



Gonville & Caius
UNIVERSITY OF CAMBRIDGE

Meetings Brochure 2024–25



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

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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.



Meeting Room Rates and Capacities

ROOM NAME	Rate	Theatre	Boardroom	U-Shape	Classroom	Cabaret
Bateman Auditorium	Half day rate: £500 Full day rate: £750	98 + 4 presenters	-	-	-	-
Bateman Room	Half day rate: £350 Full day rate: £500	25	16	12	20	18
Senior Parlour	Half day rate: £500 Full day rate: £650	60	30	-	30	24
Junior Parlour	Half day rate: £300 Full day rate: £350	-	12	-	-	-
Long Room	Half day rate: £500 Full day rate: £650	60	24	24	30	28
Cavonius Centre	Half day rate: £750 Full day rate: £1,000	120	38	30	40	48

Please note all prices within this brochure are ex VAT, valid between 1st July 2024 and 30th June 2025

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.



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 large bay windows overlooking Gonville Court and the Chapel



Junior Parlour

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



Meeting Rooms in Old Courts

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.



Gonville Court

Gonville Court is the third of our three college courts and is named after our original founder, Edmund Gonville. The perfectly manicured lawn and sunny aspect, offer the ideal location for an outdoor refreshment break.



Meeting Rooms at West Road

Cavonius Centre

A spacious room with floor to ceiling windows. 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. It also has a lounge and registration area and is next to our Harvey Court Gardens.



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.

What is included?

- Hire of main meeting room
- Laptop and LED screen or built-in projector and screen with whiteboard or flipchart
- Arrival coffee, tea and mini pastries
- Mid morning coffee, tea, biscuits and whole seasonal fruits
- Afternoon coffee, tea and mini afternoon cakes
- Choice of lunch options; including a sandwich lunch or a Chef's choice two course cafeteria lunch in Hall (subject to room availability)
- Cordial selection with bottled still and sparkling mineral water throughout the day
- Caius stationery and wrapped sweets on the tables

Old Courts / West Road meeting rooms £75 +VAT per person

Minimum numbers of 15 applicable for Old Courts and 35 for West Road.



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

Packed lunch

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

£15.50 + VAT per person

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

£23.50 + VAT per person

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 next page for our delicious menus.

£37.50 + VAT per person

Beverages

Cans of selected soft drinks	£2.00 each
Still/sparkling mineral water	£4.00 per litre bottle
Tea, coffee and homemade biscuits	£4.00 per serving
Tea, coffee and pastries	£7.00 per serving
Orange juice	£7.00 per litre jug
Apple juice	£7.00 per litre jug
Sparkling elderflower	£10.00 per litre jug
Cloudy apple juice	£10.50 per litre jug
Fresh orange juice	£10.50 per litre jug
Homemade lemonade	£10.50 per litre jug

Please note a minimum of 15 people are required for the Conference buffet menu and 10 for breakfast buffet, packed lunch and sandwich lunch.

Themed Morning & Afternoon Breaks

Morning energise selection £13.00

Greek yogurt, mixed berry compote and oats (v)
Homemade coconut flapjack (v)
Banana smoothie
Orange juice

Morning savoury selection £14.00

Smoked salmon and creamed cheese bagels
Homemade Suffolk pork sausage rolls
Tomato and mushroom frittata (v)
Fresh orange juice

Afternoon sweet £14.00

Maldon sea salt caramel chocolate brownie
Carrot cake
Mini cupcake selection
Tea and coffee selection

Afternoon savoury £15.50

Suffolk reared pig Scotch egg, piccalilli mayo sauce
Homemade chicken and tarragon sausage roll
Spinach and goat's cheese muffin (v)
Virgin Bloody Mary



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Conference Buffet Set Menu

Menu 1	Menu 2	Menu 3	Menu 4
Creamy butter chicken curry	Roasted loin of pork, spiced apple sauce	Moroccan spiced turkey breast, pepper salsa and pomegranate	Pepper braised brisket, corn and baby onion
Salmon risotto en-croute and dill sauce	Lime glazed coley supreme, Pico de Galo	Seared sea bass and sumac tomato salsa	Sea food paella, grilled spring onion and lemon
Crispy Korean tofu and gochujang spiced vegetables (vg)	Summer squash, spinach and paneer coconut curry, naan (v)	Mediterranean vegetable and feta strudel, Kalamata tapenade (v)	Tikka paneer and pea masala curry (v)
Saute ed greens and nigella seed	Roasted new potato, herb dressing	Cumin and herb citrus cous cous minted pea and green beans	Green beans saute ed in nigella seeds
Citrus roasted carrots	Fine beans and cauliflower	Blackberry and lavender cheesecake	Roasted aubergine with yogurt and pomegranate dressing
Basmati rice and flat bread	Marinated grilled pineapple and vanilla cream		Fragrant basmati rice
Lemon tart and vanilla cream			Eton mess

V = vegetarian, vg = vegan
 Please select one menu for the whole group
 Minimum of 15 people required
 £37.50 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, spa toiletries and a workspace in the room.

Single ensuite bedroom 1 single bed
£87.00+ VAT per night

Twin ensuite bedroom 2 single beds
£110.00+VAT per night

Double ensuite bedroom 1 double bed
£110.00+VAT per night

Triple ensuite bedroom 1 double bed and 1 single bed
£138.00+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 double ensuite bedroom



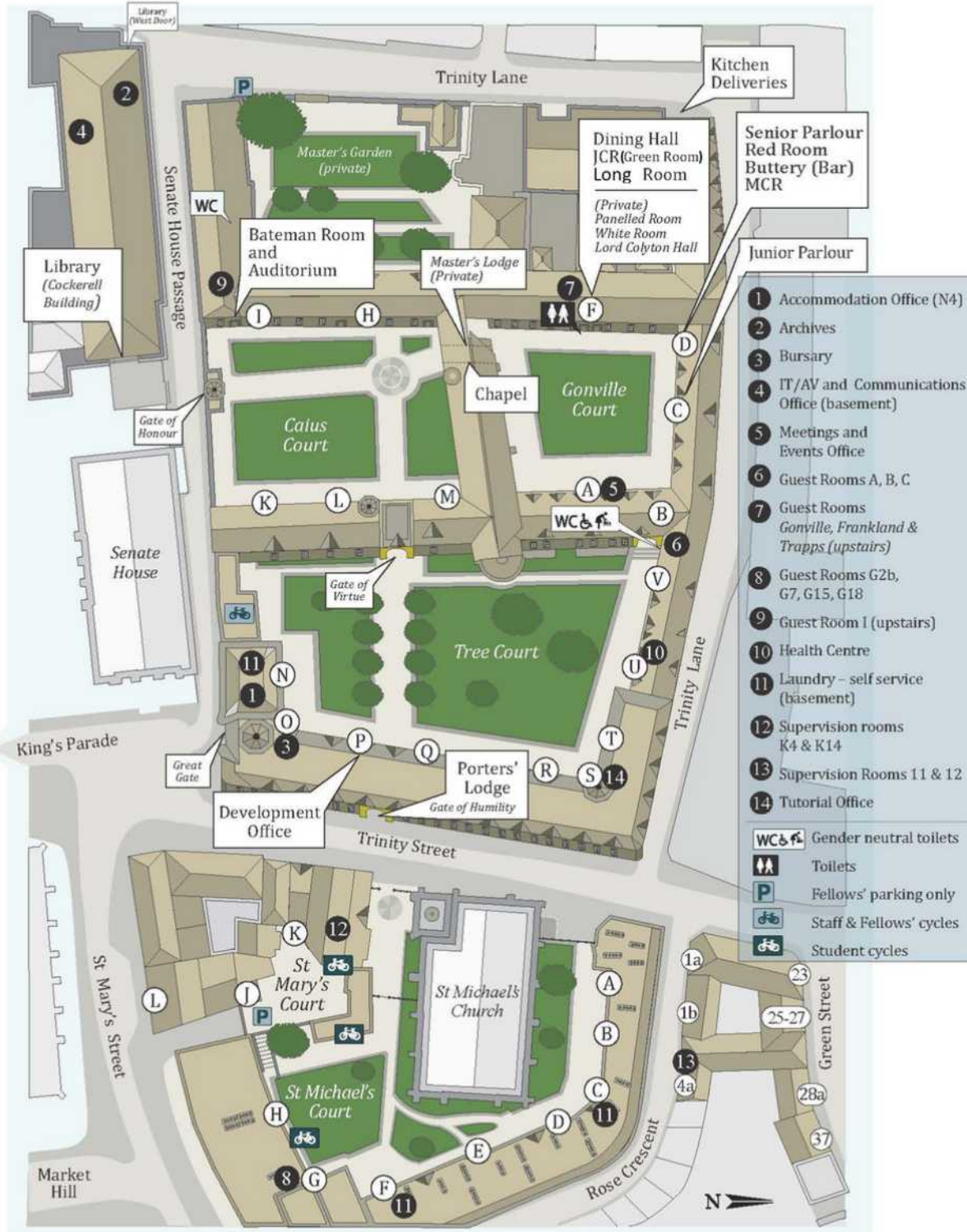
Harvey Court Building double ensuite bedroom

How to find us



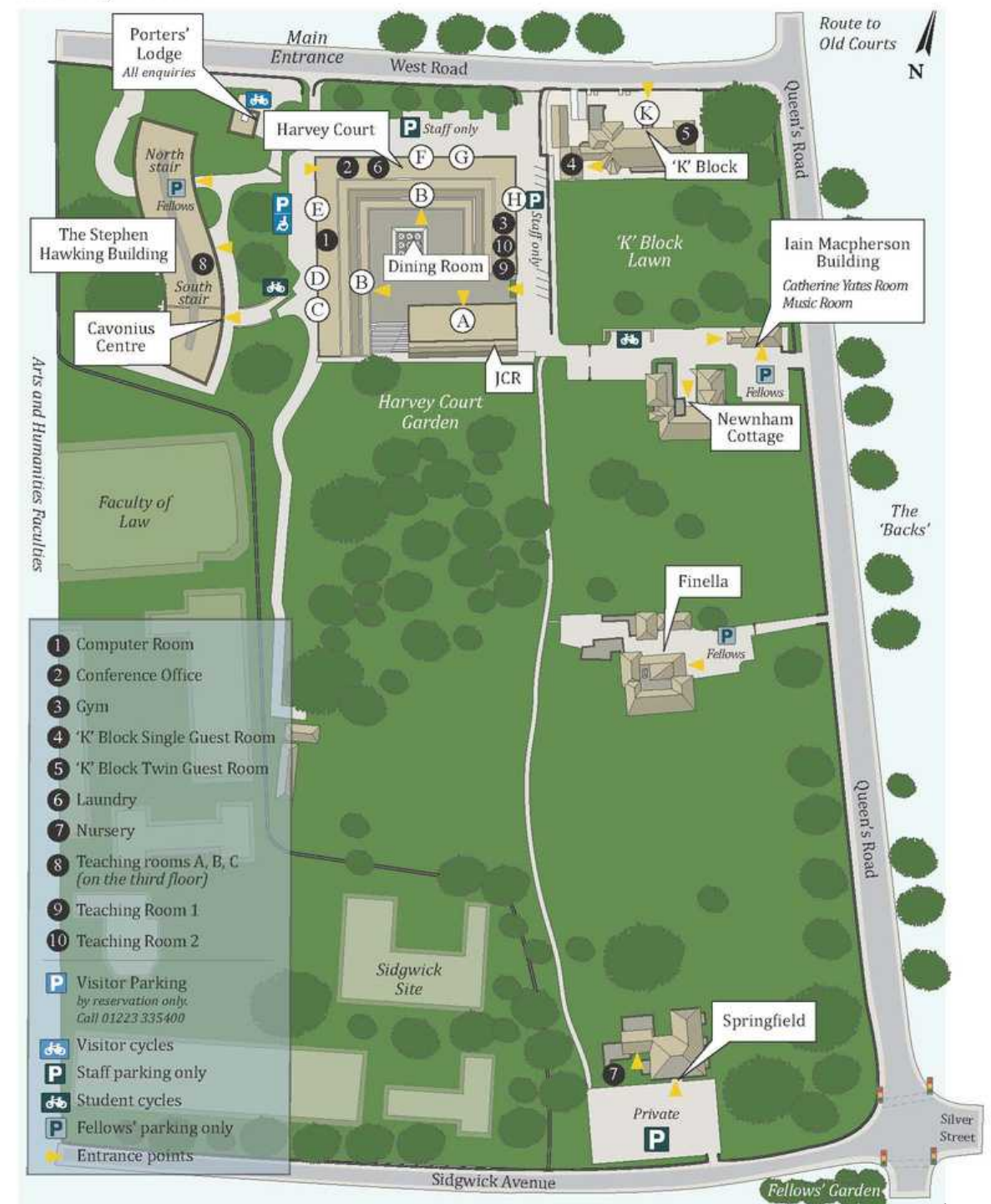
Old Courts

Trinity Street
Cambridge
CB2 1TA
01223 332400
www.cai.cam.ac.uk



Harvey Court

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



Frequently asked questions

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 5 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 5 days of making the provisional booking and speak to your event manager regarding the 50% deposit required.

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, catering 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.

Can guests smoke on College property?

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

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.

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