telephone: 01223 (3)38242

Email: events@pet.cam.ac.uk



Booking form

Date of event	
Name of event	
Room (s) booked	

Company/organisation	
Organiser's name	
Contact name (in attendance on the day if different from above)	
Invoicing name and address	
Purchase Order number (if applicable)	
Telephone number	
Email address	

Time of pre-event drinks	
Time of event	
Approximate number of guests (final numbers must be confirmed seven days prior to the date of the event)	



Does your event include a talk or lecture? If yes, please provide brief details of the subject and the name of the speaker	
Would you like signage from the entrance of the College?	
If yes, signage to read	

Please mark clearly the following box if you have completed application for VAT exemption
(Because the provision of goods and / or services pursuant to this contract are eligible for exemption from VAT (on the basis of Group 6 of Schedule 9 of the Value Added Tax Act 1994)

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

Signed	
Date	