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 one hundred rooms with ensuite facilities. 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 Stephan Hawking Building was designed by Mark Wilkinson and officially opened by HRH Prince Philip in April 2007. With seventy-five 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.

During term, Caius is home to more than 700 students and 100 Fellows. Students come to Caius from all over the world and undergraduates study all of the subjects offered in the University. Our Fellows have globally renowned expertise ranging from Ancient History to Zoology and are all recognised as leaders in their own fields. Gonville & Caius College is regularly one of the top performing Colleges in the University of Cambridge league tables and we apply this same commitment to excellence to our corporate events.
**Dining at Caius**

Caius prides itself on the reputation it has gained for its excellent food and service standards. Our chefs provide mouth-watering dishes which have satisfied even the most discerning food critics. Extensive menus are available to suit your requirements whether this is a two course lunch or a five course banquet. In 2013 the kitchens and staff of Gonville & Caius were featured in the BBC Celebrity MasterChef series to high acclaim.

**Our prices include:**

- Printed menu cards with the College crest
- Candles and napkins
- Waiter service
- Coffee and chocolate mints
- Lapel microphone in the Main Dining Hall

**Please note:**

Venue hire may be applied.

Final menu details, numbers and special dietary information for events are required at least 10 working days prior to arrival. The final account is based upon the number agreed at this stage.

We regret that we cannot offer a choice menu; your guests must all have the same starter, fish, main and sweet courses unless they have any special dietary requirements which will be catered for as necessary.

Our latest dinner service time is 8pm.

A later dinner service time will be considered upon request but will be subject to availability and a surcharge of £5.00* per person.

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018*
Dining rooms and drinks receptions

**Junior Parlour**
The Junior Parlour is a light and elegant private dining room located on the ground floor of Gonville Court. It is the perfect setting for a small and intimate dinner.

- Canapés 20
- Drinks reception 25
- Finger buffet 20
- Formal dining 12

**Senior Parlour**
The Senior Parlour is located on the first floor of Gonville Court and is one of our most popular rooms. It has a light and airy atmosphere and is beautifully decorated. It is also the home of one of three pianos in the Old Courts.

- Canapés 60
- Drinks reception 70
- Finger buffet 60
- Fork and walk buffet 48
- Formal dining 30

**Green Room**
The Green Room is a popular room for drinks receptions. Located on the ground floor of Gonville Court, it has ready access to our dining rooms and interconnects with the Red Room and Bar.

- Canapés 30
- Drinks reception 40
- Finger buffet 30
- Fork and walk buffet 25
- Formal dining 16
Dining rooms and drinks receptions

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 pre-dinner drinks party.

- Canapés 150
- Drinks reception 150

Main Dining Hall

The present Hall, designed by Anthony Salvin, was built in 1854, replacing the ancient Hall in the north-west corner of Gonville Court. The Hall is decorated with art by a mixture of traditional and contemporary artists. Of particular note, are the stained glass windows which honour famous Caians.

- Canapés 100
- Drinks reception 120
- Finger buffet 100
- Fork and walk buffet 100
- Formal dining 184

Bar

The College Bar provides a laid-back, casual atmosphere for post-event drinks. The Bar itself has a traditional ‘pub’ feel to it due to its wooden flooring and exposed beams. There is a range of lagers on tap, as well as bottled ale and a selection of wine and spirits. Out of term time, the adjoining Red Room can also be booked as a lounge area.

- Drinks reception 70
Canapés and finger buffet

**Canapés**

- Smoked salmon gravadlax with crispy rye bread and horseradish cream
- Roast beef with Yorkshire pudding and red onion chutney
- Seared sesame crusted tuna with wasabi
- Ham hock and smoked cheese croquettes
- Leek, pepper and smoked cheese croquettes with chimichurri sauce
- Mini Thai fishcakes with lemongrass
- Sticky jerk chicken with homemade corn bread croute
- Mushroom and spinach tarts with goats cheese
- Moroccan spiced red pepper and aubergine pate presented on pumpernickel
- Vegetable sushi rolls made with avocado, cucumber, red bell pepper with a sweet chilli sauce
- Plum tomato and basil bruschetta with mozzarella
- Spiced king prawn tail, chilli jam and dill creme fraiche
- Fresh pear, prosciutto, Roquefort and rocket roll served in a tomato pastry nest
- Mushroom, spinach and quinoa bon-bon

Select four options at £8.50* per person
Select six options at £11.50* per person
Select eight options at £14.50* per person
For a minimum of ten people.

**Finger buffet**

**Savoury**

- Assorted sandwiches and sliced baguettes
- Honey and mustard chipolatas
- Duck spring rolls with hoisin sauce
- Smoked salmon and ricotta tarts
- Vegetable samosas with riata
- Cajun chicken goujons with sour cream and lemon dip
- Bruschetta with cherry tomatoes and mozzarella pesto
- Onion bhajis
- Mini salmon fishcakes with dill mayonnaise
- BBQ chicken skewers
- Goats cheese and vegetable tarts with onion marmalade
- Plaice goujons with tartare sauce

**Sweet**

- Miniature fruit scones with jam and clotted cream
- Fresh fruit tartlets
- Squares of homemade chocolate fudge brownie

Select eight options at £19.95* per person
For a minimum of ten people.

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018*
Fork and walk buffet

**Mains**
- Beef goulash with capsicum, paprika and soured cream
- Pork, Oxfordshire cider, sage and mustard casserole
- Thai lemon chicken and coconut sauce
- Braised shoulder of lamb with redcurrants and rosemary
- Chicken with chorizo, basil and plum tomato sauce
- Mushroom and courgette stroganoff with brandy and coarse grain mustard
- Butternut squash, pine nut and blue cheese risotto
- Cod, smoked salmon and prawn crumble
- Roasted salmon steaks with lemon, sauce vierge

**Sides**
- Basmati rice
- Buttered new potatoes
- Mashed potato
- Morrocan cous cous
- Mixed leaf salad
- Mixed seasonal vegetables
- All served with bread

**Sweets**
- Fusion crème brûlée
- Tarte au citron with honeyed crème fraîche
- Selection of sliced exotic fruit
- Triple chocolate brownie
- Selection of cheeses served with savoury biscuits, grapes and celery

Followed by tea and coffee

Please choose two meat or fish and one vegetarian option from the mains, two side dishes and two sweets.

£26.50* per person

**Please note there is a supplement of £1.50* per person for the selection of cheeses.**

Minimum of ten people required.

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018.
Autumn / Winter menu

Menu 1
Available 1st October to 31st March

Starters
Gnocchi and warm smoked salmon with balsamic glaze
Spiced pumpkin soup with sage roasted brioche croutons
Wild mushroom and goats cheese frittatino
Ham hock terrine with piccalilli and toasted spelt bread

Fish course
Smoked mackerel and trout terrine with saffron mayonnaise
Creamy shrimp bisque
Parmesan crusted salmon supreme with cold tomato concasse, lemon and basil sauce

Mains
Stuffed chicken breast with mascarpone and spinach with a thyme and garlic jus
Spiced roasted pork belly with shallot and brandy reduction
Duck leg confit with roasted plum and port jus
Vegetarian cassoulet served in a roast butternut squash

Sweets
Fusion crème brûlée with shortbread
Sticky toffee and date pudding with caramel sauce and ice cream
Egg custard tart, soaked prunes in Earl Grey syrup
Duo of chocolate mousse

Please select one starter, fish (if required), main and sweet course for all of your guests.

This menu includes one farinaceous dish and two vegetable dishes of your choice. Please refer to page 12.

Three courses £39.95* per person
Four courses £48.95* per person

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018
Menu 2
Available 1st October to 31st March

Starters
Creamy shrimp bisque
Plum tomato and spinach with poached duck egg
Smoked duck, roasted plums and rocket salad
Marinated beetroot, feta cheese and orange salad

Fish course
Monkfish wrapped in prosciutto and wild mushroom sauce
Roasted cod with bacon and peas
Pan fried halibut with Morecombe Bay shrimps, dill and cream sauce

Mains
Medallion of beef with green peppercorn sauce**
Supreme of pheasant marinated in beer and mustard with marjoram sauce
Delice of venison with red wine and chocolate sauce
Rolled gnocchi stuffed with wild mushroom, sundried tomato and ricotta cheese

Sweets
Sticky lemon and polenta sponge with sweet basil syrup
Triple chocolate brownie, satsuma syrup and white chocolate ice cream
Steamed blueberry sponge with a traditional vanilla English custard
Orange and Cointreau tart with an orange compote

Please select one starter, fish (if required), main and sweet course for all of your guests.

This menu includes one farinaceous dish and two vegetable dishes of your choice. Please refer to page 12.

Three courses £48.95* per person
Four courses £61.50* per person

**Please note there is a supplement of £2.60* per person for the medallion of beef.

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018
Spring / Summer menu

Menu 1
Available 1st April to 30th September

Starters
Watercress and mint soup (cold)
Roasted tomato and mascarpone soup with croutons
Cajun style salmon salad with avocado and rocket
Wild mushroom and goats cheese frittatino
Grilled chicken Caesar salad

Mains
Baked chicken breast with mushroom and tarragon cream
Pan fried duck breast with roasted, Mediterranean vegetables and basil sauce
Slow baked pork belly with five spice and served with Chinese greens

Sweets
Individual strawberry pavlova with vanilla cream and a strawberry and basil sauce
Chocolate and Baileys pot served with shortbread
Raspberry and white chocolate crème brûlée
Elderflower and lemon posset with oat crumble and lemon meringue

Please select one starter, fish (if required), main and sweet course for all of your guests.
This menu includes one farinaceous dish and two vegetable dishes of your choice. Please refer to page 12.

Three courses £39.95* per person
Four courses £48.95* per person

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018
Menu 2
Available 1st April to 30th September

Starters
Watermelon and mint soup (cold) ✓
Asparagus and smoked chicken soup
Crostini of cured salmon with beetroot, sour cream and baby capers
Salad of garlic king prawns with watercress, orange and croutons
Red onion and pepper tart topped with brie and rocket pesto ✓

Fish course
Grilled fillet of sea bass with asparagus and hollandaise sauce
Monkfish wrapped in prosciutto and wild mushroom sauce
Pan fried halibut with Morecombe Bay shrimps, dill and cream sauce

Mains
Corn-fed chicken breast with a ricotta and spinach stuffing and a tomato and tarragon sauce
Grilled Herefordshire rib eye steak with shallot confit and crispy pancetta
Roasted rump of spring lamb with lemon thyme, garlic and summer vegetables

Sweets
Champagne and fruit jelly with a passion fruit sauce
Chocolate mud cake with fresh summer berries and mascarpone
Asian infused panna cotta with a citrus salad and an Earl Grey tea syrup
Warm raspberry frangipane tart with vanilla pod ice cream

Please select one starter, fish (if required), main and sweet course for all of your guests.

This menu includes one farinaceous dish and two vegetable dishes of your choice. Please refer to page 12.

Three courses £48.95* per person
Four courses £61.50* per person

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018
Vegetarian options and sides

Additional vegetarian options
Cassoulet of puy lentils and squash
Gnocchi roll
Grilled parmesan polenta with a sun blushed tomato tapenade
Mediterranean vegetables and goats cheese tart
Vegetarian Wellington

Please only select a vegetarian option if you have ten or more vegetarian guests. For numbers fewer than ten, Chef will provide a vegetarian option to compliment your main menu.

Farinaceous dishes
Caius potatoes (par cooked and marked with a knife, roasted in oil and garlic)
Anna potatoes (layered slices oven baked in a mould)
Château potatoes (barrel shaped and roasted)
Fragrant basmati rice
Gratin potatoes (creamed, sprinkled with cheese and gratinated)
Minted new potatoes (new potatoes with mint)
Moroccan cous cous
Parmentier potatoes (½” diced, fried and sprinkled with chives)
Roasted garlic mashed potatoes
Sautéed new potatoes with onions and thyme
Sweet potato fondant

Vegetables

Dishes available all year
Broccoli and pumpkin seeds
Chantenay carrots
Minted petit pois
Ratatouille
Roasted beetroot
Roasted root vegetables

Seasonal vegetables for Spring / Summer
Green cabbage with nutmeg
Panache of beans
Sautéed garlic courgettes

Seasonal vegetables for Autumn / Winter
Braised red cabbage
Honey roasted parsnips
Roasted squash with sage
**Dessert**

Cheese, biscuits, grapes and celery - £8.95* per person
Dessert (fruit only) - £4.95* per person
Dessert and cheeseboard - £12.50* per person
Petit fours - £4.00* per person
Sorbet course - £3.50* per person

**Dessert wine**

*De Bortoli Deen VAT 5 Botrytis Semillon (37.5 cl bottles)* - £19.95*

*Light golden with echoes of citrus, peach, pear, nectarine and honey with a twist of caramel and attractive oak aromas. Try with an array of fruit desserts or enjoy with a platter of cheeses and fruit.*

**Port**

*Gonville & Caius College Port* - £21.00*

*Dow 1991* - £48.50*

*"The firmly-structured, moderately tannic, impressively coloured and concentrated 1991 Vintage offers a classic display of black fruits, liquorice, and chocolate aromas and flavours"*

*Robert Parker, Wine Advocate 1995. Parker Rating 90 Points (Outstanding)*

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018*
The following wines have been selected for your enjoyment and are usually available year-round.

Our house wines, Kraemer Blanc de Blanc Brut, Riddle Creek Reserve Chardonnay, Riddle Creek Shiraz and College Port are all presented with a Gonville & Caius College label.

**Sparkling wine**

**Kraemer Blanc de Blanc Brut** - £19.95*

_An easy drinking French sparkling wine. Perfect for any occasion. Harmonious, fresh with delicate bubbles._

**Prosecco Ponte Di Rialto** - £22.50*

_Fruity, straw yellow medium dry Italian sparkling wine. Easy drinking and excellent as an aperitif._

**Rivamonte Rosato** - £23.50*

_This dry, soft Italian sparkling rosé has an intense bouquet with fresh peach and red berry flavours on the palate and a full-bodied structure._

**Champagne**

**J de Telmont Grande Reserve NV** - £39.50*

_This Champagne has a soft and fruity nose with a hint of buttered toast and an abundance of fine and delicate bubbles. An outstanding champagne for a special occasion._

**Rosé**

**Bois Des Violettes Rosé** - £17.50*

_This is a delicious French dry rosé, vibrant in colour, crisp with very subtle strawberry fruit flavour. This is perfect for long, warm summer days, but can be enjoyed on any occasion._

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White wine

Gonville & Caius White, Riddle Creek Chardonnay - £19.50*
A great value Australian Chardonnay of exceptional quality. Rich melon and tropical fruit notes give a depth of flavour rarely found at this price. Ideal for buffets, pre-dinner drinks and perfect for fish.

Dea Del Mare, Pinot Grigio Catarratto - £17.50*
A crisp Sicilian white wine with a pallet of citrus fruit and zesty green apple with a good balance of minerality. Perfect as an apéritif or with fish, salad and white meat.

Fathom's Sauvignon Blanc - £21.50*
A typical New Zealand Marlborough Sauvignon, offering a nose of citrus, green grass and elderflower.

Amalaya de Cortes Blanco - £24.95*
This unusual white wine from Argentina offers an attractive grapey nose with peach, apricot and lime notes with a tangy and fresh finish. It is a versatile food wine, fruity enough to work well with spice.

Chapel Down Flint Dry - £26.50*
Chapel Down Winery is home to the largest producer of English wines. Aromas of zesty lemon and green apple. Apple and pear flavours, with creaminess in the background leading to a smooth finish on the palate.

Macon-Lugny St Pierre Bouchard P&F - £27.95*
Fresh nose offering a lovely bouquet of wildflowers. Pleasant, refreshing and nicely rounded on the palate. This is a great value white Burgundy - Enjoy with simply grilled fish dishes or herb roasted chicken.

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Red wine

Gonville & Caius Red, Riddle Creek Shiraz - £19.50*

Dark berry flavours plus spice and pepper are generous on the palate of this red. The tannins are soft and firm and balanced with subtle sweet oak to give a generous full finish. A fine match for lamb, pasta or hearty stews.

Côtes du Rhône Rémy Ferbras - £18.50*

A fresh nose of red fruits and spices. The palate is full and the structure flattering, concentrated and fat. The finish is full of finesse and elegance. Ideal match for lamb and grilled red meats.

Borsao Selección Campo de Borja, Rioja - £19.95*

A blend of Garnacha, Syrah and Tempranillo grape varieties, this wine has a lovely velvety texture with pure plum fruitiness on the palate. Ideal with meat dishes and even spicy ingredients like chorizo.

Dona Paula Malbec - £21.50*

This is an excellent example of a really vibrant style of Argentinian Malbec. Violets, black cherry and black berries with a touch of spice on the nose. Enjoy with grilled or roasted red meat dishes.

Chianti Classico San Felice - £27.95*

An award winning Tuscan wine made from Sangiovese and Canaiolo grape varieties for which the region is famous. This medium bodied wine boasts flavours of cherry and plum. Perfect with roast meat and any ripe cheeses.

Chapel Down Union Red - £29.95*

A union of English red grapes, this smooth, fruity and balanced red wine has been created by blending Rondo and Pinot Noir clones. Attractive cherry, plum and liquorice flavours with supple tannins. An ideal partner for duck, lamb and venison.

Château Laubés, Bordeaux 2010 - £34.95*

With generous black fruits and tannins that are integrated into the texture, the wine is ripe and fruity. The acidity is still there, giving a crisp aftertaste. A good match to beef and venison.

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Additional alcoholic beverages

Bottled lager - from £3.25*
Bottled ale - from £3.75*
Jug of Pimm’s - £16.25*
Mulled wine - £3.75* per glass

Soft drinks

Jug of orange or apple juice - £5.40*
Jug of sparkling elderflower - £7.40*
Jug of non-alcoholic fruit punch - £8.95*
Jug of fresh orange juice - £8.95*
Jug of cloudy apple juice - £8.95*
Bottled still mineral water - £3.50*
Bottled sparkling mineral water - £3.50*

Please note all jugs are 1 litre and typically serve 5 glasses.
Additional soft drinks are available on request.

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Sustainability

**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, Sam Cole of Lowestoft, have small inshore boats that fish exclusively for Sam Cole using the line caught method ensures the highest quality fish. The fish is then delivered within hours of being landed. The boats belong to the Responsible Fishing Scheme and the company itself aim to source all wild and farmed fish from sustainable and responsibly managed sources and is committed to avoiding the purchase of any seafood species from stocks that are known to be below biologically sustainable levels or from overseas suppliers known to employ unacceptable labour practices.

**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 Accent Fresh, based in Downham Market, and in season whenever possible. The company is a member of SEDEX and works with growers and suppliers who are following the guidelines of good agricultural practice with regard to water use, pollution, chemical use and energy consumption. When selecting the vegetables and potatoes for your dinner, why not ask the Chef via the Meetings & Events Office, for a recommendation to ensure optimum freshness and seasonality?

**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.
How to find us

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 parks are Park Street and 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 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.
When are your facilities available for hire?
The Old Courts Dining Hall is available during vacations only. All other dining rooms within the Old Courts are available year-round.

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 10% 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, menu selection, special diets and other special requests.

How do I pay for my event?
A deposit of 10% 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.

Can we have a choice menu?
We regret that we cannot offer a choice menu. Please choose one starter, one fish course (if applicable), one main and one sweet from our wide range of menus. Please also choose one potato dish and two vegetable side dishes to accompany your meal. We can cater for most special diets so please advise no less than 10 working days before your event.

Do you provide menu cards and place name cards?
We provide crested menu cards at no additional cost, however we do not provide place name cards. If you require these please send them along with a seating plan at least 3 days before the event.

Do I have to pay an additional room hire charge?
The room hire charge is included in the menu prices subject to meeting minimum numbers.

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, 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 dining 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.
Once you have confirmed your private dining reservation at Gonville & Caius College, we need to know a few more details about your event. Please fill in the details below and return to the Meetings & Events Office no less than 10 working days before your event.

<table>
<thead>
<tr>
<th>Event title:</th>
<th>Date:</th>
<th>Number of guests:</th>
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<tbody>
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<td>Event contact name:</td>
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### Pre-dinner drinks

- **Start time:**
- **Location:**
- **Drinks selection (including non-alcoholic):**
- **Canapés:**

### Dinner

- **Start time:**
- **Location:**

#### Starter:

- **Fish course (if applicable):**

#### Main course:

#### Side dishes (2 vegetable, 1 farinaceous):

#### Sweet:

#### Dessert / cheese course (if applicable):

- **White wine:**
- **Red wine:**
- **Dessert wine:**
- **Additional drinks:**

#### Special dietary requirements (including vegetarians):

#### Other notes (please include details of any seating plans, speeches, presentations or AV equipment required):