Peterhouse

Menu and drinks list
1st January 2018 – 31st December 2018

www.pet.cam.ac.uk/dining

Please consider the environment and help save paper – this document consists of 18 pages
Peterhouse is the oldest of the Cambridge Colleges, founded in 1284, located within easy walking distance of the City centre. The dining areas (Hall, Combination Room, Henry Cavendish Room and Upper Hall) are all located off Old Court in the heart of the College.

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.
**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. There is a £250 facility fee for use of the Combination Room.

**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.
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.

Fellows’ Garden
This private and secluded garden is situated behind the Combination Room and is adjacent to the Fitzwilliam Museum. Well stocked flower beds, mature trees and a manicured lawn compliment the perfect backdrop for a garden party, afternoon tea or a drinks reception prior to your meal.
Deer Park
This extensive garden located in the heart of the College provides a charming location for large garden parties or pre-dinner drinks. Surrounded by medieval walls and complimented by a variety of flowers and fruit trees, this venue provides a flexible, tranquil space for your event.

Further details including the history of Peterhouse, the facilities available and photographs of each dining room can be found on our website, via the following link: 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. All of our dishes are prepared in-house by our own team of Chefs. 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.

Please select the same menu for the entire group, with the exception of one alternative menu to cater for guests with special dietary requirements. It is possible for us to adapt many of the dishes on offer to be suitable for those with dietary needs, 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.

Three courses: £39.50 plus VAT & Four courses: £46.00 plus VAT
Starters

Pressed poussin and ham hock terrine
*Apple confit, home-made wholegrain mustard, pickled onions, Guinness bread*
*(Can be adapted for gluten and dairy free)*

Celeriac gnocchi
*Watercress cream, black truffle, soused celery, oregano dressing*
*(Vegetarian, can be adapted for gluten free)*

Duck rillette
*Mizuna, coriander, ginger and soy dressing, toasted granary*
*(Can be adapted for gluten and dairy free)*

Squash and buckwheat risotto
*Maple-glazed squash, spiced pumpkin seeds, pea and Brazil nut pesto*
*(Vegan and gluten free)*

Beef cheek croquette
*Charred lettuce, toasted mustard seeds, tomato and red wine reduction*
*(Gluten and dairy free)*

Goat’s curd bruschetta
*Warm sourdough, crushed petits pois, sugar-cured tomatoes, mint jelly, rapeseed oil*
*(Vegetarian, can be adapted for gluten and dairy free)*

Roast quail
*Herb salad, pancetta crisp, rye croutons, quails egg, sweet pepper purée*
*(Dairy free, can be adapted for gluten free)*

Pear tart tatin
*Dolcelatte, toasted pine nuts, roquette, honey dressing*
*(Vegetarian)*

Smoked chicken terrine
*Chicken consommé, apricot gel, crispy chicken skin*
*(Gluten and dairy free)*

Wild mushroom soup
*Tarragon panna cotta, porcini doughnut, chives*
*(Vegetarian, can be adapted for gluten and dairy free)*
Smoked tomato soup
*Sun-dried tomato tapenade, crushed olives, basil sorbet, olive oil*
This dish is served chilled
(Vegan and gluten free)

Grilled mackerel
*Cucumber cannelloni, crème fraîche, cucumber purée, shaved radish, horseradish gremolata*
(Gluten free, can be adapted for dairy free)

Seared tuna
*Sweetcorn cream, toasted corn, sriracha cracker, mango salsa, lemon grass dressing*
(Can be adapted for gluten and dairy free)

Roast haddock
*Lime, garlic and cumin rub, cockles, clams, saffron sauce*
(Gluten free, can be adapted for dairy free)

**Main**

Lamb fillet
*Rosemary-smoked fillet, dukkah, aubergine quinoa, wilted greens, courgette chips, lamb reduction*
(Gluten and dairy free)

Lamb rump
*Potato and mint gnocchi, peas and beans, leek velouté, black olives, tomato and caper dressing*
(Can be adapted for gluten and dairy free)

Beef Wellington
*Slow-roast garlic and field mushroom pâté, chive pancake, red wine fondant potato, braised celery, parsley cream, beef reduction*
(Can be adapted for dairy free)

Dry-aged beef
*Dauphinoise potatoes, crushed peas, glazed carrot, charred onion, wholegrain mustard Yorkshire, onion consommé*
(Can be adapted for gluten and dairy free)

Pork fillet
*Polenta and herb crust, pear compote, thyme crackling, broccoli cream, boulangerie potato, salt-roasted beets, pork and Sauternes broth*
(Gluten and dairy free)
Venison saddle
*Treacle parsnip, creamed swede, fine beans, pistachio freekeh, parsnip crisp, juniper gravy*
(Dairy free)

Guinea fowl
*Wild mushroom ballotine, brioche toast, white onion purée, baby spinach, chestnut farro, tarragon olive oil*
(Can be adapted for gluten and dairy free)

Duck breast
*Crushed potato and apple, agave roast roots, seasonal greens, poppy seed granola, bee pollen, Port gravy*
(Can be adapted for dairy free)

Pigeon
*Pan-fried breast, butterbean and black truffle braise, wild mushrooms, roasted cabbage, beetroot game reduction*
(Gluten and dairy free)

Chicken
*Free-range chicken breast, buttermilk brine, chicken liver and lemon stuffing, pressed potato and squash, mustard-roast celeriac, sugar snap peas, chicken reduction*
(Can be adapted for gluten and dairy free)

Halibut
*Seafood risotto, langoustine tails, courgette spaghetti, sauce vierge, sea herbs*
(Gluten free, can be adapted for dairy free)

Sea trout
*Sake and honey glaze, steamed scallop dumpling, pak choi, ginger, mooli, shiso leaf, miso soup*
(Dairy free)

Edamame bean falafel
*Roasted carrot hummus, caponata, griddled garlic and cumin flatbread, giant couscous, home-cured pickles*
(Vegan, can be adapted for gluten free)

Oyster mushroom soufflé
*Scamorza, chestnuts, tarragon, herb salad, smoked paprika potatoes, balsamic syrup*
(Vegetarian, can be adapted for gluten free)
**Tallegio pissaladère**
*Caramelised onion, artichoke, thyme, rosemary, sundried tomato polenta chips, aioli, roquette*
(Vegetarian)

**Tempura tofu**
*Rice noodle salad, mizuna, miso dressing, wasabi cashews, pomegranate*
(Vegan and gluten free)

**Courgette fritter**
*Whipped feta, olives, roasted green pepper, lemon-braised potato, cucumber, pickled red onion*
(Vegetarian, can be adapted for gluten and dairy free)

**Mushroom Wellington**
*Chickpea and sage pâté, chive pancake, red wine fondant potato, braised celery, parsley cream, vegetable reduction*
(Vegetarian, can be adapted for dairy free)

**Steamed idli**
*Coconut chutney, tamarind tomatoes, aromatic rice, three lentil dhal*
(Vegan and gluten free)

**Cannelloni**
*Aubergine, smoked garlic, fennel seed stuffing, roasted tomato passata, squash purée, polenta and parmesan crust, raw vegetable salad*
(Vegetarian, can be adapted for dairy free)

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**Dessert**

**Chocolate prélat**
*Crème fraîche, chocolate and Brazil nut salami, anise meringues*
(Vegan and gluten free)

**Sticky toffee pudding**
*Butterscotch sauce, date purée, pouring cream*
(Vegetarian, can be adapted for gluten free)

**Raw chocolate torte**
*Fresh dates, raw cacao, coconut, lime syrup, avocado, almonds, maple syrup*
(Vegan, can be adapted for gluten free)
Lemon posset
*Lime granita, clementine macaroon*
(Vegetarian and gluten free)

Cashew and mango mousse
*Sweet potato and coconut brownie*
(Vegan, can be adapted for gluten free)

Carrot cake
*Golden sultanas, heritage carrots, pineapple, candied carrot, cream cheese sorbet, honeyed walnuts*
(Vegetarian)

Strawberry and elderflower mousse
*Strawberry crisp, milk ice-cream, vanilla streusel*
(Vegetarian, can be adapted for gluten free)

Plum jelly
*Honey madeleine, plum sorbet, roasted pistachios, blackcurrants, rapeseed oil*
(Can be adapted for vegetarian)

Chocolate fondant
*Dark chocolate and mint ice-cream, salted caramel truffle*
(Vegetarian, can be adapted for gluten free)

Espresso panna cotta
*Cappuccino ice-cream, honeycomb, cacao nib sponge*
(Can be adapted for vegetarian and gluten free)

Pineapple tart tatin
*Griddled pineapple, muscovado ricotta, spiced rum and raisins*
(Vegetarian)

Earl Grey crème brûlée
*Digestive biscuit*
(Vegetarian, can be adapted for gluten free)

Passion fruit tart
*Passion fruit curd, coconut meringue, mango gel, pouring cream*
(Vegetarian, can be adapted for dairy free)

Cheese
*Stilton, Sussex Camembert, vintage Cheddar, pickled celery, fig chutney, home-made oatcakes*
Savoury

Devils on horseback
*Smoked bacon, date, mango, almond, Tabasco, toast*  
(Dairy free, can be adapted for vegetarian and gluten free)

Oyster rarebit
*Whole oyster, mature Cheddar, white wine, Worcester sauce, parsley*  
(Can be adapted for gluten free)

Canapé Royale
*Smoked chicken, crème fraîche, chives, filo*

Stilton Beignet
*Port jelly*  
(Vegetarian)

After dinner

Cheeseboard
*Selection of five cheeses, grapes, membrillo, cheese biscuits*
£6.15 plus VAT per person

Traditional College dessert
*Grapes, figs, dates, physalis, salted almonds*
£4.75 plus VAT per person

Grapes and salted almonds
£3.05 plus VAT per person

A glass of dessert wine
£2.45 per person

A glass of College Port
£1.70 per person
**Wine list 1st January until 31st December 2018**

Prices shown are inclusive of VAT at 20%.
If your event is VAT exempt this exemption does not include alcoholic drinks

**WHITE WINE**

**Vignoble de Sud Chardonnay, IGP Pays d'Oc 2016**

(Peterhouse label white)

Carefully selected fruit from the vineyards of Puichéric near Carcassonne are used to create a harmonious wine which works well as an aperitif or with fish and poultry dishes.

**£15.00**

**Rioja Blanco Marqués de Cáceres, Spain 2016**

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.

**£16.00**

**Pinot Grigio, Casa Vinicola Botter, IGT Sicily 2016**

A versatile and crisp dry white wine with a good balance of acidity. Excellent with fish and mushroom based dishes.

**£16.00**

**Domaine Horgelus Côtes de Gascogne Sauvignon Gros Manseng 2015**

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.

**£18.00**

**Domaine de Mus Viognier, IGP Pays d’Oc 2015**

A brilliant pale-gold colour with green shades. On the nose, intense notes of white flowers and fresh fruit (pineapple, peach, apricot). Well rounded with good acidity on the palate making for an elegant and refreshing white wine.

**£19.00**

**Le Tuffeau Sauvignon Blanc, IGP Pays d’Oc 2016**

Intense yellow colour with a lively nose of white fruits and lemon. Selected from the vineyards of Puichéric near Carcassonne this wine has lovely dry and fresh finish.

**£19.00**

**Trimbach Riesling, Alsace 2014**

A superb dry Riesling from an exceptional producer. Juicy, vibrant lime flavours with balanced acidity and fine minerality creating a truly classic wine.

**£23.00**

**Pouilly-Fume, Pierre Marchand et Fils, Les Loges, Loire Valley 2016**

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.

**£26.00**

**Chablis Domaine Billaud-Simon 2015**

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.

**£27.00**
**RED WINE**

**Vignoble de Sud Cabernet Sauvignon, IGP Pays d’Oc 2015**
(Peterhouse label red)
Nicely rounded and well-structured Cabernet from the Languedoc. A perfect accompaniment to red meat and cheese courses. £15.00

**Apaltagua Gran Verano Carmenère, Chile 2015**
Satisfying flavours and excellent structure are apparent in this wine made from Carmenère, Chile’s signature grape variety. £16.00

**Rioja Crianza Marqués de Cáceres, Spain 2013**
Located in Cenicero in the heart of Rioja Alto, Caceres was founded by Enrique Forner in the late 1960’s. Made from tempranillo grapes the wine is aged for 12 months in oak. £17.00

**Kirkton Vale Shiraz Cabernet, South East Australia 2014**
A voluptuous mouthful of generous succulent fruit. Chewy blackcurrant flavours. £17.00

**Pinot Noir, Vin de France, Jacques Dépagneux 2016**
Delightfully vibrant and youthful Pinot Noir with attractive flavours of cherry and spice. £18.00

**Domaine de Mus Malbec, IGP Pays d’Oc 2015**
This Malbec from the Languedoc displays bags of ripe red fruits and spice with a hint of mocha on the palate. Good concentration with a creamy texture. £19.00

**Palladino, Biferno Riserva DOC, Molise, Italy 2012**
A mature, smooth and complex wine from a remote Southern Italian wine region. Satisfying and powerful fruit flavours with a lovely velvety finish. £20.00

**Château Méaume, Bordeaux Supérieur 2010**
A small British owned estate close to St-Emilion and Pomerol, Château Méaume makes exceptional wines from predominantly Merlot grapes. £20.00

**Côtes du Rhône Domaine Grand Veneur 2015**
Spicy and full-flavoured wine made from a blend of Grenache and Syrah. Excellent with grilled meats. £22.00

**Fleurie, Domaine de la Bouroniere, Beaujolais 2015**
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. £26.00

**Château Fourcas-Dupré, Listrac-Médoc 2006**
A beautifully made wine from a classic Bordeaux vintage. Now drinking at its peak, this wine is refreshing with a lovely dry, savoury finish. £31.00

**Crozes-Hermitage, Cuvée Gaby, Domaine du Colombier 2014**
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. £35.00
**CHAMPAGNE AND SPARKLING WINE**

**Codorníu Cava Brut, Spain NV**  
£19.00  
From the Penedès region in Catalonia, in north eastern Spain this traditional Cava is blended from Macabeo, Parellada and Xarel-lo grapes to create an elegant fizz.

**Prosecco Spumante Special Cuvée La Delfina, Italy NV**  
£20.00  
A light and refreshing Prosecco with elegant citrus flavours.

**Nyetimber Classic Cuvée, West Sussex NV**  
£39.00  
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.

**Pierre Nicolas Brut, Champagne NV**  
£39.00  
An outstanding Champagne made from 70% pinot noir and 30% chardonnay grapes grown entirely from the estates own vineyards in Bisseuil.

**Bollinger Special Cuvée NV**  
£62.00  
Bollinger is made from first-run juice only, and the majority of vineyards used have Premier and Grand Cru status, resulting in full-bodied Champagne of great class. Delightful pale gold in colour, the mousse is light and persistent.

**DESSERT WINE**

**Château Septy, Monbazillac (half bottle) 2013**  
£14.00  
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.

**Tokaji Aszú 5 Puttonyos, St Stephen’s Crown, Hungary (50cl) 2013**  
£20.00  
Botrytis Furmint grapes deliver a delicious dessert wine which is concentrated without being cloying.

**SHERRY**

**Peterhouse label Sherry**

**Barbadillo Manzanilla, Sanlucar de Barrameda, Extra Dry Sherry NV**  
£18.00  
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**  
£18.00  
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.

**PORT**

**Peterhouse label Ruby Port, Barão de Vilar NV**  
£19.00  
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**  
£26.00  
From the outstanding 2011 Douro vintage this Port spends five years in seasoned oak casks before being bottled, hence ‘Late Bottled Vintage’. 

*addition to this list we have an extensive cellar and can occasionally offer alternative wines of limited availability, if you would like advice on any other wines our Cellar Manager will be happy to help*
**Additional Items**

**House wine package for £14.00 per person:**
1 ½ glasses of Codorníu Cava Brut, Spain NV or sparkling elderflower for your arrival drink
3 glasses of house white / red wine with your meal (Vignoble de Sud Chardonnay, IGP Pays d’Oc 2016 / Vignoble de Sud Cabernet Sauvignon, IGP Pays d’Oc 2015)

**Italian wine package for £16.00 per person:**
1 ½ glasses of Prosecco or sparkling elderflower for your arrival drink
1 glass of Pinot Grigio, Trefili Casa Vinicola Botter, Italy 2016 with your starter
2 glasses of Palladino, Biferno Riserva DOC, Molise, Italy 2012 with your main course

**French wine package for £18.00 per person:**
1 ½ glasses Pierre Nicolas Brut, Champagne NV or sparkling elderflower for your arrival drink
1 glass of Le Tuffeau Sauvignon Blanc, Vins de Pays d’Oc 2016 with your starter
2 glasses Château Plante des Vignes, Bordeaux 2010 with your main course

The drinks packages also come with a selection of non-alcoholic alternatives from the list beneath by prior arrangement

- Mineral water – litre £4.00
- Orange juice – litre £4.50
- Belvoir sparkling elderflower pressé – 750ml £4.50
- Belvoir sparkling lemonade – 750ml £4.50
- Shloer (lightly sparkling white or red grape juice) – 750ml £4.50
- Canned soft drinks (Coke etc.) £1.50
- Peterhouse label ale – 500ml bottle £4.00
- Bottled lager – 330ml bottle £3.50
- Pimms – per glass £3.50
- Mulled wine – per glass £3.50
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 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 on 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.

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.

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