



# Peterhouse

Buffet menu

1<sup>st</sup> January 2019 – 31<sup>st</sup> December 2019

[www.pet.cam.ac.uk/dining](http://www.pet.cam.ac.uk/dining)

We strive to source seasonal ingredients; such as meat, fish, dairy and vegetables, and to ensure products come from a responsible and sustainable origin and minimise the environmental impact for both production and distribution. We pride ourselves on our long-standing relationship with audited and accredited suppliers and support the local community by employing local trades and services where possible. We aim to minimise waste by evaluating procedures and ensuring they are as efficient as possible. We promote recycling both internally and amongst suppliers and meet or exceed all environmental legislation that relates to the College.

All of our dishes are hand-made by our in-house team of Chefs using a wide variety of ingredients, some of these ingredients include allergens. If you require an allergen-free dish the greatest care will be taken to exclude those allergen ingredients from your meal, however a trace contamination risk is still possible. Those with severe food allergies are encouraged to seek additional information and advice.



# Peterhouse Buffet

Selection of sandwiches plus three items from the list below,  
together with tea and coffee

Further items can be added at an extra charge

Three cheese scone, black truffle butter

Raw vegetables and home pickles, green olive tapenade,  
whipped cannellini bean dip

Polenta chips, sweet pepper sauce

Taleggio and spinach arancini

Crayfish, lemon and dill tart

Pear tart tatin, Stilton

Chipolatas in treacle and Dijon

Ginger, lemongrass and soy salmon skewer

Charred Guinness beef skewer

Mini salami Milano, parmesan and roquette pizza

Mini smoked mozzarella, red onion chutney and pine nut pizza

Fennel bhaji, mint and cumin crème fraîche

Parmesan donut, grape jam

Selection of marinated olives

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Sliced fruits

Almond and quince Bakewell

St. Clements tart

Salted caramel éclair

Carrot and cream cheese cupcake

Coffee and walnut gateau

Banana and coconut cake

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Tea and coffee

## **Terms and 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.

### **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.

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 times will be by prior arrangement.

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.

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

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.

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 trace contamination. Customers concerned with food allergies should be aware of this risk. 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.

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

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.

It may be possible for organisers of lunch or dinner functions to hire the use of the College silver (candlesticks and table decorations). Please seek further information on availability and cost whilst making your booking.

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.

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

All Peterhouse buildings are equipped with an automated fire detection and alarm system, linked to the Porters' Lodge. Buildings must always be evacuated promptly when the fire alarm sounds, unless it is part of a test procedure, and not re-entered until the 'all clear' has been given by a Porter or a Fire Warden. (Fire alarms are tested on a weekly cycle at pre-arranged times: notices are posted advising of test schedules).

First aid fire appliances (extinguishers, fire blankets etc) are strategically located throughout College properties. 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.

To enable safe evacuation in the event of fire, it is extremely important that escape routes (corridors, landings, stairs and hallways) and fire exit doors should not be obstructed in any way. Fire doors must be kept closed at all times and should not under any circumstances be propped or wedged open.

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.

Accidents occurring on College premises should be reported to the Porter's Lodge.

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).

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 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.

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

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.

Payment terms are 30 days net after the date of the invoice. Overdue invoices will be charged interest at the rate of 2% per month.

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 to event**

*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](mailto:events@pet.cam.ac.uk)