

Gonville & Caius

UNIVERSITY OF CAMBRIDGE

Meetings brochure 2022-23



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Welcome

Gonville & Caius is one of the oldest University of Cambridge colleges. Originally named Gonville Hall, the College was founded by Edmund Gonville, Rector of Terrington in 1348. The College was re-founded in 1557 by former student and Fellow, Dr John Caius who, as part of his reconstruction, erected three gates, which survive to the present day. New students entered the College through the Gate of Humility, while studying in the College they would pass through the Gate of Virtue every day, and finally when they leave to receive their degrees, students depart through the Gate of Honour.

Approximately a ten minute walk from Old Courts is the West Road site comprising of Harvey Court and the Stephen Hawking Building. Harvey Court was completed in 1962. It was designed by Professor Sir Leslie Martin, the Cambridge Professor of Architecture, and has won many prizes. It represents the then contemporary style, where materials of construction are fully exposed. The building was refurbished in 2011 to provide 100 rooms with ensuite facilities.

Stephen Hawking Building, West Road



Caius Court, Old Courts

Named after one of the College's most celebrated Fellows, Professor Stephen Hawking, who lived and wrote his famed bestseller *A Brief History of Time* on this site, the aptly named Stephen Hawking Building was officially opened by HRH Prince Philip in April 2007. With 75 ensuite bedrooms available for guests during College vacation periods, it also has a large meeting room, the Cavonius Centre. The building has an interesting plan form like an elongated letter 's'. This arrangement was required by planning considerations because of the position of several listed trees. The resulting design is unusual but pleasing. The upper part of the building has several flats occupied by Fellows living in the College. Both Harvey Court and the Stephen Hawking Building have ready access to the beautiful college gardens which stretch from West Road to Sidgwick Avenue.

Meeting rooms in Old Courts

Bateman Auditorium

The largest of our Old Courts rooms. A tiered theatre complete with lectern-controlled AV equipment, it is an excellent venue for both conferences and lectures. Subject to approval by the Director of Music, it is also possible to hold piano recitals with use of the Steinway Grand Piano.

- Tiered theatre 98 and up to 4 additional presenters

Half day hire: £375.00, Full day hire: £625.00



Bateman Room

The Bateman Room is an airy room with its beautifully high wooden beamed ceiling and stained glass windows. It is also very popular as a space to register delegates and as a refreshment area for events using the Bateman Auditorium.

- Boardroom 20
- Cabaret 18
- Classroom 20
- Theatre 25

Half day hire: £165.00, Full day hire: £275.00



Please note all prices are ex VAT, valid between 1st July 2022 and 30th June 2023 and are correct as of 4th May 2022

Meeting rooms in Old Courts



Senior Parlour

The Senior Parlour is a traditional, light, panelled room located in Gonville Court, on the first floor. The room has a bright and airy atmosphere with large bay windows overlooking Gonville Court and the Chapel.

- Boardroom 30
- Cabaret 24
- Classroom 30
- Theatre 50

Half day hire: £250.00, Full day hire: £425.00



Junior Parlour

With windows looking out onto Gonville Court, the Junior Parlour is a light and intimate room. With its carved fireplace and glass display cabinets, it is an elegant setting for small board meetings.

- Boardroom 12
- Theatre 20

Half day hire: £125.00, Full day hire: £225.00

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Meeting rooms in Old Courts

The Long Room

Located in Gonville Court, on the ground floor, this room is ideal for medium size meetings or for use as a breakout area for larger groups. As one of our most flexible rooms, the Long Room is very popular.

- Boardroom 24
- Cabaret 28
- Classroom 30
- Theatre 60
- U-shape 24

Half day hire: £250.00, Full day hire: £425.00

Gonville Court

Gonville Court is the third of our three college courts and is named after our original founder, Edmund Gonville. The east side of Gonville Court dates from 1490 and the north side from the 1750s. The perfectly manicured lawn and sunny aspect, offer the ideal location for a breath of fresh air and outdoor coffee break.



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Meeting rooms at West Road



Cavonius Centre

A spacious room filled with natural light. As our most flexible meeting space the room configuration can be customised to suit individual requirements. The Cavonius Centre benefits from a sub-partition which allows for a main meeting room and up to three smaller syndicate rooms. With its own lounge and registration area and patio for summer refreshments breaks, the Cavonius Centre provides everything required for a successful event.

- Boardroom 38
- Cabaret 48
- Classroom 40
- Theatre 120
- U-shape 30

Half day hire: £600.00, Full day hire: £975.00

Kramer Wireless Collaboration

Within the Cavonius Centre, we have a unique piece of equipment; VIA Collage. This fantastic piece of equipment allows you to present and collaborate with delegates wirelessly, making meetings, seminars and events much more interactive. Users can connect using a smartphone, tablet or laptop (iso, Windows, Android) and can view and edit documents in real time as well as sharing files and chatting with individuals or multiple other users simultaneously. The award-winning VIA Collage is the only wireless solution on the market that can show six user screens on a single display or twelve on a dual display. Please enquire for pricing options.



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Meeting rooms at West Road

Harvey Court JCR

Refurbished in 2011, the Harvey Court JCR provides an opportunity for less formal meetings and is ideal for group discussions. Split over two levels, it also has the flexibility to hold a main meeting with smaller break out groups on the upper level.

- Boardroom 36
- Cabaret 40
- Classroom 36
- Theatre 100

Flat hire rate: £625.00



Harvey Court Dining Room

The Harvey Court Dining Room adjoins the Harvey Court JCR, providing dining accommodation for conferences in either the Cavonius Centre or the Harvey Court JCR. Alternatively, an excellent exhibition space with natural daylight.

- Cabaret 64
- Exhibition 70
- Theatre 60

Flat hire rate: £400.00 or charge subject to purpose of use and layout.

Please enquire for pricing options.



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Outside breakout space at West Road



Harvey Court Gardens

Harvey Court has its own extensive area of beautifully landscaped gardens at the rear of the building. With guests permitted to walk on the grass here, the gardens make a delightful addition to conferences as a location to hold refreshments during summer conferences in either Harvey Court or the Cavonius Centre. It is also the perfect place for guests to relax at the end of a busy day.

Our BBQ menus are available upon request.

Flat hire rate: £1,000.00



Cavonius Centre Patio

Surrounded by lush hedgerows and trees, and populated with vibrant flowers and wooden furniture the court is ideal for servicing refreshment breaks in warmer weather. Directly outside the Cavonius Centre, this patio and raised grass area is convenient for post-event drinks and canapés.

Our canapés menu is listed within our dining brochure.

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Hybrid meetings and team building events

Hybrid meetings

With the latest brand new AV equipment we are able to cater for hybrid meetings. Please speak to us to discuss your requirements and our solutions.

Meeting Owl

Perfect for smaller board meetings. The Meeting Owl automatically highlights up to 3 speakers at a time, dynamically shifting from person to person as the conversation moves. See and hear your team clearly with the 360-degree lens that allows users to see in all directions while an 8 microphone array ensures everyone within a 12 feet radius can be heard. There are no software downloads necessary, the Owl's USB 2.0 cable simply plugs into your computer and it works seamlessly with all your favourite video conferencing platforms.

Flat hire rate: £67.25

Logitech Rally Plus

High quality video conferencing system for larger rooms. The Logitech camera automatically moves and adjusts the lens to comfortably frame meeting participants in rooms of all shapes and sizes.

Flat hire rate: £500.00

Team building events

Our Harvey Court Gardens and flexible function space at our West Road site make the ideal location for team building days. Talk to us about your aims to find the perfect option.



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Day delegate package



Our Day Delegate Package is an inclusive per person rate designed to represent excellent value for money and provide the most cost effective option for full day meetings.

Available for a minimum of 10 delegates, choose our hassle-free Day Delegate Package to help budget for your event with options in Old Courts or at West Road.

What is included?

- Hire of main meeting room
- AV equipment and whiteboard or flipchart
- Arrival coffee, tea and homemade biscuits
- Choice of themed morning and afternoon breaks all served with freshly brewed coffee and tea selection
 - Recharge - Mini afternoon cakes and whole seasonal fruits*
 - Refresh - Cereal bars, fresh cut fruit, whole seasonal fruits and orange juice*
 - Restart - Mini streaky bacon baguettes, mini rolled egg baguettes and whole seasonal fruits*
 - Revive - Mini pastries and fruit yogurts*
- Choice of lunch options; including a two course hot buffet set menus, a bowl food buffet, a Chef's choice two course served lunch in Hall or from any of our working lunches (*subject to room availability*)
- Cordial selection with bottled still and sparkling mineral water throughout the day
- Caius stationary and wrapped sweets on the tables

Old Courts meeting rooms £54.75 per person

West Road meeting rooms £59.75 per person

Minimum numbers of 10 applicable for Old Courts and 35 for West Road.

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Working breakfast buffet

A selection of pastries, bacon and / or egg rolls, fresh fruit platter, continental cheese and meat platter, bread rolls with preserves, tea, coffee and orange juice

£19.00 per person

Packed lunch

Sandwich or baguette, bottle of water or can of fizzy drink, piece of fruit, packet of crisps and a chocolate bar

£14.50 per person

Grab a quick lunch

Mature Cheddar and tomato chutney sandwiches on farmhouse white, honey glazed ham and wholegrain mustard sandwiches on granary bread, home cut crisps, fresh fruit platter, tea and coffee

£15.15 per person

Sandwich menus	£20.75 per person
Superfood box working lunch menu	£21.85 per person
Street food working lunch menu	£22.95 per person
Deluxe working lunch menu	£26.35 per person
Two course hot buffet set menus	£31.20 per person

All of our delicious menus are described in more detail on the following pages.



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Sandwich menus

CLASSIC SANDWICH MENU

Sandwich selection served on farmhouse white, wholemeal or gluten-free

Honey roast ham and wholegrain mustard mayonnaise

Mature Cheddar and pickle

Free-range egg and cress

Smoked salmon with cucumber and dill

Prawn and Marie Rose sauce

Roast beef and horseradish

CONTEMPORARY SANDWICH MENU

Bacon, lettuce and tomato wrap

Coronation chicken and mango chutney on malted grain

Italian salami, peperonata and rocket flatbread

Smoked mackerel with lemon and horseradish wrap

Veggie New Yorker - Cheddar, pickles and Dijon mayonnaise on rye

Mozzarella, tomato, basil and olive tapenade on ciabatta

VEGETARIAN & VEGAN SANDWICH MENU

Hummus with cucumber and carrot on wholegrain

Falafel and baba ganoush wrap

Coronation cauliflower and mango chutney wrap

Free range egg and cress on wholemeal

Roasted pepper and vegan feta on rye

Mozzarella, pesto, tomato and rocket ciabatta

All served with ready salted crisps, fruit bowl, Chef's cake of the day, water, tea and coffee

1½ rounds per person

£20.75 per person

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Working lunch menus

SUPERFOOD BOX

Ginger infused chicken **OR** salmon fillet
Quinoa, goji berries, broccoli and chia seed salad
Selection of roasted vegetables in soy and sesame dressing
Chocolatey oat and dried fruit bar

£21.85 per person

STREET FOOD

Korean spiced beef, sticky rice, and kimchi
Steamed Chinese bun with BBQ pulled pork and pickles
Halloumi and polenta fries with harissa yogurt
Traditional fish and chips with tartare sauce
Sweet potato falafel burger with baba ganoush and rocket
Waffles, maple and berries

£22.95 per person

DELUXE

Salmon and dill rillettes in multi-seed artisan bread
Chicken tikka and mango chutney flat bread
Mozzarella, pesto, vine plump tomato in multi-seeded bread
Rosemary lamb kofta kebabs served with a lemon and cucumber tzatziki
Baby blue Stilton and leek tartlets
Superfood salad of kale, red quinoa with coriander
Toffee and ginger cake slice

£26.35 per person

Minimum of ten people required

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Two course hot buffet set menus

MENU 1

Braised Suffolk lamb hot pot

Classic fish pie topped with cheesy mash

Macaroni cheese, roasted tomatoes and halloumi

Steamed green vegetables with herb butter

Cauliflower cheese

Treacle tart with cinnamon custard

Fresh fruit salad with vanilla cream

MENU 2

Oriental braised beef, stir-fried vegetables with black bean sauce

Soy and ginger glazed salmon with steamed pak choi

Butternut squash, spinach and coconut curry

Steamed basmati rice and fresh herbs

Stir-fried Chinese cabbage with bean sprouts and ginger

Stem ginger and lime cheesecake

Pineapple upside down cake

MENU 3

Suffolk chicken and chickpea tagine

Beer battered pollock goujons with tartare dressing

Roasted vegetable and feta strudel

Fried potatoes with garlic and rosemary

Citrus couscous with parsley

Roasted Mediterranean vegetables

Garden peas with baby onions

Dark chocolate mousse with black cherry compote

Lemon posset with wild berry compote

Please select one menu for the whole group

Minimum of ten people required

£31.20 per person

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Two course hot buffet set menus

MENU 4

Tandoori butter chicken, coriander and ginger
sauce

King prawn jambalaya

Mediterranean vegetable paella

Selection of seasonal vegetables

Roasted aubergine and courgettes

Fragrant basmati rice

Orange polenta cake with vanilla cream

Blackberry délice

MENU 5 (supplement £3pp)

Braised beef bourguignon, caramelised onions
and button mushrooms

Seafood paella

Spinach and roasted pepper frittata

Cheese and chive creamed potato

Cajun spiced potatoes

Roasted root vegetables, honey and rosemary

Carrots and fine green beans

Sticky toffee pudding

Poached pears and chocolate sauce

Please select one menu for the whole group

Minimum of ten people required

£31.20 per person

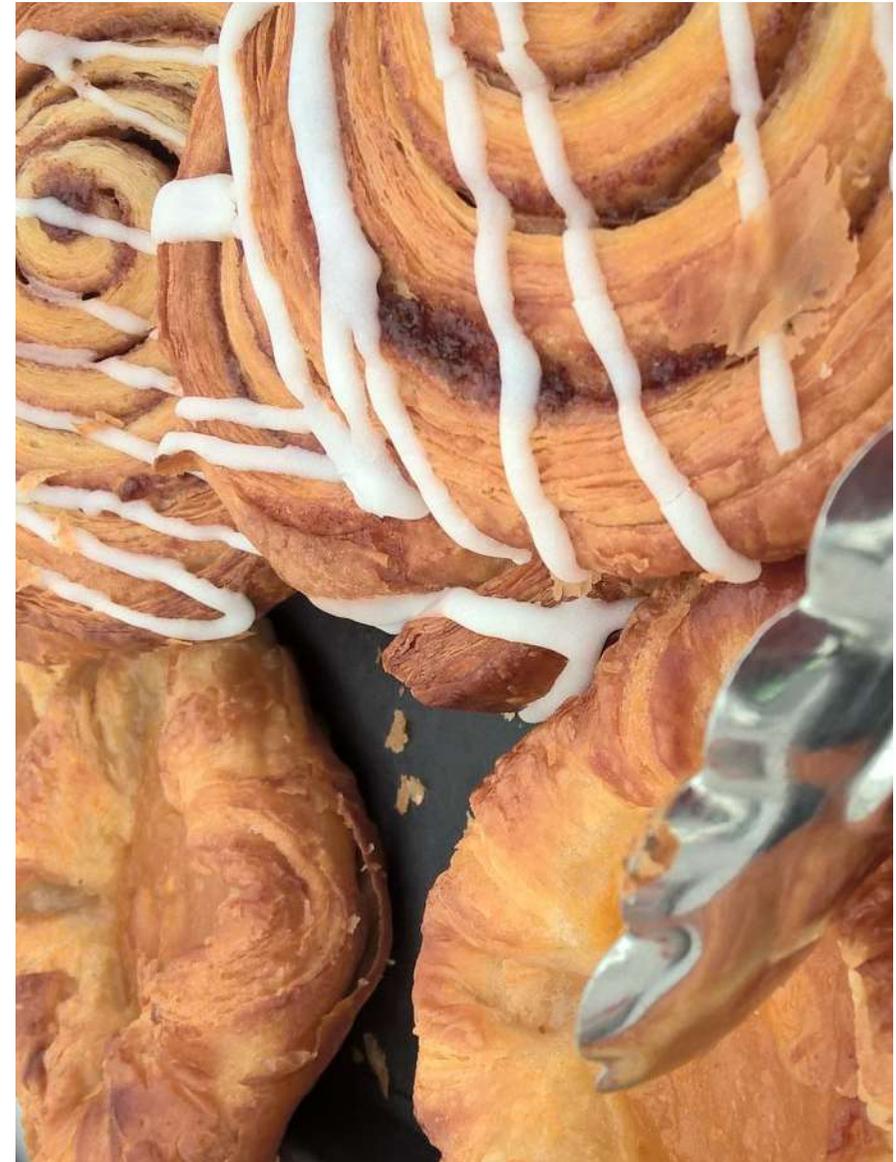
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Themed refreshment breaks and snacks

Themed breaks, all served with freshly brewed coffee and tea selection £6.10 each

- **Recharge** - *Mini afternoon cakes and whole seasonal fruits*
- **Refresh** - *Cereal bars, fresh cut fruit, whole seasonal fruits and orange juice*
- **Restart** - *Mini streaky bacon baguettes, mini rolled egg baguettes and whole seasonal fruits*
- **Revive** - *Mini pastries and fruit yogurts*

Cheese and bacon turnover	£2.00 each
Calypso ice lolly	£2.10 each
Cornetto or Magnum ice cream	£2.35 each
Fruit basket of ten whole pieces of fruit	£18.50 each
Homemade sausage roll	£2.10 each
Homemade chicken and tarragon sausage roll	£2.20 each
Smoked salmon and cream cheese bagel	£4.75 each
Suffolk dry cured bacon and egg pie	£2.55 each
Strawberries and cream	£5.90 per person
Tomato and mushroom frittata	£2.00 each



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Beverages



Apple juice	£6.20 per litre jug
Cans of selected soft drinks	£1.70 each
Cloudy apple juice	£10.35 per litre jug
Cordial selection in the meeting room	65p per person
Fresh orange juice	£10.35 per litre jug
Homemade lemonade	£10.35 per litre jug
Orange juice	£6.25 per litre jug
Smoothie	£2.35 per 250ml bottle
Sparkling elderflower	£8.70 per litre jug
Sports cap water bottle	£1.70 each
Still mineral water	£3.95 per litre bottle
Sparkling mineral water	£3.90 per litre bottle
Tea, coffee and biscuits	£3.50 per serving
Tea, coffee and homemade biscuits	£4.00 per serving

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Private dining

Caius prides itself on the reputation it has gained for its excellent food and service standards. We offer a range of private dining rooms available for use, seating from 10 to 176 guests.

Our chefs provide mouth-watering dishes to suit all dietary requirements - their creations have satisfied the most discerning food critics! Extensive menus are available and can be tailored to suit a particular event.

What is included?

- Printed menu cards with the College crest
- Candles and napkins
- Waiter service
- Coffee and chocolate mints





Beef

Our beef is supplied by the family-run Burtons Butchers in Saffron Walden. The business is headed by Andrew Burton a Liveryman of the Worshipful Company of Butchers, and are members of the National Association of Catering Butchers (NACB). The beef has been awarded the British Farm Standard Mark and comes from cattle raised on the water meadows of Wicken Fen, Ely and the surrounding areas, where all forage and feed have no chemical fertilisers or artificial inputs.



Fish



Our fish suppliers, Marrfish, was born from a long standing and rich fishing heritage. Going back over 150 years ago, the Marr family were pioneers of the trawling industry in the late 1800s, adopting new technologies and practices across the fishing industry making conditions better and improving quality of caught fish by trialing freezing at sea. Fast forward 142 years and Marrfish was born. Drawing upon the knowledge and access the Marr family has to the UK's top fishing waters and fish, they now supply top restaurants and hotels with the freshest fish.



Eggs

All of our eggs are free-range and come from J & P Haylock at Laurel Farm, Bury St. Edmunds. They are subject to regular flock reports to ensure the welfare and health of the birds.



Vegetables

We source our fruit and vegetables locally from Hilary's Wholesale of Cambridge, and in season whenever possible. Founded in 1978 Hilary's has been committed to supplying the finest fruit and vegetable produce over the past 36 years. They are more passionate today than ever about quality produce and excellent customer service. They are now the largest fruit and vegetable wholesaler in Cambridge with an ever expanding cliental basis including; hotels, schools, and the finest restaurants and college kitchens across Cambridge.



Tea and coffee

The College stocks a wide range of teas and coffees. We aim to only purchase brands accredited with stamps of approval from the Fairtrade Foundation, the Rainforest Alliance and the Ethical Tea Partnership. We also only use suppliers that recognise the importance of their corporate social and environmental responsibility, as well as the need to trade in a sustainable manner.

Accommodation

Our comfortable ensuite accommodation is located on our West Road site, approximately a 10-minute walk from Old Courts and Cambridge city centre; ideal for a residential conference. During vacation periods, West Road is home to our 174 ensuite bedrooms, split between the Stephen Hawking and Harvey Court Buildings with a mix of singles, doubles, twins and triples, and include five purpose-designed accessible rooms.

The nightly rate includes a full English and continental buffet breakfast and WiFi, with tea and coffee making facilities, spa toiletries and a workspace in the room.

Single ensuite bedroom

1 single bed

£77.50 per night

Twin ensuite bedroom

2 single beds

£97.50 per night

Double ensuite bedroom

1 double bed

£97.50 per night

Triple ensuite bedroom

1 double bed and 1 single bed

£122.50 per night

Check-in is from 2pm and check-out is by 10am. West Road Porters' Lodge is staffed 24 hours a day, 7 days a week.

Breakfast is served from 7.30am to 9.30am on weekdays and from 7.30am to 10am at weekends.



Harvey Court Building single (above), Stephen Hawking Building double (below)



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All visitors attending the Old Courts should report to the Old Courts Porters' Lodge on Trinity Street, Cambridge, CB2 1TA which is staffed 24 hours a day; the telephone number is 01223 332400.

All visitors attending either Harvey Court or the Stephen Hawking Building should report to the West Road Porters' Lodge at 5 West Road, Cambridge, CB3 9DS which is also staffed 24 hours a day; the telephone number is 01223 335400.

Arriving by car

Parking may be available for the event organiser only, and **MUST** be pre-booked through the Meetings & Events Office. Delegates and guests should find alternative parking in Cambridge or use the park and ride services. For further information, please visit www.cambridgeparkandride.info. The nearest NCP car park is the Grand Arcade.

Arriving by train

The railway station is located 1 mile south of the city centre. Cambridge is on a branch of the East Coast Main Line and is easily accessible from all parts of the country. There is a frequent train service between Cambridge and London to both King's Cross and Liverpool Street. The King's Cross service is quicker and takes about 45 minutes. Trains leave roughly every half hour during the day. There is a 5 or 6 hour gap between around midnight and about 6am when no trains run between the two cities. If you are travelling from Scotland or the north, it is advisable to change at Peterborough.

Arriving by coach

National Express coaches stop at Parker's Piece in the city centre, which is a walk of approximately 15-20 minutes to either Caius site. There are regular services to Cambridge from London Victoria, London Stansted Airport and many other towns and cities throughout the UK. The Stagecoach X5 / 905 service runs daily between Cambridge and Oxford, also connecting Bicester and Milton Keynes amongst others.

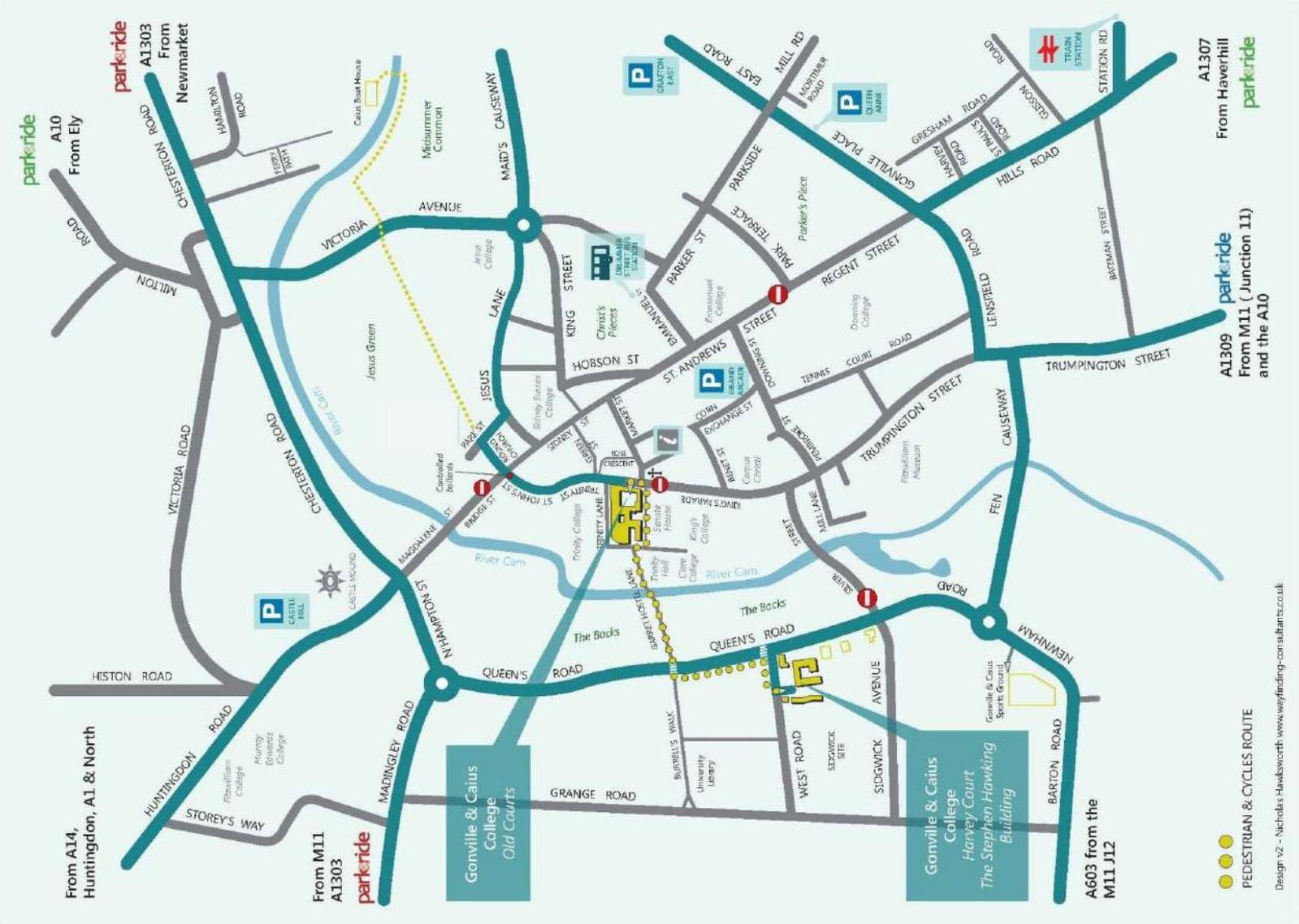
Arriving by air

Of the four main London airports (Gatwick, Heathrow, Luton and Stansted), Stansted is by far the most convenient for Cambridge. Stansted Airport is just 28 miles south of Cambridge. Easy access is provided by coach or car via the M11. A regular rail service operates between Stansted Airport and Cambridge and takes approximately 30 minutes. London Gatwick, London Heathrow and London Luton are all within a 1-2 hour drive of Cambridge and also accessible by public transport via connecting bus and train services in London.

Arriving by sea

Harwich is the nearest passenger port and is located 68 miles south-east of Cambridge. There are connecting passenger services to Esbjerg (Denmark) and Hook of Holland. Good road and rail links from Cambridge make Harwich International easily accessible.

How to find us

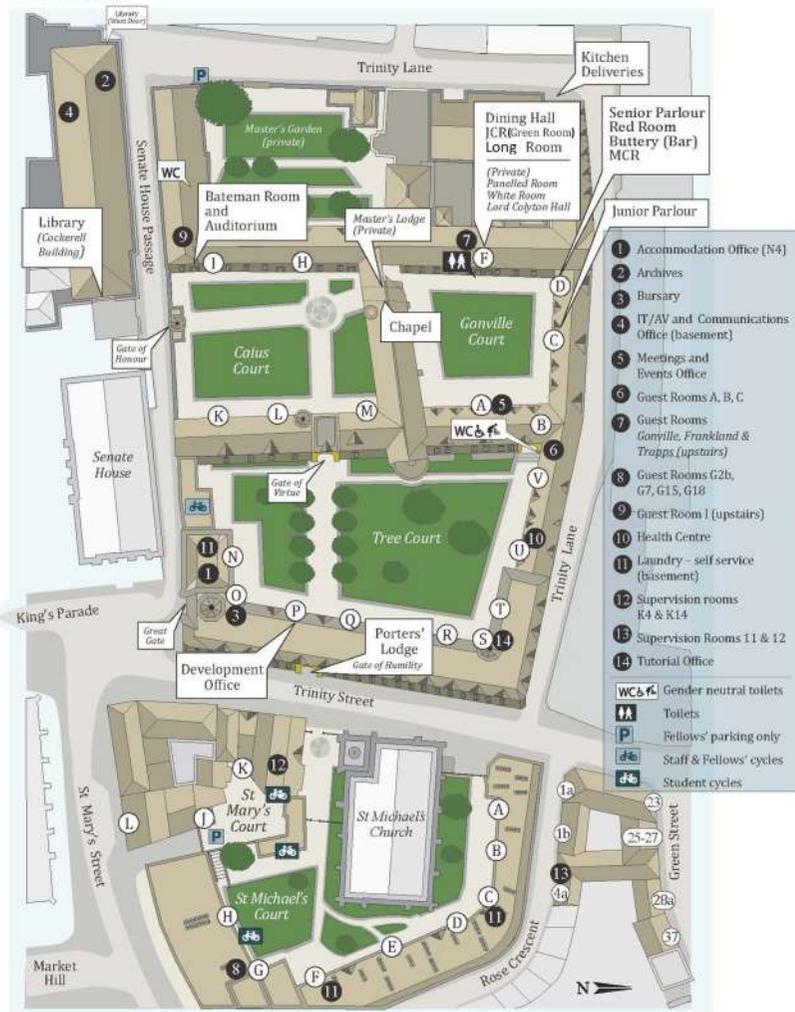


How to find us



Old Courts

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CB2 1TA
01223 332400
www.cai.cam.ac.uk

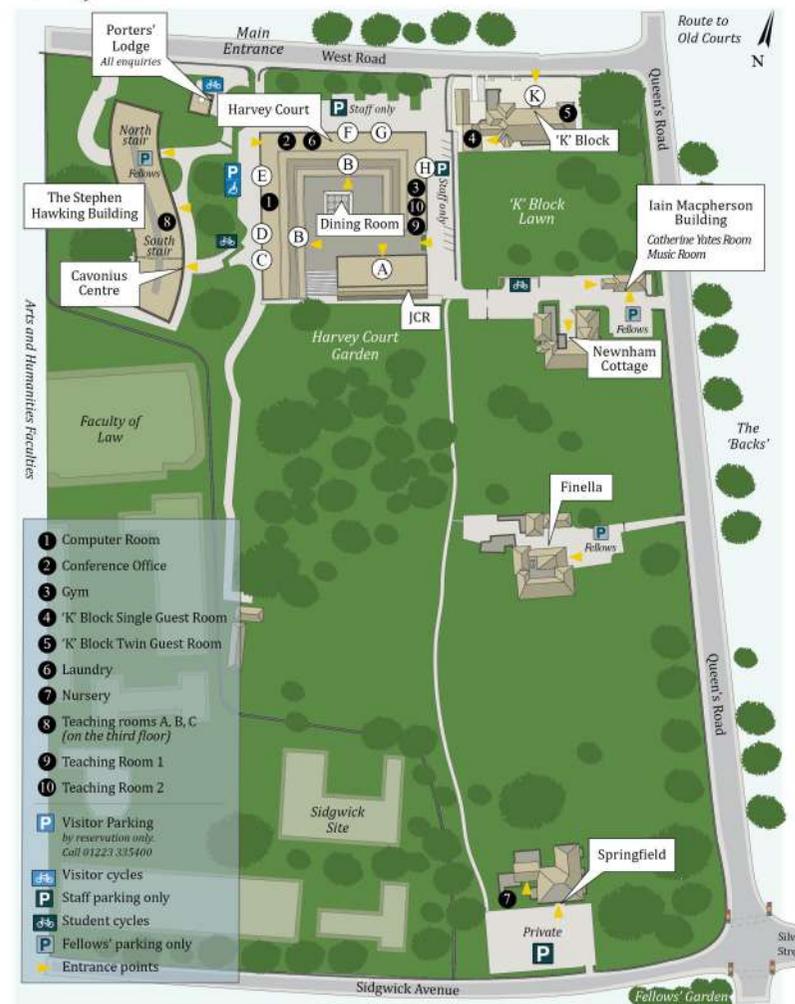


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Harvey Court

West Road
Cambridge
CB3 9DS
01223 335400
www.cai.cam.ac.uk



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Frequently asked questions

When are your facilities available for hire?

Most of our facilities are available all year round, although there may be some restrictions during term time, please ask your event manager for further details.

How can I make a provisional booking?

Please contact the Meetings & Events Office who will be happy to take your details and make a provisional booking for you. Provisional bookings can be held for a maximum of 10 days.

How do I confirm my provisional booking?

When a provisional booking is made you should be sent a booking form which includes the details of your booking and the terms and conditions. To confirm the booking, please return a signed copy of this booking form within 10 days of making the provisional booking and speak to your event manager regarding the 25% deposit required.

When do I need to confirm details?

Final details of your event are due 10 working days before the start of your event. Final details will include number of delegates, timings, menu selection, special diets, AV and other individual requests.

How do I pay for my event?

A deposit of 25% of the estimated total value of the event will be required upon confirmation of your booking. The final balance will subsequently be required 7 working days prior to your event unless you have credit facilities already in place with Caius or the College which will allow us to send an invoice after your event. Should you wish to open a credit facility with Gonville & Caius please contact the Meetings & Events Office for more information. Payment may be made by cheque or via a BACS transfer (as specified in the booking form) and must be received by the College within 28 days of the date of the invoice.

Cancellations and amendments

Cancellation terms and conditions are detailed on your booking form.

Can delegates smoke on College property?

Each site has designated smoking areas in which guests of the College are permitted to smoke. Delegates are not permitted to smoke outside of these areas.

Can we walk on the grass?

In Old Courts walking on the grass is not permitted unless by prior arrangement for an event. You may however, walk on the grass in Harvey Court Gardens at West Road.

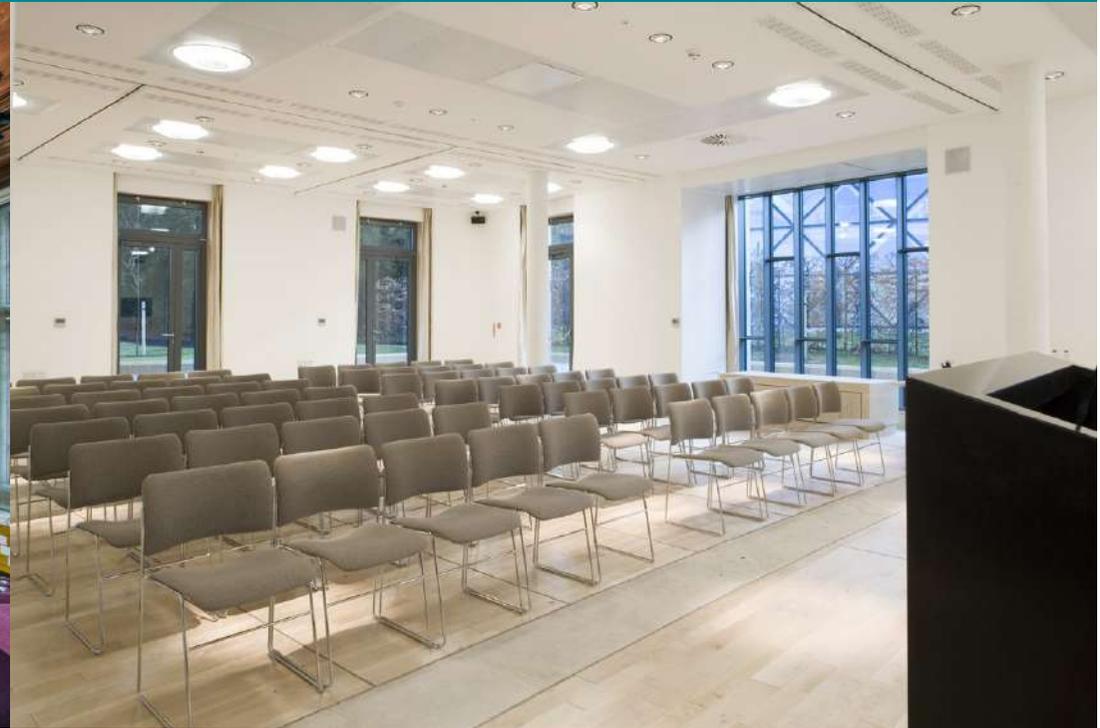
Can we bring our own food?

Due to strict food safety guidelines, food and drinks not purchased from the College are not, without the prior written permission of the College, permitted on the College's premises. Alcoholic beverages may be brought on to College premises by prior arrangement only and will be subject to a corkage charge.

Are your meeting rooms wheelchair accessible?

The Cavonius Centre, the Stephen Hawking Building and Harvey Court's public areas are fully accessible with accessible bedrooms available in both buildings also. The accessibility of the function rooms in Old Courts varies. Please notify your event manager of any special access requirements or ask if you would like further details.

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