Meetings brochure 2018-19

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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.
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 rate: £125*
Full day hire rate: £200*

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
- Theatre 50

Half day hire rate: £200*
Full day hire rate: £350*

Green Room
This room is an ideal size for medium size meetings or for use as a breakout area for larger groups. The Green Room is located in Gonville Court and is usually accessed via the Undercroft foyer however, additional access may be made via the Red Room. As one of our most flexible rooms in the Old Courts, the Green Room is very popular.

- Boardroom 18
- Theatre 30

Half day hire rate: £125*
Full day hire rate: £200*

*Please note all prices are ex VAT, valid between 1st October 2018 and 30th September 2019 and are correct as of 1st October 2018
Meeting rooms at Caius: Old Courts

**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 rate: £125*
Full day hire rate: £200*

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**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 + up to 4 presenters

Half day hire rate: £300*
Full day hire rate: £450*

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**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 packages: Old Courts

**Day Delegate Rate**

- Hire of main meeting room
- AV equipment and whiteboard or flipchart
- Arrival coffee, tea and homemade biscuits
- Choice of themed morning and afternoon breaks
- Choice of three lunch options; including a two course served lunch in Hall, a hot buffet or a working buffet *(subject to room availability)*
- Cordial selection with bottled mineral water throughout the day
- Caius stationary and wrapped sweets on the tables

£47.50* per person

*Minimum numbers applicable: Bateman Auditorium 40, Bateman Room 10, Green Room 10, Junior Parlour 10, Senior Parlour 20.*

**Residential Delegate Rate**

- All items from Day Delegate package as described above
- Three course evening meal selected from the menu on pages 14 and 15
- Overnight accommodation in a single ensuite room at our West Road site
- Full English and continental buffet breakfast

£153.95* per person

*Please note this is only available during vacation periods and based on the minimum numbers above.*

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Meeting rooms at Caius: 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 rate: £650*
Full day hire rate: £900*

Hire of the Cavonius Centre also comes with use of the Cavonius Lounge. This area is perfect for a registration desk or could also be used as additional exhibition space.

Kramer Wireless Collaboration

At Caius, we have a new, 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 (IOS, 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.

VIA Collage has offered Caius a whole new level of conferencing. It will give you the ability to make conferences and lectures more interactive for delegates. VIA Collage has been installed into our Cavonius Centre; our most flexible conference room.

Please enquire for pricing options.

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Gonville & Caius College will be injected with a touch of Ancient Greece when an innovative new event space opens in July 2019.

The stylish marquee structure entitled Acropolis at Caius will provide a spacious and flexible setting for a whole host of events from meetings and exhibition space to drinks receptions and dinners.

Named Acropolis because of its architectural shape and multiple glass sides around its linked hexagonal structures, the 2,150 sq ft facility will be available for a 15-month period whilst some of the College’s kitchen and dining facilities in the Old Courts undergo a major refurbishment programme.

Acropolis at Caius will be located in the beautiful Harvey Court gardens on the West Road site and will provide guests with spectacular views of the College’s verdant gardens.

**Meeting rooms at Caius: West Road**

- Cabaret 100
- Theatre 180

Half day hire rate: £650*
Full day hire rate: £900*

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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

Half day hire rate: £525*
Full day hire rate: £775*

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

Charge subject to purpose of use and layout.

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.

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Meeting packages: West Road

Day Delegate Rate

- Hire of main meeting room
- AV equipment and whiteboard or flipchart
- Arrival coffee, tea and homemade biscuits
- Choice of themed morning and afternoon breaks
- Choice of three lunch options; including a two course served lunch in Hall, a hot buffet or a working buffet *(subject to room availability)*
- Cordial selection with bottled mineral water throughout the day
- Caius stationary and wrapped sweets on the tables

£52.50* per person

Minimum numbers of 20 are applicable.

Residential Delegate Rate

- All items from Day Delegate package as described above
- Three course evening meal selected from the menu on pages 14 and 15
- Overnight accommodation in a single ensuite room at our West Road site
- Full English and continental buffet breakfast

£158.95* per person

*Please note this is only available during vacation periods and based on the minimum numbers above.*

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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 £75* per night**
1 single bed

**Twin ensuite bedroom £95* per night**
2 single beds

**Double ensuite bedroom £95* per night**
1 double bed

**Triple ensuite bedroom £120* per night**
1 double bed and 1 single bed

Check-in is from 2pm and check-out is by 10am. Should you require secure luggage storage outside of these times, please contact the Harvey Court Porters’ Lodge.

Limited parking is available at a charge of £12.50* per night, please pre-book this via the Meeting & Events Office.

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Caius prides itself on the reputation it has gained for its excellent food and service standards. Our chefs provide mouth-watering dishes to suit all dietary requirements which have satisfied the most discerning food critics.

**Refreshments**

**Apple juice** - £5.40* per litre jug

**Cans of selected soft drinks** - £1.50* each

**Cloudy apple juice** - £8.95* per litre jug

**Cordial selection in the meeting room** - 50p* per person

**Fresh orange juice** - £8.95* per litre jug

**Smoothie** - £2.00* per bottle

**Sparkling elderflower** - £7.40* per litre jug

**Sports cap water bottle** - £1.50* each

**Still or sparkling mineral water** - £3.50* per litre bottle

**Tea, coffee and biscuits** - £2.95* per serving, upgrade to homemade biscuits for an additional 50p* per serving

**Tea, coffee, orange juice and mini pastries or cakes** - £4.95* per serving

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Catering

Additional items
Cheese and bacon turnover - £1.75* each
Individual Calypso ice lollies - £1.75* each
Individual Cornetto and Magnum ice creams - £2.00* each
Smoked salmon and cream cheese bagel - £4.00* each

Working breakfast buffet
Tea, coffee, orange juice, a selection of pastries, bacon and / or egg rolls, fresh fruit platter, continental cheese and meat platter and bread rolls with preserves
£16.95* per person

Sandwich lunch
A selection of sandwiches and baguettes, crisps, fresh fruit, tea, coffee and orange juice
£12.95* per person

Enhanced sandwich lunch
A selection of sandwiches and baguettes, a hot savoury dish, cheese platter, crisps, fresh fruit, cake, tea, coffee and orange juice
£18.95* per person

Working lunch buffet
A selection of savoury and sweet options from a choice of three menus, see page 13
£23.00* per person (subject to availability of another room)

Two course conference lunch
Enjoy the delicious Chef’s choice hot main with sweet
£26.50* per person (served in the Main Dining Hall at Old Courts or Harvey Court Dining Room)

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Rustic menu

- Selection of sandwiches and baguettes with assorted meat and vegetarian fillings
- Honey and mustard chipolatas
- Vegetable samosas with raita served in halves
- Cajun chicken goujons with sour cream and lemon dip
- Mini fishcakes with dill mayonnaise
- Mini mushroom and spinach tarts with goats cheese
- Vegetable crudité with dips

Healthy menu

- Selection of wraps with assorted meat and vegetarian fillings *(Houmous and feta, roasted Mediterranean vegetable, lamb koftas with minted yoghurt, poached salmon and cream cheese and chives)*
- Chive scone with smoked salmon and crème fraîche
- Mozzarella, tomato and basil bruschetta
- Mini mushroom and spinach tarts with goats cheese
- Thyme chicken pieces with light lemon mayonnaise
- Greek salad
- Virgin nicoise salad *(no tuna)*

A bit of both menu

- Selection of sandwiches and baguettes with assorted meat and vegetarian fillings
- Goats cheese and vegetable tarts with onion marmalade
- Duck spring rolls with hoisin sauce
- Mini fishcakes with dill mayonnaise
- Beef teriyaki skewers with sesame crust
- Greek salad
- Vegetable crudité with dips

Homemade chocolate fudge brownies
Fresh fruit tartlets

Fresh cut fruit platter
Yoghurt and granola with fruit compote
Autumn / Winter menu
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

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, 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 16.
Spring / Summer menu
Available 1st April to 30th September

Starters
Watercress and mint soup *(served 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 creme brulee
Elderflower and lemon posset with oat crumble and lemon meringue

Please select one starter, 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 16.
## 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
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.
How to find us
**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 10% 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 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.

**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?**

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 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.