



**PEMBROKE COLLEGE
CAMBRIDGE**

CONFERENCE AND DINING MENUS

2017-2018

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

**Pembroke College offers a range of rooms suitable for meetings and seminars,
with capacity ranging from 10 to 170.**

**Audio and Visual equipment is available upon request, and all of our rooms feature
wireless internet access.**

ROOM	CAPACITY FOR DINNER	CAPACITY FOR MEETINGS	ROOM HIRE
Main Hall	175	N/A	£1000
Old Library	70	100	£560
Nihon Room	N/A	50	£430
Thomas Gray	14	30	£430
Outer Parlour	18	14	£430
Christopher Smart	8	10	£320

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

TEA AND COFFEE

£3.50 per person

Freshly brewed coffee and selection of teas with complimentary biscuits
(gluten free biscuits available on request).

BREAKFAST

£7.50 per person

Freshly brewed coffee and selection of teas, granola bars,
freshly baked mini pastries, fresh fruit salad.

BACON SANDWICHES

£6 per person

Freshly brewed coffee and selection of teas with warm bacon sandwiches.

COFFEE, TEA AND CAKES

£6 per person

Freshly brewed coffee and selection of teas with a selection of homemade cakes.

TRADITIONAL AFTERNOON TEA

£21.50 per person

Freshly brewed coffee and selection of teas with selection of classic finger sandwiches
(cucumber and cream cheese, free range egg mayonnaise with cress,
honey roast ham and mustard, smoked salmon and lemon crème fraiche),
fresh homemade fruit scones with clotted cream and strawberry jam, chocolate eclairs,
traditional Victoria sponge, carrot cake with cream cheese frosting,
chocolate, ginger and cardamom tea bread and mini glazed fruit shortbread tarts.

SAVOURY AFTERNOON TEA

£21.50 per person

Freshly brewed coffee and selection of teas with fresh homemade vintage cheddar cheese scones,
Cambridge blue cheese and leek tartlets, scotch eggs, sausage rolls,
smoked salmon and cream cheese roulades, mushroom and parsley tartlets.

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

LIGHT LUNCH

£9.50 per person

Fresh homemade soup, selection of freshly baked bread, platters of cheese and biscuits and a selection of whole fresh fruits.

CLASSIC SANDWICH LUNCH

£12.50 per person

Freshly brewed coffee and selection of teas, fresh fruit juices, selection of freshly made sandwiches (gluten free available on request), fresh fruit kebabs, crisps and marinated olives.

WORKING SANDWICH LUNCH

£15 per person (minimum 15 people)

Freshly brewed coffee and selection of teas, fresh fruit juices, selection of freshly made sandwiches (gluten free available on request), warm sausage rolls, mini vegetable spring rolls, crisps, marinated olives, homemade chocolate brownies and platters of fresh sliced fruit.

DELI BOARDS

£12.50 per person (minimum 8 people)

Freshly brewed coffee and selection of teas, fresh fruit juices, freshly baked breads and a deli board of your choice.

Cheese board - three different types of artisan cheese, quince jelly, celery, grapes and real ale chutney.

Anti pasti - selection of sliced continental meats, buffalo mozzarella, marinated olives and artichokes

Veggie board - stuffed baby peppers, buffalo mozzarella, hummus, cheese straws and tzatziki.

CAFETERIA LUNCH OR DINNER

£15 per person

Enjoy a true Cambridge student experience by joining us for lunch through our student cafeteria. We offer a selection of meat, fish and vegetarian main courses, selection of vegan friendly side orders, fresh salad bar and a selection of desserts and drinks.

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

THE PEMBROKE FINGER BUFFET

£20 per person (minimum 10 people)

Served with tea, coffee and fresh juices.

Please choose six items from the following options to complete your selection

Mini beef burgers with dill pickles (HOT)

Mini duck spring rolls (HOT)

Lamb samosas with minted raita (HOT)

Seafood dim sum with soy and sweet chilli sauce (HOT)

Lemon sole goujons (HOT)

Pepper and blue cheese bruschetta (HOT VEG)

Vegetable samosas with homemade mint yoghurt (HOT, VEG)

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

Sweet potato falafel balls (HOT, VEGAN)

Corn chips with tomato salsa (VEGAN)

Hummus with grilled pitta bread and crudities (VEGAN)

Cherry flapjack

Chocolate brownie fingers

Custard tartlets topped with nutmeg

Mini fruit tartlets

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

THE PEMBROKE FORK BUFFET

£30 per person (minimum 15 people)

Please choose two items from each category.

Served with freshly baked bread rolls, tea, coffee, juices and water.

STARTER

Fresh homemade soup
Chicken liver parfait with fruit chutney
Salmon and prawn terrine
Roasted Mediterranean vegetables with basil oil
Marinated beetroot, orange and rocket salad

MAIN COURSE

Beef bourguignon
Shepherd's pie
Beef lasagne
Fish pie
Char-grilled salmon with watercress and saffron aioli
Vegetable Wellington
Lentil, vegetable and herb casserole
Vegetable and bean lasagne

All main courses are served with a selection of seasonal side dishes.

SWEETS

Lemon tart
Pavlova with seasonal fruit
White chocolate and ginger cheesecake
Sticky toffee pudding

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

DINING TARIFF

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

All lunch and dinner options are served with complimentary coffee and mints.

Two-Course Lunch	£20 per person
Three-Course Lunch	£30 per person
Three-Course Dinner	£42 per person
Amuse Bouche	£5 per person
Artisan Cheese Plate	£7.5 per person
Savoury Course	£5 per person
Dessert Fruit and Petit Fours	£5 per person
Late Service Charge (after 8.00 pm)	£4.5 per person
Corkage Charge	£14 per bottle

Choose 1 starter, 1 main course and 1 sweet option for your menu, plus a vegetarian alternative if required.

Our Head Chef is always happy to recommend a seasonal menu for you, if you would prefer something that isn't featured on the following menu pages.

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

STARTER

Smoked Gressingham duck breast salad
Charred pineapple, coconut, toasted pine kernels

//

Chicken and smoked ham terrine with honey and mustard dressing
Pickled wild mushrooms, tarragon mayonnaise and red chard

//

Seaweed cured Scottish salmon
Cucumber and chilli chutney, horseradish yoghurt and micro herbs

//

Tiger prawn cocktail
Wilted lettuce, cucumber, cocktail sauce and burnt lemon wedge

//

(V) Roasted beetroot
Ricotta, asparagus, broad bean and frisée salad

//

(V) Local cauliflower velouté
Sautéed wild mushrooms and extra virgin olive oil

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

MAIN COURSE

Roasted rump of lamb
Garlic fondant potato, vegetable, flageolet bean and rosemary cassoulet

//

*Fillet of beef with Madeira jus
Dauphinoise potatoes, baby carrots and onion textures

//

Roasted Gressingham duck breast with port reduction
Pulled duck leg croquette, heritage carrot purée and sautéed savoy cabbage

//

Norfolk chicken supreme with a thyme and Madeira chicken jus
Anna potato, pea, asparagus and fine bean fricassée

//

Cider and spice braised pork belly with Orchard apple and sage jus
Fondant potato, carrot purée and tender stem broccoli

//

*Seared loin of tuna on a bed of saffron risotto, topped with lemon foam

//

Grilled sea bream with tempura oyster
Herb gnocchi, vegetable and fish nage

***£5 supplement charge applies to this dish**

2017 – 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

VEGETARIAN MAIN COURSE

Smoked tofu and vegetable Wellington with a thyme vegetable jus
Mash potato, fine bean and carrot bundles

//

Tomato and mascarpone risotto with a sun dried tomato dressing
Tomato essence and tempura stuffed courgette flower

//

Marinated Paneer, vegetable and coconut curry
Steamed rice

//

Celeriac, Camembert and prune tart with a warm puy lentil dressing
Fondant potato and seasonal vegetables

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

SWEET

Poached peach and pain perdu
Fresh raspberries and vanilla cream

//

Passion fruit and white chocolate cheesecake
Fresh orange sorbet

//

Chocolate and Griottine cherry fondant
Cherry ice cream

//

Coconut crème brûlée
Sesame tuille and exotic fruit salad

//

Raspberry pavlova
Dorset clotted cream and raspberry sorbet

//

Classic summer pudding
Spiced sweet strawberry sorbet and micro basil

//

Vanilla bean custard tart topped with nutmeg
Clotted cream ice cream and fresh raspberries

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

WINES BY THE GLASS

House Champagne	£9 per glass
Kir Royale with Champagne	£9 per glass
Sparkling wine	£6 per glass
Classic Pimms	£4 per glass
House wine	£4 per glass
Sherry	£3 per glass
Beer and Lager	£4 per bottle
Mulled wine	£4 per glass

SOFT DRINKS

Fresh orange juice	£6 per 750 ml
Elderflower pressé	£5 per 750 ml
Orchard apple juice	£6 per 750 ml
Bottled filtered water	£3 per 750 ml

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

PORT AND SHERRY

Amontillado Sherry	£30
Fino Sherry	£30
Pembroke Ruby Port	£30
Blandy's Duke of Clarence Madeira	£42

CHAMPAGNE AND SPARKLING WINE

Castelnau Reserve Brut	France	£57
<i>This a non vintage brut with fruit flavours of peach and ripe apricot.</i>		
Pembroke Champagne	France	£48
<i>This is a full bodied and powerful Champagne with exquisite fruit aromas.</i>		
Lunette Spumante Rose	Italy	£31
<i>A fresh and dry sparkling rose with persistent white foam, beautifully cherry pink in colour. Red berry characters on the nose and palate make this soft and approachable in character.</i>		
Prosecco Lunetta	Italy	£30
<i>A deliciously light and fruity Prosecco with hints of apple and peach on the nose and a fresh, softly sparkling palate with characters of soft ripe stone fruits.</i>		
Castell Llord Cava Brut	Spain	£24
<i>Good intensity, toasty nose integrated with hints of green apples and citrus. Good structure on the mouth, large, lively and easy to drink. The aftertaste is clean, fresh and persistent.</i>		
Kraemer Brut	France	£24
<i>Fruity, delicate and elegant on the nose with harmonious and fresh palate.</i>		

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

WHITE WINE

Chenin Blanc Andersbrook	South Africa 2016	£19
<i>Quality dry wine. Soft yellowy green colour. Racy, spicy peppery note on the nose. Peppery racy taste combined with spicy fruit and youthful fresh acidity. All in all it is a youthful wine, fresh and living style.</i>		
Pembroke Chardonnay	Chile 2016	£20
<i>This fine Chardonnay has focused pear, hazelnut and honey flavours that make it a very appealing and delicious wine. It was made with ripe grapes from vineyards that have very low yields and high sunlight exposure.</i>		
Pembroke Sauvignon Blanc	Chile 2016	£20
<i>Smooth, round and elegant, with peach and pineapple flavours. This wine was made with selected grapes from low yield vineyards, obtaining this way high concentrations of aromas and flavours.</i>		
Pinot Grigio Botter	Italy 2016	£21
<i>Straw coloured with an ample, lasting fruity bouquet. The palate is dry, soft and well balanced, due to its full body.</i>		
Viognier Vin de France Patriarche Pere et Fils	France 2016	£23
<i>Fresh with aromas of white flowers and exotic fruits. The palate is rich with white fruit flavours and well structured with a long lingering finish</i>		
Chardonnay Rolleston Vale	Australia 2015	£23
<i>Ripe stone fruit, fig and subtle citrus flavours , balanced by toasty oak.</i>		

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

WHITE WINE

Riesling Reserva Emiliana (organic)	Chile 2013	£24
--	-------------------	------------

Limey richness with minerality and mouth watering lime zest finish.

Sauvignon Blanc, Hidden Bay Marlborough	New Zealand 2015	£24
--	-------------------------	------------

Delicious flavour of gooseberry, well balanced zesty citrus fruits, green apple and ripe melon mixed with subtle herbaceous mineral notes. Rich in flavour.

Fiano Lunate	Italy 2015	£29
---------------------	-------------------	------------

Mild intense straw yellow colour, characteristic, aromatic and flavoured bouquet; crisp, fresh and harmonious on the palate.

Sauvignon Blanc Tinpot Hut Marlborough	New Zealand 2016	£30
---	-------------------------	------------

Complex and elegant with classic Marlborough characters of blackcurrant bud and freshly cut thyme.

Macon Lugny Cave St Pierre Bouchard Pere et Fils	France 2015	£35
---	--------------------	------------

Fresh nose offering a lovely bouquet of wildflowers. Pleasant, very perfumed and nicely rounded on the palate, this wine should be drunk in its youth in order to enjoy its freshness.

Chablis Simonnet Febvre	France 2015	£46
--------------------------------	--------------------	------------

The rich and complex nose is characterized by pleasant and subtle floral and mineral aromas. It has a wonderful structure in the mouth with minerality and the charming typical chardonnay aromas. It is a harmonious wine that is not only fine and elegant but also has an excellent aromatic persistence.

Norte Chico Rose	Chile 2016	£19
-------------------------	-------------------	------------

Intense fruit aromas of strawberries and cherries. Luscious strawberry and raspberry flavours, with a slight sweet aftertaste.

2017 – 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

RED WINE

Tempranillo Merlot Syrah Vina Vasta Castilla	Spain 2016	£16
<i>Soft and juicy red blend with bright cherry and damson fruit that is very easy to drink on its own or with some quite robustly flavoured dishes.</i>		
Pembroke Merlot	Chile 2016	£20
<i>Deep colour, soft and supple. Shows elegance and appealing fruit flavours. This Merlot has plenty of currant and plum aromas. It is a distinctive style of this noble variety which was made from low yield vineyards to obtain a high concentration of colour, aromas and flavours.</i>		
Carmenere Los Tres Curas	Chile 2016	£20
<i>Purple red with hints of violet. Red fruits, mocha and vanilla on the nose. Smooth and silky, with a long, pleasant finish.</i>		
Dào Barào de Vilar	Portugal 2013	£23
<i>The wine has a lively ruby red colour. Young and fresh, clean, ripe dark fruit and some hints of spices. Full and round bodied with smooth tannins. Lingering and pleasant finish. Recommended for white meat dishes, sausages and cheese.</i>		
Shiraz Rolleston Vale	Australia 2015	£23
<i>Classic red berry fruits with hints of spicy oak on the nose. Medium bodied, flavoursome Shiraz with classic red berry flavours, soft textures and a sustained finish.</i>		
Carignan Grenache Vieilles Vignes Vin de France Les Cepages Oublies	France 2014	£25
<i>Great raspberry and cherry nose, hints of cloves with blackberry and custard. The palate is softer, slightly less intense, with refreshing acidity to finish.</i>		
Chianti Prunatelli	Italy 2015	£25
<i>This has a warm spicy nose, with notes of cherries and almonds, and an underlying smoky edge. The palate has more cherry and plum character, with soft, ripe tannins and fine acidity giving great balance. A solid, chunky and robust style of Chianti.</i>		

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

ALL PRICES ARE SUBJECT TO VAT AND A 10% SERVICE CHARGE

RED WINE

Primitivo Paolo Leo Puglia	Italy 2015	£25
<i>Intense and fragrant with cherry and wild berries on the palate</i>		
Pembroke Claret Chateau Buisson-Redon	France 2014	£27
<i>An approachable style of claret, full bodied yet with classic, cigar box flavours on the finish. Honest and well made in a St Emilion style with excellent varietal character.</i>		
Cotes du Rhone Reserve Grand Venuer Alain Jaume	France 2015	£26
<i>Big and full flavoured. Fresh berries and spices with great complexity for every day drinking.</i>		
Malbec Nieto Senetiner	Argentina 2013	£29
<i>Full bodied with great concentration of vanilla, mocha, blackberries, sweet spices and clove. The palate is rich and warming with vanilla, more black fruit, plums, cherries, as well as leathery notes. The wine is vibrant and well structured, with powdery, fragrant tanins. A great wine with a fresh finish.</i>		
Red Rioja Crianza Vina Palaciega	Spain 2014	£31
<i>Garnet red with tawny hues. Juicy hedgerow fruits and a touch of smoky oak on the nose backed by hints of cedar spice. Smooth and well structured with a lingering finish.</i>		
Pinot Noir Cycles Gladiator California	U.S.A.2013	£29
<i>Lovely aromas of strawberry and hickory with cranberry and vanilla on the palate. The wine is aged in new and used French oak barrels.</i>		
Crozes Hermitage Cave de Tain	France 2013/15	£45
<i>Delicate red fruits with typical peppery notes, well balanced round plummy fruit with a defined structure and twist of smoky spice on the finish.</i>		

2017 — 2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

TERMS AND CONDITIONS

1. The terms and conditions contained in this document comprise a contract dated..... 20..... (“the Contract”) between The Master, Fellows and Scholars of Pembroke College, Trumpington Street, Cambridge, CB2 1RF (“the College”) and.....of..... (“the Client”) for the provision of catering, accommodation and other services by the College to enable the Client to hold a conference or other event (“the Event”) on the College’s premises.

Confirmation of booking

2. Details of the services to be provided (“the Services”) are contained in the Appendix attached..

3. All bookings are considered as provisional until these terms and conditions are signed by both the College and the Client. Once the Contract is signed, the College shall provide the Services to the Client subject to these terms and conditions.

4. The Contract constitutes the entire agreement between the parties. The Client acknowledges that it has not relied on any statement, promise or representation made or given by or on behalf of the College which is not set out in the Contract.

5. These terms and conditions apply to the Contract to the exclusion of any other terms that the Client seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

6. The College reserves the right to decline any offer for the purchase of catering, accommodation or other services without providing a reason for such refusal.

7. If the Client wishes to vary the details of the Contract after the signed terms and conditions have been submitted, it should inform the College as soon as possible in writing. Any such changes must be agreed in writing by the College. The College shall endeavour to meet the Client’s reasonable requirements for changes to the Contract but does not guarantee to do so. The Client agrees that any reduction in the number of delegates attending the Event or any reduction in the Services booked to be provided under the Contract constitutes a cancellation in whole or part of the Contract and may result in the application of cancellation charges as detailed below.

CONFIDENTIAL

8. The College shall have the right to make any changes to the Services which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Services, and the College shall notify the Customer in any such event.

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

TERMS AND CONDITIONS 2

Prices

9. The Contract will be based on the final agreed provisional prices. The College reserves the right to increase the provisional prices at any time before the Contract is formed under 4. above, and at any time thereafter by negotiation and agreement with the Client
10. A service charge of ten per cent is added to the final invoice for all functions where food and drinks are served.
11. The Client agrees to pay the College for any extra goods or services provided at the request of the Client (after agreement of the contracted prices) or any guest or person representing the Client who is being provided with any of the Services at any time, including whilst attending the Event or residing at the College.
12. All the prices referred to in 9. above do not include VAT. VAT (where applicable) will be added to these prices. If the Client is exempt from the requirement to pay VAT, evidence of such exemption in a form acceptable to HMRC must be provided with the signed terms and conditions.

Deposit

13. A deposit of 25% of the total sum payable under the Contract ("the Deposit") must be paid upon submission of the signed terms and conditions to the College. The minimum Deposit is £100 or 100% of the total sum payable under the Contract if this is less than £100. The College may cancel the booking at any time until such time as the Deposit has been paid. The Deposit is non-refundable.

Payment

14. The College shall invoice the Client for all sums payable under the Contract immediately after the Event.
15. Payment may be made by cheque or bank transfer. Payment by credit card is accepted only if payment is made in person and subject to the payment of a surcharge to cover any commission payable by the College to the credit card company. Payment must be made within 30 days of the date of the invoice. Time of payment is of the essence and payment by post shall be at the Client's risk.
16. Without limiting any other right or remedy of the College, if payment is not received within the time specified in 15. above, then the College reserves the right:
- 16.1. to charge interest at the rate of two per cent *per annum* above bank base rate compounded monthly on all sums outstanding on accounts rendered from the date on which the sums become due until the date on which the payment is received; and
- 16.2. to charge all costs in relation to the enforcement of any rights under this Contract and without limitation all collection costs incurred by the College or charged by a debt collection agency in collecting any payment due to the College under these terms and conditions.

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

TERMS AND CONDITIONS 3

Cancellation by the College

17. The College reserves the right to cancel any booking, with or without notice, without any liability to the Client, in the following instances:

17.1. if the College's performance of its obligations under these terms and conditions is prevented by acts, events, omissions or accidents beyond the reasonable control of the College; or

17.2. if the Event or any part of it might prejudice the reputation of the College; or

17.3 if the Client becomes insolvent or bankrupt or goes into liquidation or has an administrator or administrative receiver appointed over its affairs, or is unable to pay its debts as they fall due; or

17.4 if the College believes that there has been an alteration in the Client's financial situation.

Cancellation by the Client

18. Any cancellation or reduction in the number of delegates attending the Event or any reduction in the Services booked to be provided under the Contract must be notified in writing to the College by the Client.

19. In the event of any cancellation or reduction of more than 20% in the number of delegates attending the Event or any reduction in the Services booked to be provided under the Contract, the Client will be liable to pay to the College a charge ("the Cancellation Charge") calculated as a percentage of the total sums payable under the Contract (in the event of a cancellation or reduction of more than 20% in the number of delegates attending the Event), or as a percentage of the specific sums payable under the Contract (in the event of a reduction in the Services), according to the length of notice given before the first day of the Event as set out below:

19.1. More than 4 weeks, but not more than 12 weeks: 50%

19.2. More than 5 working days, but not more than 4 weeks: 75%

19.3. within 5 working days: 100%

20. The Deposit will be applied in or towards discharge of the Cancellation Charge.

21. Without prejudice to its right to apply Cancellation Charges, the College reserves the right to change the room allocated for the Event in any instance of reduced delegate numbers at its discretion or to deem such a reduction as a cancellation of the Event.

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

TERMS AND CONDITIONS 4

Behaviour

- 22.** The Client shall be responsible for maintaining order at the Event at all times and for ensuring that all delegates and visitors to the Event observe the College's regulations pertaining to fire, health and safety, security and animals. These can be found in the HR Office.
- 23.** Smoking by delegates and visitors to the Event is not permitted anywhere in the College buildings. Designated smoking areas are provided outside.
- 24.** The Client or the authorised representative of the Client must be present and/or resident in College throughout the duration of the Event.
- 25.** The Client, delegates and visitors to the Event shall comply with all reasonable requests and instructions of the College's staff.
- 26.** The Client must obtain the prior written consent of the College for any entertainment or services contracted for by the Client for performance at/during/in connection with the Contract. The College reserves the right to object to or refuse access to or to evict any photographer, toastmaster, speaker, band, musician, entertainer or other person employed or contracted or used by the Client in connection with the Contract.
- 27.** If the Client anticipates any disruption of any kind, before, during or after the Event, it shall inform the College immediately.
- 28.** The Client agrees to use the accommodation room provided under the Contract only for the purposes notified to the College under the Contract. The Client, delegates and visitors shall not use or permit the College's premises to be used for any illegal or immoral purposes.
- 29.** The Client must obtain the prior written consent of the College for any display/matter/or other items to be fixed to or displayed at the College's premises. In the event of any damage to buildings, furniture or furnishings or other property of the College by the Client, its employees, agents, delegates or visitors to the Event the full cost of repair or replacement will be charged to the Client. The use of Blu-Tack, drawing pins is not permitted.
- 30.** If any of the Client, delegates and visitors to the Event refuse or fail to adhere to the above conditions, the College reserves the right to terminate the Contract and to require immediate vacation of the College's premises by the Client.

Insurance

- 31.** The Client is advised to obtain insurance cover eg damage to College property and injuries to third parties, for any claims for which it may be liable. The Client agrees to permit the College to see and take a photocopy of any relevant insurance documentation on request.

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

TERMS AND CONDITIONS 5

Indemnity

32. The Client agrees to indemnify the College for all direct and indirect losses (including without limitation loss of business and loss of profits), damages, claims, costs or expenses (including without limitation court costs and reasonable legal fees), or liability (criminal or civil) incurred or suffered by the College and/or any third parties arising out of or in connection with:

32.1. The Client's use of the College's premises pursuant to the Contract;

32.2 any claim arising from any act of any person attending or in any way connected with the Event, including without limitation any delegates attending the Event and any contractor or similar person engaged by the Client;

32.3 any claim brought by any person on account of infringement or alleged infringement by the College of any intellectual property rights.

Notwithstanding the foregoing, the Client shall not be liable under this paragraph 32 if a court giving a final judgment holds that any losses, damages, claims, costs or expenses or liability is the result of the gross negligence or wilful misconduct of the College or any of its employees, agents or representatives.

Liability

33. Except for personal injury or death caused by negligence and other circumstances where liability may not be limited under any applicable law, the liability of the College, its officers, employers, agents or sub-contractors to the Client in respect of any claim arising as a result of any acts or omissions under or in connection with this Contract, whether caused by breach of contract, misrepresentation, negligence or any other tort, breach of statutory duty or otherwise, will be limited to repayment of the Deposit and any other sums due to the College under the Contract.

34. The College shall not be liable for any consequential or economic loss (including, without limitation, loss of profit, loss of business, depletion of goodwill or otherwise) which arises out of or in connection with the Contract. The College shall not be liable for any loss or damage to personal property or vehicles or their contents belonging to the Client or delegates or visitors to the Event.

2017—2018

tel: 01223-765964

PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS

TERMS AND CONDITIONS 6

Accommodation

35. All catering, accommodation and other services required must be clearly stated by the Client in the Appendix attached hereto when entering into the Contract.
36. The College reserves the right to vary the accommodation room provided at short notice if unforeseen circumstances prevent the use of the original venue or in the event of a reduction in the number of delegates. The College shall not levy any additional charge for accommodation upgraded in such circumstances.
37. The College shall have access to the accommodation / room provided under the Contract at all times.
38. No food or beverage of any kind may be brought into the College by the Client or any delegate or visitor to the Event except where agreed in writing in advance, and on payment of the advertised corkage charges where appropriate.
39. A draft programme with full audio visual and catering requirements and a complete alphabetical list of delegates and visitors to the Event shall be provided to the College no less than 14 days prior to the first day of the Event, together with details of any special dietary requirements and food allergies. The College reserves the right to levy an additional charge in respect of special dietary requirements.
40. Delegates and visitors to the Event shall check-in at the Porters' Lodge and show appropriate identification such as a registration confirmation. Rooms shall not normally be made available until 2pm on the day of the arrival and shall be vacated by 9:30 a.m. on the day of departure. Later departures will incur a charge equivalent to a further night's stay unless arranged 24 hours in advance with the Conference Manager.
41. The College reserves the right to refuse admission to any individual whose presence is not in the College's reasonable opinion deemed to be in the best interests of the College.
42. The Client shall ensure that it and all delegates and visitors to the Event return to the College on departure all keys issued to them in connection with the Event. The College reserves the right to charge for any lost or otherwise unreturned keys.
43. The College must be informed of and have given agreement in writing at the time of booking to the inclusion of the College's or the University's name or any image of the College or the University or their coats of arms in any material advertising or publicising the Event.
44. The Client may not display in any part of the College's premises any signs, posters or promotional material without the prior written consent of the College.
45. The Client shall not invite or allow access to the Event to any press, TV, film, radio, or other media organisation without the prior written consent of the College.

Miscellaneous

46. The Client may not assign its rights under the Contract to any other party or parties.
47. No failure or delay on the part of the College to exercise any right or remedy available to it under the Contract or otherwise shall operate as a waiver of that or any other right.
48. These terms and conditions are subject to English Law and the English Courts shall have non-exclusive jurisdiction to settle any disputes which may arise out of or in connection with the Contract.

2017—2018

tel: 01223-765964

**PEMBROKE COLLEGE
CAMBRIDGE
CONFERENCE AND DINING MENUS**

TERMS AND CONDITIONS 7

For the Client

I agree to the above Terms and Conditions and accept the pro-forma quotation.

Signature

Name

Address

.....

.....

.....

Event title

Event Date

Outline of services required

.....

.....

Total or proforma quotation (attached) £

Please return these Terms and Conditions signed by an authorised signatory, with the

Deposit cheque (made payable to Pembroke College) to:

Mrs Nina Rhodes

Catering and Events Manager

Pembroke College

Trumpington Street

Cambridge

Or arrange payment of deposit via bank transfer.

Bank Transfer Payments:

Please quote 'CATERING DEPOSIT' in your transfer.

Barclay's Bank, 9-11 St Andrews Street, Cambridge

Sort code 20-17-19

Account number 30712620

Swift code - BARC GB22

IBAN number – GB72BARC20171930712620

2017 – 2018

tel: 01223-765964