Peterhouse

Afternoon tea
1st January 2017 – 31st December 2017

www.pet.cam.ac.uk/dining
Hot-smoked salmon, dill and lemon crème fraîche sandwiches
Cucumber and roquette sandwiches
Camembert and pear tart
~~O~~

Scones with strawberry conserve and clotted cream
Earl Grey fruit cake
~~O~~

A selection of teas and coffee

£9.75 per head, plus VAT

Any of the following items can be added for £1.50 per item plus VAT

Farmhouse Cheddar ploughman’s sandwich
Prawn salad sandwich
Shaved ham sandwich
Chicken salad sandwich
Beetroot hummus with carrot and coriander sandwich
Blue cheese straws
Leek and Wensleydale tart
Crab tart
~~O~~

Chocolate éclair
Lemon drizzle cake
Mincemeat filo tart
Salted caramel cupcake
Blackcurrant and almond tart
Chocolate ganache tart
Strawberry tart
Sustainability and Environmental Policy

Peterhouse is committed to minimising the impact of its activities on the environment. The key points of our strategy to achieve this are:

To source, promote and support local suppliers as much as possible for ingredients and product ranges; such as meat, fish, dairy, eggs and vegetables, and to ensure products come from a responsible and sustainable source and minimise the environmental impact for both production and distribution.

To support the local community and where possible employ services of local trades.

To minimise waste by evaluating procedures and ensuring they are as efficient as possible.

To actively promote recycling both internally and amongst suppliers.

To meet or exceed all environmental legislation that relates to the College.
Terms and Conditions and Booking Form

Please complete and return this form when confirming your booking

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.

Terms and Conditions

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.

All bookings must be confirmed in writing by letter or email.

We ask for the following minimum numbers for lunch/dinner: Hall – 60 people, Combination Room – 20 people, Upper Hall – 17 people and Henry Cavendish Room – 8 people.

The College reserves the right to make any reasonable alterations to the facilities booked. In the case of alternative facilities being provided, the College will make every effort to meet the requirements of the client.

Organisers are asked to select the same menu for their entire group, except in the case of special dietary meals.

Preliminary details regarding menu and wine selections and other information relating to the booking must be indicated in writing, preferably in the letter of confirmation. This should be received no later than three weeks prior to the date of the booking.

The prices quoted in this document are applicable for the period stated on the header page. Prices are reviewed annually, and it is the client’s responsibility to ensure that they have the most current price list.

Final numbers and full details of 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.

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.
Dinners may commence at 19:30 or 20:00, with pre-dinner drinks at 19:00 or 19:30. Charges may apply if overtime is incurred by staff preparing and serving outside these times. Guests are required to vacate the Premises by 23:00.

The Premises are entirely non-smoking; this includes all internal and external areas.

Because of the close proximity of the Premises to residential areas, it is regretted that amplified music or discos will not be permitted. The College is happy, however, to allow guests to arrange for non-amplified music, such as string quartets and the like to complement their event.

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

Please note that none of our dining rooms have integral PA systems; if you feel that your event will require the use of a PA system please enquire about availability and the additional cost of hiring a suitable PA system.

It may be possible for lunch and dinner functions to hire the use of the College silver (candlesticks and table decorations). If you think that this would be suitable for your event please enquire about the likely cost.

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 to instruct our food production staff on the severity of food allergies there is, however, always a risk of contamination. Customers concerned with food allergies should be aware of this risk. The College cannot assume liability for adverse reactions to food consumed, or food items one may come into contact with, while eating in the Premises. Those with food allergies are encouraged to seek additional information and advice.

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.

Unless expressly stated otherwise, all prices exclude VAT and the client must pay VAT in addition to all other applicable 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 the attached 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 10 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 at the rate of 4% per month.

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