

PEMBROKE COLLEGE CAMBRIDGE

Wedding Brochure 2019



With the Chapel at its heart, and with a tradition of life-long relationships, Pembroke is happy to host weddings and ceremonies for current and former members.



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Weddings and Ceremonies at Pembroke College

With the Chapel at its heart, and with a tradition of life-long relationships, Pembroke is happy to host weddings and ceremonies for current and former members. Pembroke is an excellent place for these events, and they are a very important part of our shared community life. If you have links with Pembroke, please do consider it for your wedding or ceremony.

It is good to plan ahead, particularly if you are looking for a Summer Saturday. We aim to have **only one** such event on any given day and it can get quite booked up.

Weddings in Chapel happen at the discretion of the Dean and the use of the Hall for a reception requires the permission of the Fellows in the College Meeting.

Am I eligible?

The College policy is to host weddings, ceremonies and receptions for current and former members and those with close links to the college.

We welcome:

- All members of College (current and old)
- All current staff
- The children of current staff
- All Fellows
- The children of current fellows (including Emeritus and Bye).

At Pembroke College we can help you enjoy the planning of your wedding. We offer two elegant and stylish Wedding Packages at a set price per person from which to choose, allowing a clear budget to be planned and avoiding any unexpected surprises.

Our dedicated team will assist with the details of your Reception, whilst our High Table Butler will be acting as Master of Ceremonies to ensure your special day runs smoothly.

How can I book a date?

Please email nina.rhodes@pem.cam.ac.uk, the Catering and Events Manager to check availability.

How much does it cost?

The College does not charge for Chapel Services (although donations to [Pembroke House](#), the College Charity are welcome). A fee of £450 is applicable when hosting a civil ceremony. The fee covers the costs of room hire, parking for two vehicles, music system, signage and Butler service. Statutory charges will also apply, and are payable to the Registrar. For the cost of a Wedding breakfast, please refer to this brochure and Pembroke College web pages. Do feel free to call Nina Rhodes, the Catering and Events Manager to discuss the options.



Civil Weddings at Pembroke

Pembroke College is licenced to host civil marriages and civil partnerships. We are able to host these events in the Old Library for up to 100 people or in the Thomas Gray Room for up to 40 people.



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Pembroke Hall set up for a Wedding Breakfast



- ◆ Our Hall can accommodate up to 160 guests with room for a dance floor.
- ◆ A Master of Ceremony will introduce the wedding couple and ensure your wedding runs smoothly throughout the day.
- ◆ The wedding breakfast can be chosen from this brochure with accompanying wine and soft drinks.
- ◆ Sparkling wine is served at Reception and again for the Toast
- ◆ Your seating plan will be displayed and personalised menu cards will be arranged on the table together with Pembroke place cards.
- ◆ Tables will be dressed with linen tablecloths and napkins, silver plated candlesticks
- ◆ Use of silver cake stand and knife to cut the cake.
- ◆ Floral arrangements can be displayed on the tables.



Option One

£130.00 per person, inclusive of VAT

Hire of the main Hall and use of Library Lawn

Exclusive service of our College Butler as Master of Ceremonies

A glass of Prosecco or Pimms on arrival

Three-course wedding breakfast with coffee and petit fours

Half a bottle of Pembroke labelled red or white wine

Bottled water and orchard apple juice with your meal

Prosecco for the toast

Personalised menu cards

Place cards provided

Linen tablecloths and napkins

Silver candlesticks

Use of silver cake stand and knife

A bridal room for use on the day

Cash bar until 11pm.

Service charge



Option Two

£160.00 per person inclusive of VAT

Hire of the Main Hall and use of agreed College Gardens

Exclusive service of our College Butler as Master of Ceremonies

Two glasses of Champagne on arrival or after the ceremony

Four canapés per person served with the drinks reception

Three-course wedding breakfast with coffee and petit fours

Half a bottle of wine per person, chosen from our exclusive cellar menu

Bottled water and orchard apple juice with your meal

Pembroke Champagne for the toast

Personalised menu cards and place cards can be provided

Linen tablecloths, napkins, best China and silver-plated cutlery

Best College wine glasses

Silver candlesticks and use of silver cake stand and knife

A bridal room for use on the day

A complimentary bottle of College Champagne for the bride and groom

Cash bar until 11pm

Service charge



Starters

We can provide a special seasonal Wedding breakfast similar to the samples below. A choice of one starter, main and dessert will be served to your guests. Plus a vegetarian option where required. All dietary requirements can be catered for.

(V) Wild mushroom soup with mushroom straw and truffle oil

£10.00

(V) Duchess cheese tart with shallot and rocket salad

£10.00

Crab salad with apple and lemon mayonnaise

£10.00

Adnams Copper house gin cured salmon with cucumber and fennel

£10.00

Home soused mackerel with sweet and sour green beans

£10.00

Seared carpaccio of tuna with green herbs, wasabi mayonnaise, pickled ginger and vegetable salad

£10.00

Ham hock salad with radish shallots, Dijon dressing, crispy capers and croutons

£10.00

Smoked Gressingham duck fillet with pear and brioche

£10.00

Norfolk chicken terrine with salt baked celeriac and homemade prune chutney

Main Course

Short rib of beef with Madeira jus
horseradish mash, spinach purée and roast heritage

carrot

£10.00

Pan fried breast of Guinea fowl

Guinea fowl leg pithivier, white onion purée and savoy

cabbage

£10.00

Prosciutto wrapped Dingley Dell pork fillet with cider

sauce

£10.00

Roast hake, chorizo, chickpea and coriander casserole
with gremolata yoghurt dressing

£10.00

Sauté chalk stream trout with tapenade
crushed potato, roast Mediterranean vegetables and

salsa verde

£10.00

(V) Steamed leek, Lincolnshire poacher and chestnut

mushroom suet pudding

creamy mash and greens

£10.00

(Vegan) Thin tart of heritage tomato and courgette with

olive purée

green bean and potato salad

£10.00

(Vegan) Chick pea tagine stuffed butternut squash

fennel orange and parsley salad

Dessert

Saffron Panna Cotta with orange sorbet and spiced
apricot purée

£10.00

Dark chocolate delice with coffee ice cream and salted
caramel

£10.00

Thin apple and pastry cream tart with burnt butter ice
cream and toffee apple sauce

£10.00

Deconstructed mango and passion fruit cheesecake

£10.00

Mocha coffee crème brûlée with black sesame and
brown sugar shortbread

£10.00

Iced Banana parfait with rum and raisin ice cream, and
poppy seed tuile

£10.00

Artisan cheese - quince jelly - Madjool dates

£10.00

Nutmeg topped custard tart with Madagascan vanilla
ice cream

£10.00

Caramelised white chocolate mousse with raspberry
textures



Canapes

£20 per person

Please choose four items from the following options

to complete your selection

Highland cured salmon mousse with horseradish and lemon
on crisp bread

Smoked trout with caper, lemon and rocket on toast

Smoked salmon on blini with cream cheese, dill and lemon

Chicken liver parfait, red onion marmalade and orange

Quail egg on croute with onion and crispy Parma ham

Beef carpaccio with fresh horseradish and watercress

Smoked Gressingham duck breast with poached pear

(V) Cambridge blue cheese croquette with tomato chutney

(V) Blue cheese bon bon with tomato and rosemary
chutney

(V) Toasted baguette with brie and spiced pear chutney

(V) Wild mushroom palmiers with olive tapenade

Additional Courses

Cost per person

Sorbets £5

Lemon

Cucumber and Pimms

Pink Champagne

Blackcurrant

Amuse Bouche £5

Fig and Red Onion Caramelised Tartlet

Asian Crab Cake with Wasabi

Greek Salad Verrine

Artisan Cheese and biscuits £8.50

Pembroke Evening Buffet

£20 per person

Served with tea, coffee and fresh juices.

Please choose five items from the following options

to complete your selection

Mini beef burgers with dill pickles

Mini duck spring rolls

Lamb samosas with minted raita

Seafood dim sum with soy and sweet chilli sauce

Mini fish and chips

(V) Pepper and blue cheese bruschetta

(V) Vegetable samosas with homemade mint yoghurt

(V) Mini sun-blushed tomato, basil and mozzarella tartlet

(VEGAN) Sweet potato falafel balls

(VEGAN) Corn chips with tomato salsa

(VEGAN) Hummus with grilled pitta bread and crudities



Wine for Wedding Package Option 1

Reception and Toast Wines

Please choose one of the following sparkling wines

Kramer Brut

Castel Llord Cava Brut

Prosecco Lunetta

Pembroke Champagne (£35 per bottle supplement)

Wine with the Meal

Please choose one red wine and one white wine for your meal

White Wine

Pembroke Chardonnay *Chile*

Pembroke Sauvignon Blanc *Chile*

Red Wine

Pembroke Merlot *Chile*

Pembroke Shiraz *Australia*

Wine for Wedding Package Option 2

Reception and Toast Wines

Please choose one of the following sparkling wines

Pembroke Champagne

Bollinger (Supplement £15)

Wines with the Meal

Please choose one red wine and one white wine for your meal

White Wine

Viognier Vin de Pays d'Oc Patriarche Pere et Fils *France*

Riesling Novas Gran Reserva (Bio Bio) *Chile*

Sauvignon Blanc, Hidden Bay Marlborough *New Zealand*

Chardonnay Rolleston Vale *Australia*

Red Wine

Shiraz Rolleston Vale *Australia*

Primitivo Paolo Leo Puglia *Italy*

Cotes du Rhone Reserve Grand Veneur Alain Jaume *France*

Red Rioja Crianza Vina Palaciega *Spain*



Late Bar Tariff

All prices are inclusive of VAT

BOTTLED BEER AND CIDER

Peroni	£4
Corona	£4
Pembroke Ale	£4.25
Magners Cider	£4.25
Adnams Lighthouse	£4

SOFT DRINKS

Coke	£2
Bottled Water 750ml	£3.25

25ML SPIRITS AND MIXERS

Smirnoff Vodka	£2.25
Gordon's Gin	£2.25
Bells Whisky	£2.25
Bacardi Rum	£2.25
Jack Daniels	£2.25
Jose Cuervo Tequila	£2.25
Baileys	£2.25
Bottled Mixers	£2



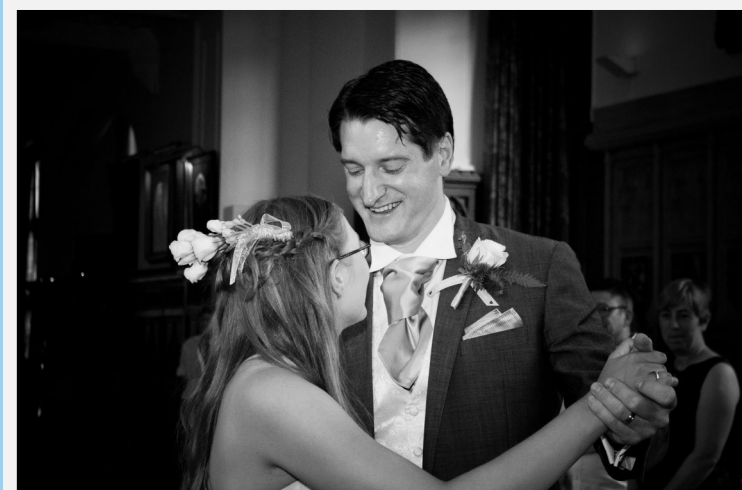
The Hall can accommodate evening entertainment up 11.30 pm

You can arrange for a live band or DJ to play in the Hall after your meal.

We ask that guests arrange carriages by midnight.



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Frequently asked questions 1

- ◆ **Where do I start in booking a wedding or Civil Ceremony at Pembroke?**

Contact nina.rhodes@pem.cam.ac.uk - Catering and Events Manager

- ◆ **Can we provide our own wedding caterers?**

The College does not allow external caterers on-site, however our Catering Team will be happy to discuss any specific requirements you may have.

- ◆ **Can you cater for guests with special dietary requirements?**

Our Chefs are trained in allergens and will happily accommodate any special dietary requirements.

- ◆ **Can we provide our own wine and Champagne?**

We have a comprehensive wine list and an excellent wine supplier should you wish something not mentioned in our brochure.

- ◆ **Is there a minimum number of guests required to make a booking?**

The minimum number of guests for our wedding packages is 80, however we will be happy to provide a bespoke quotation for smaller events in the Old Library.

- ◆ **Do you provide accommodation?**

Generally we are not able to provide accommodation within College, however there may be limited availability. You can enquire by contacting Joe Cutter Joe.Cutter@pem.cam.ac.uk, Accommodation Manager. We are within walking distance of the city centre hotels.

- ◆ **Can we park at the College**

Two spaces are allocated for the bridal party. Access to College is via the back gate on Tennis Court Road. All suppliers can use the Tennis Court entrance as a drop-off point. Please use the intercom to contact the Porter's Lodge for entry. We are unable to provide parking for guests. The Grand Arcade car park is conveniently located within 5 minutes walk of College.

- ◆ **How many guests can the College cater for?**

Our Hall seats 160 with room for a dance floor.



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Frequently asked questions 2

♦ **Can confetti be thrown?**

We do not allow confetti within the College.

♦ **Can we play our own music?**

Yes, you can arrange for a live band or DJ to play in the Hall after your meal until 11.30pm. Music and entertainment must cease by 11.30 pm. We ask that guests are arranged by midnight.

♦ **Do you provide a dance floor?**

Yes, the polished wooden flooring on the High Table Dias is ideal for dancing.

♦ **Do you allow candles to be lit?**

Yes, we provide candles and silver plated candlestick holders for all our weddings.

♦ **Are there separate rooms available for sitting/quiet areas?**

We do not have a quiet lounge area for guests. We do provide a complimentary college guest room for the wedding couple to use as a changing area.

♦ **Can we have early access to begin setting up?**

Whenever possible, we will allow you plenty of time to setup entertainment or decorations. Access is agreed during the planning stages.

♦ **May we bring our own wedding decorations?**

Yes you may, but please discuss these in advance with our wedding co-coordinator to ensure they are suitable for the Hall.

♦ **Is it possible to provide a cash bar?**

If you would like an Evening Reception, perhaps with a live band or DJ, we can provide a limited cash bar. The bar would not be open during the Reception and Wedding breakfast times.



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Frequently asked questions 3

◆ How can we pay for our wedding reception?

To secure the date, a non-refundable deposit of £2500 is due when we receive the completed wedding booking form. Eight weeks prior to your wedding day, a pro forma invoice will be sent out requesting 50% of the final estimated balance. The balance remaining will be invoiced after the event. Payment can be made via the Pembroke finance office by cheque, cash, credit/debit card, or bank transfer. See Terms and Conditions. N.B: payments by credit card will incur a 2% administration fee.

◆ Is there a cancellation charge?

Yes, our charges are outlined in our terms and conditions, which form a part of the booking form.

◆ Is it possible to display our seating plan on the day?

Yes, we can display the seating plan outside the doors of the Hall and can provide place cards with the College Crest

◆ Do you provide a microphone for wedding speeches?

Yes, our Hall contains a PA system (with hearing loop) for which a microphone will be provided.

◆ Do you cater for children?

For children (3– 12 year olds) we are happy to create a smaller version of the menu that you select or provide a more child friendly menu. This will be 50% of the package price. We also have a highchair, if needed.

◆ When do you require final numbers for our wedding?

We require final numbers 14 days before your wedding.

◆ Is there access for disabled guests?

Yes, our Hall is accessible for wheelchair users, as are our gardens. Disabled access toilets are available within M staircase in Ivy Court.

◆ Does the College allow fireworks?

No, fireworks are not allowed under any circumstances.



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