

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.

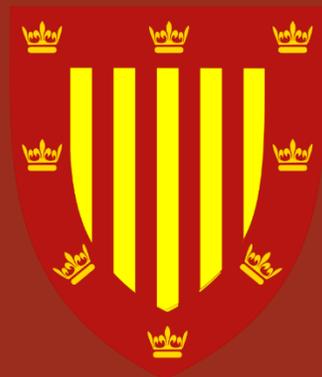
Full details of our GDPR policy relating to event organisers can be found on the Peterhouse website at: <https://www.pet.cam.ac.uk/data-protection>.

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.

The College reserves the right to charge a non-refundable deposit of £500.00 for lunches and dinners taking place in the Hall. Events taking place in the Combination Room and Fellows' Garden are subject to an additional facility fee of £250.00.

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.

COVID-19: Both parties acknowledge the ongoing COVID-19 crisis in the UK and accept their obligation to comply with any official guidance from UK Government and College policy as set by the College Governing Body. The parties agree to communicate without delay any issues they may have in performing their obligations under this agreement. You [organiser] acknowledge that COVID-19 may require us to take one or more of the following measures for the safety of our staff and the safety of those attending the event to which this booking relates:

- (i) impose maximum guest numbers at the event;
- (ii) limit food or drink availability;
- (iii) impose specific requirements regarding personal protective equipment such as the wearing of masks;
- (iv) limit any planned entertainment for your event;
- (v) designate alternative entrance and exit routes.

If we are obliged due to specific Government restrictions, to close our venue, we may offer you an alternative date for the event but if that cannot be agreed the booking will be deemed cancelled and your deposit (if applicable) will be returned in full with no further payment required.

If you are unable to provide the agreed guest numbers because of infections or travel restrictions, then we will offer you either a proportionate reduced fee for the event or agree to cancel the booking and return any sums already paid in accordance with MIA guidelines.

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	