Meetings

Gonville & Caius

UNIVERSITY OF CAMBRIDGE

2026- 2027

Table of contents

Welcome	3
Meeting Rooms in Old Courts	4
Meeting Rooms at West Road	7
Meeting Room Rates and Capacities	8
AV Equipment in Meeting Rooms	9
Day Delegate Package	10
Catering & Beverages	11
Popular Refreshment Breaks	12
Conference Buffet Set Menu	13
Accommodation	14
Site Maps	15
Frequently asked questions	17

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.

Meeting Rooms in Old Courts

Bateman Auditorium

A tiered theatre complete with lectern-controlled AV equipment. Subject to approval by the Director of Music, it is also possible to hold piano recitals with use of the Steinway Grand Piano.

Bateman Room

The Bateman Room has a beautifully high wooden beamed ceiling and stained glass windows. It is a popular space to register delegates and as a refreshment area for events using the Bateman Auditorium.

Senior Parlour

The Senior Parlour is a traditional, light, panelled room located in Gonville Court, on the first floor. The room has large bay windows overlooking Gonville Court and the Chapel. The room has been recently refurbished with modern AV installed.

Junior Parlour

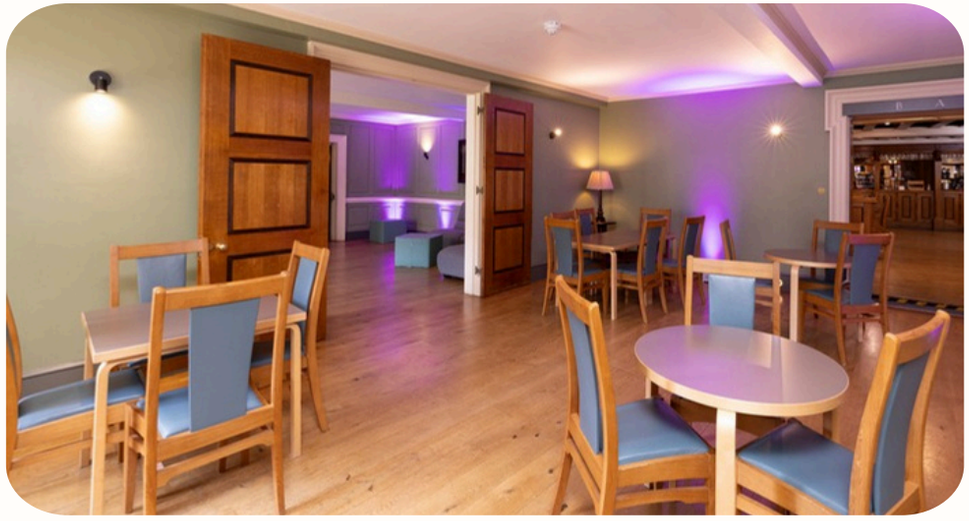
The Junior Parlour is a light and intimate room looking out on to Gonville Court. An elegant setting for smaller board meetings.

The Long Room

Located in Gonville Court, on the ground floor, this wood panelled room is ideal for meetings and drinks receptions, and is one of our most flexible rooms.

Junior Common Room & Red Room

Breakout areas: available outside of term time only.



Meeting Rooms at West Road

Cavonius Centre

A spacious suite with floor to ceiling windows. As our most flexible meeting space, the room configuration can be customised to suit individual requirements. It benefits from a sub-partition which allows for a main meeting room and up to three smaller syndicate rooms. It also has a lounge and registration area and is next to our Harvey Court Gardens.

Meeting Room Rates and Capacities

ROOM NAME	Rate	Theatre	Boardroom	U-Shape	Classroom	Cabaret
Bateman Auditorium	Half day rate: £550 Full day rate: £800	98 + 4 presenters	-	-	-	-
Bateman Room	Half day rate: £360 Full day rate: £525	25	16	12	20	18
Senior Parlour	Half day rate: £550 Full day rate: £750	60	30	-	30	24
Junior Parlour	Half day rate: £325 Full day rate: £380	-	12	-	-	-
Long Room	Half day rate: £550 Full day rate: £750	60	30	24	30	28
Cavonius Centre	Half day rate: £850 Full day rate: £1,200	120	38	30	50	52

Please note all prices within this brochure are ex VAT, valid between 1st July 2026 and 30th June 2027

AV Equipment in Meeting Rooms

Equipment Type/ Room Name	LED Screen	Projector & screen	Built-in camera	Microphones
Bateman Auditorium		✓		✓
Bateman Room	✓			
Senior Parlour	✓		✓	✓
Junior Parlour	✓			
Long Room	✓			✓
Cavonius Centre	✓	✓		✓

Additional equipment such as Meeting OWL, Logitech Camera or portable speaker are available upon request and charged at an extra cost. Each room is equipped with a laptop.

DAY DELEGATE PACKAGE

Our day delegate package is designed to represent excellent value for money and offers the most cost effective option for full day meetings. The package includes the elements listed below.

- Hire of main meeting room
- AV equipment and whiteboard or flipchart
- Choice of themed arrival and afternoon breaks
- Mid-morning coffee, tea and homemade biscuits
- Choice of lunch options; including a sandwich lunch or a Chef's choice two course cafeteria lunch (subject to availability)
- Cordial selection with bottled still and sparkling mineral water throughout the day
- Caius stationery and wrapped sweets on the tables

£85.00 + VAT PER PERSON

Minimum numbers apply:

Old Courts Meeting Rooms - 15

Cavonius Centre - 35

Please note all prices within this brochure are ex VAT.
Rates are valid between 1st July 2026 and 30th June 2027.

CATERING & BEVERAGES

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

£24.00 + VAT per person (min. 10 guests)

PACKED LUNCH

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

£16.00 + VAT per person (min. 10 guests)

SANDWICH LUNCH

Chef's choice sandwiches on a combination of farmhouse white, wholemeal or gluten-free bread (equivalent of 1½ rounds per person) served with home made crisps, fruit bowl, Chef's cake of the day, water, tea and coffee

£25.50 +VAT per person (min. 10 guests)

CONFERENCE BUFFET SET MENU

A choice of seasonal main courses with sides and a selection of puddings, served with water, tea and coffee. Please see page 13 for our delicious menus.

£39.50 + VAT per person (min. 15 guests)

CHEF'S CHOICE CONFERENCE BUFFET

Seasonal main courses with sides and a selection of puddings, selected by our chefs. Served with water, tea and coffee.

£31.50 + VAT per person (min. 15 guests)

BEVERAGES

Cans of selected soft drinks	£2.50 each
Still mineral water	£4.00 per litre bottle
Sparkling mineral water	£4.00 per litre bottle
Tea, coffee and packet biscuits	£3.60 per serving
Tea, coffee and homemade biscuits	£4.50 per serving
Tea, coffee and pastries	£7.80 per serving
Orange/Apple juice	£7.50 per litre jug
Cloudy apple juice	£11.50 per litre jug
Homemade lemonade	£11.50 per litre jug

POPULAR REFRESHMENT BREAKS

ENERGISE SELECTION £8.00

Greek yogurt, mixed berry compote and oats (v)
Seasonal fruit platter
Served with freshly brewed coffee and tea selection

RESTART SELECTION £8.00

Selection of mini pastries and seasonal fruit platter
Served with freshly brewed coffee and tea selection

REFRESH SELECTION £8.00

Cheese and sun-dried tomato savoury muffins (v)
Selection of fresh fruit
Served with freshly brewed coffee and tea selection

REVIVE SELECTION £8.00

Mini cake selection with seasonal fruit platter
Served with freshly brewed coffee and tea selection

CONFERENCE BUFFET SET MENU

MENU 1

Creamy butter chicken curry

Salmon risotto en-croute and
dill sauce

Crispy Korean tofu and gochujang
spiced vegetables (vg)

Sauteed greens and nigella seed

Citrus roasted carrots

Basmati rice and flat bread

Lemon tart and vanilla cream

MENU 2

Roasted loin of pork, spiced
apple sauce

Lime glazed coley supreme,
Pico de Gallo

Summer squash, spinach and paneer
coconut curry, naan (v)

Roasted new potato,
herb dressing

Fine beans and cauliflower

Marinated grilled pineapple
and vanilla cream

MENU 3

Moroccan spiced turkey breast, pepper
salsa and pomegranate

Seared sea bass and sumac
tomato salsa

Mediterranean vegetable and feta
strudel, Kalamata tapenade (v)

Cumin and herb citrus cous cous
minted pea and green beans

Blackberry and lavender cheesecake

MENU 4

Pepper braised brisket,
corn and baby onion

Sea food paella,
grilled spring onion and lemon

Tikka paneer and pea
masala curry (v)

Green beans sauteed in nigella seeds

Roasted aubergine with yogurt and
pomegranate dressing

Fragrant basmati rice

Eton mess

V = VEGETARIAN, VG = VEGAN

Please select one menu for the whole group

Minimum of 15 people required

£39.50 PER PERSON

ACCOMMODATION

During vacation periods our West Road site is home to 175 ensuite bedrooms, split between the Stephen Hawking and Harvey Court Buildings with a mix of singles, doubles, twins and triples, and includes five purpose-designed accessible rooms.

Located just a 10-minute walk from Old Courts and Cambridge city centre our comfortable ensuite accommodation is ideal for a residential conference. The nightly rate includes a full English and continental buffet breakfast with tea and coffee making facilities and a workspace in the room.

SINGLE ENSUITE BEDROOM 1 SINGLE BED
£92.00+ VAT per night

TWIN ENSUITE BEDROOM 2 SINGLE BEDS
£115.00+VAT per night

DOUBLE ENSUITE BEDROOM 1 DOUBLE BED
£115.00+VAT per night

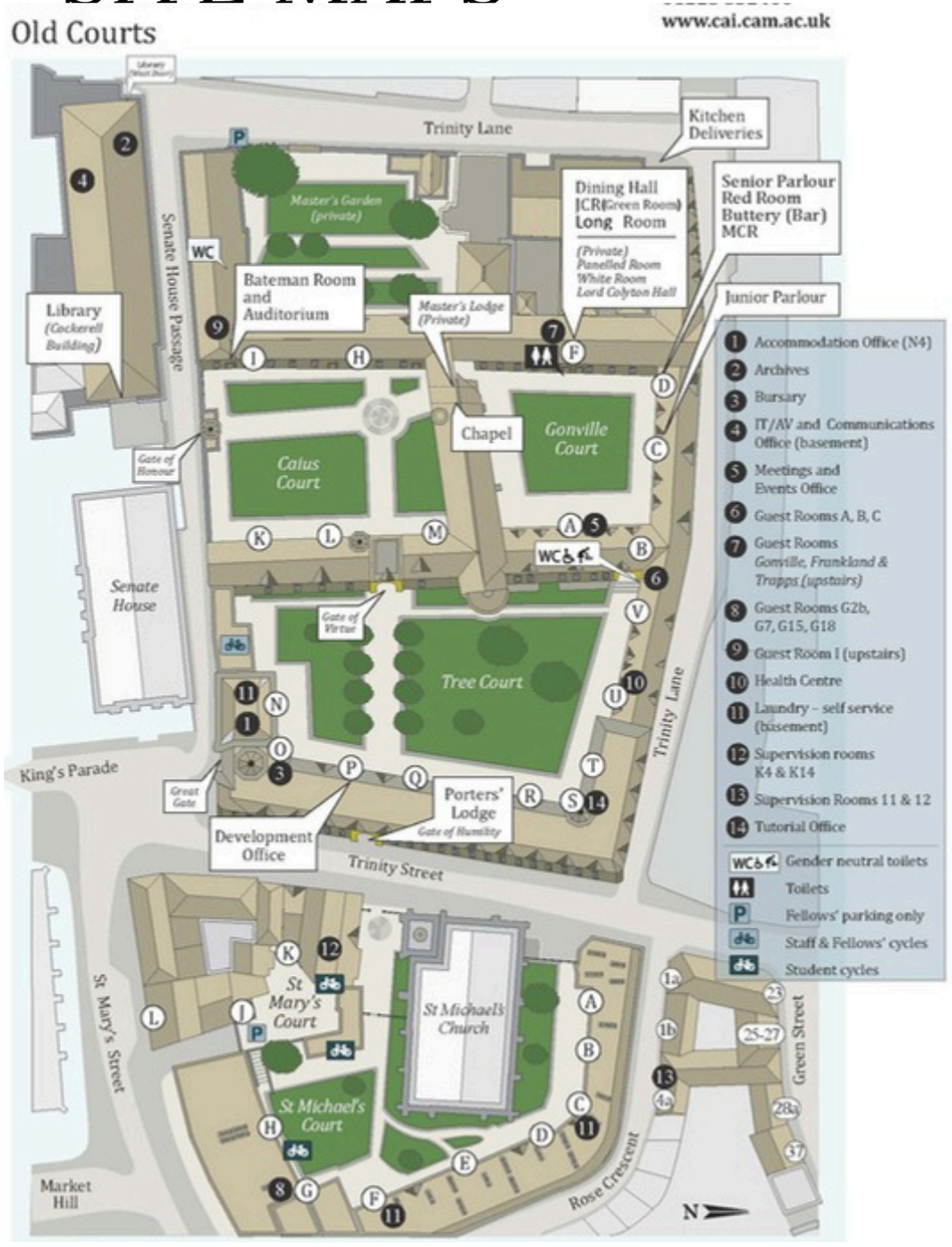
TRIPLE ENSUITE BEDROOM 1 DOUBLE BED AND 1 SINGLE BED
£143.00+VAT per night

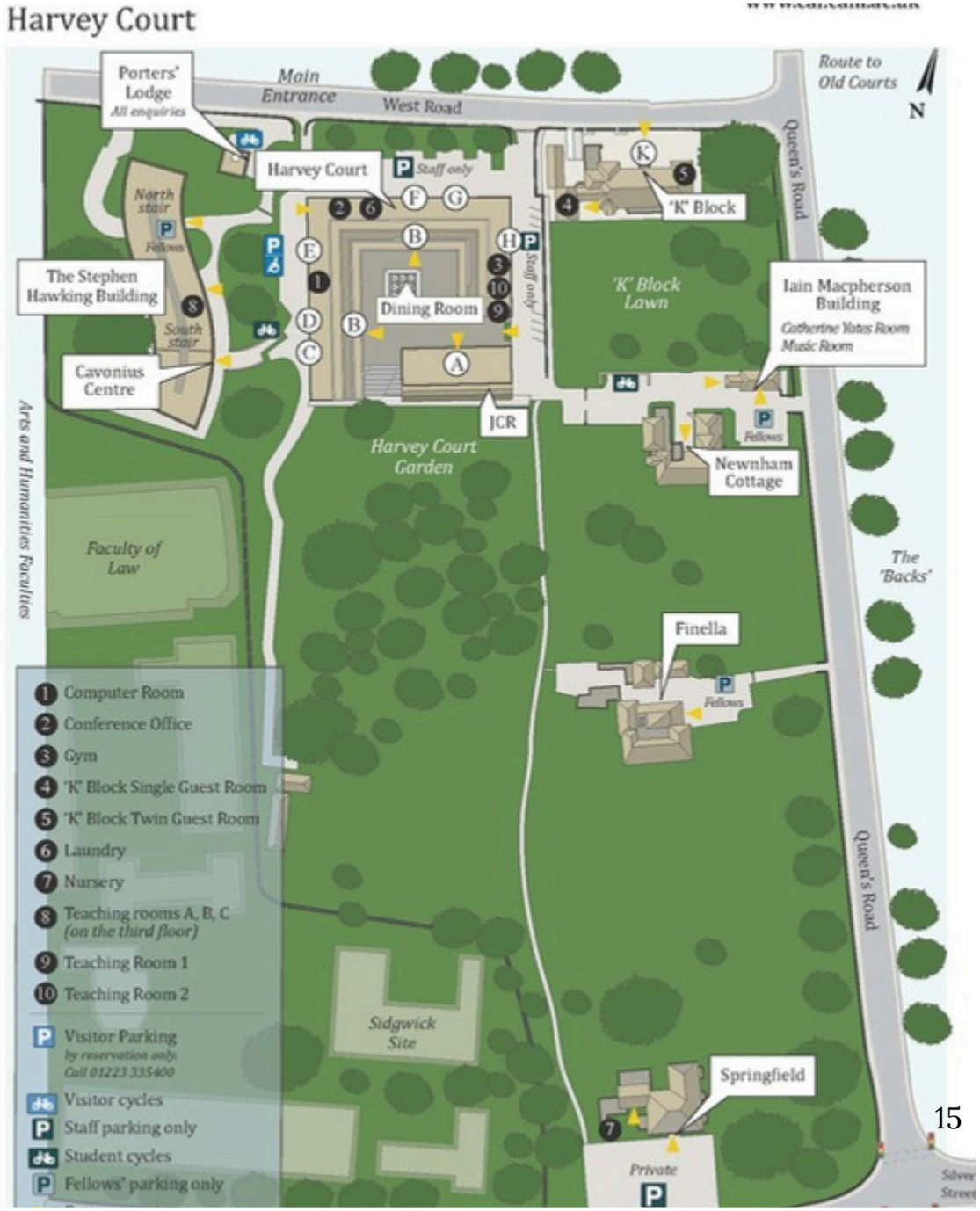
Check-in is from 3pm and check-out is by 10am.
West Road Porters' Lodge is staffed 24 hours a day, 7 days a week.

Stephen Hawking Building Single ensuite bedroom

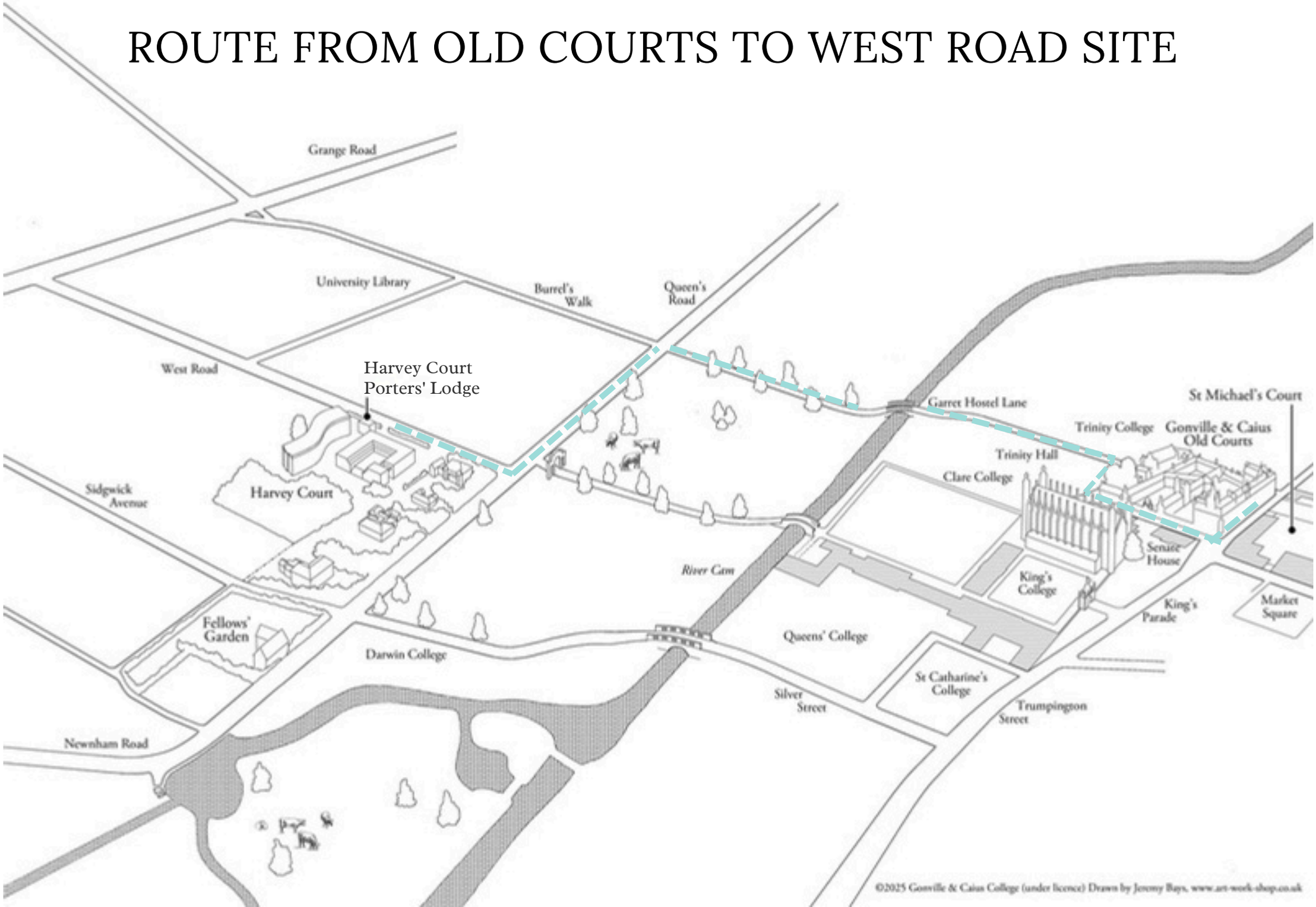
Harvey Court Building double ensuite bedroom

SITE MAPS


Old Courts
www.cai.cam.ac.uk
Trinity Lane
Kitchen Deliveries
Dining Hall
JCR (Green Room)
Long Room
(Private)
Panelled Room
White Room
Lord Colyton Hall
Senior Parlour
Red Room
Buttery (Bar)
MCR
Junior Parlour
Master's Garden (private)
Master's Lodge (Private)
Bateman Room and Auditorium
WC
Library (Cockerell Building)
Senate House Passage
Chapel
Gonville Court
Caius Court
Gate of Honour
Gate of Virtue
Senate House
Tree Court
Trinity Lane
King's Parade
Great Gate
Development Office
Porters' Lodge
Gate of Humility
Trinity Street
St Mary's Court
St Michael's Church
St Michael's Court
St Mary's Street
Market Hill
Rose Crescent
Green Street
N
1 Accommodation Office (N4)
2 Archives
3 Bursary
4 IT/AV and Communications Office (basement)
5 Meetings and Events Office
6 Guest Rooms A, B, C
7 Guest Rooms Gonville, Frankland & Trapps (upstairs)
8 Guest Rooms G2b, G7, G15, G18
9 Guest Room I (upstairs)
10 Health Centre
11 Laundry – self service (basement)
12 Supervision rooms K4 & K14
13 Supervision Rooms 11 & 12
14 Tutorial Office
Gender neutral toilets
Toilets
Fellows' parking only
Staff & Fellows' cycles
Student cycles


Harvey Court
Porters' Lodge
All enquiries
Main Entrance
West Road
Route to Old Courts
N
Queen's Road
Harvey Court
Staff only
'K' Block
North stair
Fellows
The Stephen Hawking Building
South stair
Dining Room
'K' Block Lawn
Iain Macpherson Building
Catherine Yates Room
Music Room
Cavonius Centre
JCR
Harvey Court Garden
Newnham Cottage
Arts and Humanities Faculties
Faculty of Law
The 'Backs'
Finella
Sidgwick Site
Springfield
Private
1 Computer Room
2 Conference Office
3 Gym
4 'K' Block Single Guest Room
5 'K' Block Twin Guest Room
6 Laundry
7 Nursery
8 Teaching rooms A, B, C (on the third floor)
9 Teaching Room 1
10 Teaching Room 2
Visitor Parking
by reservation only.
Call 01223 335400
Visitor cycles
Staff parking only
Student cycles
Fellows' parking only

ROUTE FROM OLD COURTS TO WEST ROAD SITE



FREQUENTLY ASKED QUESTIONS

How can I make a provisional booking?
Please contact the Conference & 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 5 days. If another client wishes to confirm the same date, we will give you a 24 hour notice to sign the contract to secure your booking.

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 5 days of making the provisional booking. Once signed, you will receive a 50% deposit invoice.

When do I need to confirm details?
Final details of your event are due no less than 10 working days before the start of your event. Final details may include the number of guests, timings, menu selection, special diets and other special requests.

How do I pay for my event?
A deposit of 50% of the estimated total value of the event will be required upon confirmation of your booking. The final invoice will be sent after your event has taken place. Payment may be made 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. Any amendments to the address given after the invoice has been raised will incur a £25.00 +VAT admin fee.

Can guests smoke on College property?
The college is a smoke free site. Smoking is not permitted in College buildings or gardens, or within three metres of any College building.

Can we bring our own food or drink?
Unfortunately, due to strict food safety guidelines, food and drinks not purchased from the College are not, permitted on the College's premises.

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 meeting rooms in Old Courts varies. Please notify your event manager of any special access requirements or ask if you would like further details.

Gonville & Caius

UNIVERSITY OF CAMBRIDGE

Meetings Brochure 2026-27

www.cai.cam.ac.uk/meetings-events

conference.office@cai.cam.ac.uk

+44 (0)1223 948680