Conferences at West Court

2018-19
As a conference or meeting venue, Jesus College offers a memorable location and modern facilities. As well as an historic setting, the college is a diverse and flexible venue that is suitable for many occasions.

We offer a selection of delegate rates to suit every need:

**24 Hour Rate**
Overnight Accommodation with Breakfast
Morning and Afternoon Refreshments
Standing or Seated Lunch (depending on room availability & budget)
3 Course Conference/Gala Dinner
Meeting Room Hire (conference pads and pencils, mints and fruit cordials)
Standard audio visual equipment (one data projector, screen, flip chart & pens, laptop)
Wireless Connection

**Full Day Rate**
Morning and Afternoon Refreshments
Standing or Seated Lunch (depending on room availability & budget)
Meeting Room Hire (conference pads and pencils, mints and fruit cordials)
Standard audio visual equipment (one data projector, screen, flip chart & pens, laptop)
Wireless Connection

**Half Day Rate**
Refreshments
Standing or Seated Lunch (depending on room availability & budget)
Meeting Room Hire (conference pads and pencils, mints and fruit cordials)
Standard audio visual equipment (one data projector, screen, flip chart & pens, laptop)
Wireless Connection

**Breakfast Meeting**
Selection of freshly Baked Croissants and Danish Pastries
Seasonal Muffins, Thick cut White and Granary Toast with Seasonal Jams and Marmalade
Dry cured Suffolk Streaky Bacon, Grilled Newmarket Sausage, Slow Roast Tomatoes, Grilled Free Range Egg, Baked Portobello Mushroom & Hash Browns

*All breakfasts are served with Fair-trade coffee, selection of teas, orange juice, apple juice and seasonal fresh fruit.*
Sandwich Lunch
Chef’s Selection of Assorted Meat, Fish and Vegetarian Sandwiches on a selection of breads

Served with Root Vegetable Crisps, Artisan Cheese Board, Homemade Treat
Tea, Coffee and a Selection of Fruit Juices

Finger Buffet
Chef’s selection of Assorted Meat, Fish and Vegetarian Sandwiches on a Selection of Breads

Choose one platter:
A selection of sliced cured meats with olives, artichoke hearts and condiments
A selection of smoked and cured fish with caper berries and chive soured cream

Vegetable crudités with falafels and tzatziki

Choose one of our miniature tarts:
Smoked haddock and spinach tarts
Asparagus and spring onion
Pancetta and gruyere

Choose one salad:
New potato salad
Greek salad with feta cheese, cherry tomatoes’ and black olives
Salad nicoise with flaked tuna, French beans and new potatoes
Farfalle pasta salad with roasted vegetables, basil and aged balsamic

Choose one dessert:
Miniature Pavlovas with summer fruits and Chantilly cream
Bitter chocolate and raspberry pots with and churrros
Cappuccino eclairs

A platter of sliced fruits and berries

Followed by
Tea/coffee and
Mixed chocolate truffles
Lunch/Dinner Menu
2 or 3 Course Conference Lunch
3 Course Conference Dinner

First Course
Shellfish bisque with fennel seed croutons
Butternut squash and sweet potato soup with spiced pumpkin seeds and rape seed oil
Ballantine of duck and partridge, creamed quince and pickled shitake mushroom
Banana shallot tart tatin, sauté girolle, red veined sorrel and Madeira syrup
Pan seared scallop, truffle celeriac, granny smith apple and golden beetroot

Main Course
Lightly cured fillet of cod, saffron pommes parisienne, spinach, globe artichoke and bouillabaisse sauce
Roulade of guinea fowl with blue cheese and walnut farce, pommes croquette and glazed baby heritage carrots
Filet and shoulder of Dingley dell pork, Trealy farm black pudding, pommes voisin, and creamed pumpkin
Mushroom and spinach roulade, glazed chantenay carrot, onion and garlic soubise
Parmigiana stuffed aubergine herb linguini and crisp basil

Dessert Course
Cinnamon rice pudding soufflé, roasted pink lady apple and cranberry gel
Port poached Williams’s pear and frangipane tart, bitter chocolate ice cream and stem ginger sauce
Bitter chocolate, pistachio and mango bombe, passionfruit curd and brownie crumb
Advocaat cheesecake, ginger biscuit, cranberry sorbet and jam

Tea, Coffee and Chocolate Truffles
Price List

Price Per Cover
(Excluding VAT)

from £165.00
from £210.00
from £41.19
from £37.40
£105.00

24 Hour Rate - Single Ensuite West Court bedroom
24 Hour Rate - Double Ensuite West Court bedroom
Full Day Rate
Half Day Rate
Additional Syndicate Room

Breakdown of Conference & Meeting Rates
Bed & Breakfast (single ensuite) £75.60
Bed & Breakfast (twin ensuite) £61.50
Breakfast £19.10
Morning Tea, Coffee & Biscuits £3.50
Afternoon Tea, Coffee & Assorted Cake (Full Day & 24 Hour rate only) £3.50
Finger Buffet Lunch £23.00
Additional Finger Buffet Items £2.00
Sandwich Lunch £19.30
Conference 2 Course Lunch £23.80
Conference 3 Course Lunch £32.50
Conference 3 Course Dinner £35.00
3 Course Gala Dinner £40.00
4 Course Gala Dinner £47.00
Nibbles £4.10
Canapés (4 per cover) £7.50
Additional Canapé £1.65
Cheese Course £7.50
Tea & Coffee £3.00
Tea, Coffee & Biscuits £3.50
Tea, Coffee & Assorted Cakes £7.30
Tea, Coffee & Sandwiches £10.45
Tea, Coffee, Sandwiches & Cakes £14.50
Tea, Coffee & Bacon Roll £9.70
Assorted Sandwich Selection Platter £7.80
Tea, Coffee & Scones with Jam and Clotted Cream £5.30
Strawberries & Cream £6.30
Cafeteria Lunch £18.25
Cafeteria Dinner £18.25
Kosher Meal Supplement £25.00
Wine Tasting Cover Charge (excluding catering) £13.00
Telephone Installations £28.00
Photocopying - per sheet £0.15
Place Card £0.80
1. **Provisional bookings**—A provisional booking can be made by emailing us directly at conference@jesus.cam.ac.uk or by submitting a booking form through the college’s conference website (http://conference.jesus.cam.ac.uk). Please note such bookings are held for a maximum period of two weeks, pending a decision.

2. **Confirmed bookings**—Bookings are considered provisional until confirmed in writing along with completing a booking form which can be done online via the conference website (http://conference.jesus.cam.ac.uk).

3. **The conference invoice** will be based on the final numbers submitted 5 working days before the start of the conference or on actual numbers attending, whichever is the higher figure. Our minimum cover charge is 12 delegates. Any fluctuations in delegate numbers should be notified in writing promptly to the Conference & Events Office.

4. **In the event of unforeseen circumstances**, or if the numbers of the party alter significantly, Jesus College reserves the right to change the venue for any residential or catering booking to another suitable College room.

5. **A draft conference programme**, together with full audio-visual requirements should be submitted at least 10 days before the start of the conference.

6. **Equipment provided** by external suppliers or the conference organiser is not the responsibility of the College.

7. **Menu choices** are required 10 days before the start of the conference. At the same time, a complete alphabetical list of all delegates, stating which are resident and any special dietary requirements should be sent across to the Conference & Events Office.

8. **A set menu** should be chosen by event organisers for their entire group. A choice of menus cannot be provided for formal meals except for vegetarian or other special dietary requirements.

9. **Conference lunch/dinner prices** listed include—room hire, service, college crested table mats and serviettes, table plan and menu cards. You will be charged our current latest price.

10. **Conference gala dinner prices** listed include—room hire, service, college crested table mats and serviettes, table plan and menu cards. You will be charged our current latest price. Please note, the flowers are not available to take away at the end of the meal.

11. **All catering prices** listed include—room hire and service, unless indicated otherwise. You will be charged our current latest price.

12. **Wine** should be ordered from the College wine list and is sold on a sale or return basis. We do not allow guests to provide their own drinks and we do not operate a corkage system.

13. **Standard table plans** are included in the price for a seated meal. Table plan information needs to be submitted to the Conference office at least three days in advance.

14. **Late Meal Charge**—A late meal charge of £7.50 per cover will be applied to your booking if guests wish to dine after 8pm.

15. **VAT**. Our quoted prices do not include VAT, all prices are subject to VAT unless the customer/organisation qualifies for exemption and confirms this in writing before the date of the function. VAT will appear on the final invoice, after the event has taken place.

16. **Payment** is due 28 days net after the date of invoice. Overdue accounts will be charged interest at the rate of 5% per month.

17. **Insurance**. The College’s insurance covers public liability claims where the College is deemed to be liable. Conference organisers are advised to obtain insurance cover in respect of any claims for which they might be held responsible, including loss or damage to property brought to the premises by or on behalf of any persons. The organisation making the booking shall indemnify the College against any damage or injury to College property or College staff, caused by those attending the conference.

18. **Force Majeure**. The College shall not be held liable for circumstances beyond its reasonable control that may prevent the College from meeting its obligations in respect of a booking.

19. **GM Products**. It is our policy to ensure that, to the best of our knowledge, none of the foods we serve contain genetically modified soya or maize as required by the EC and UK labelling requirements.

20. **Smoking Policy**. Smoking is prohibited on College premises with the exception of a two designated smoking shelters located in the North Court Car Park and besides the substation at the end of the Library Court building.

21. **Vehicles and parking**. If you are driving to the College, intercom the Porters’ Lodge at the Victoria Avenue gates for access to the College. We do not reserve or guarantee any spaces, parking in available on a first come, first serve basis and is entirely at your own risk.

22. **CCTV**. Jesus College operates a CCTV system for the security and safety of the College’s community, buildings and visitors.

23. **Cancellation**. In the event of a confirmed booking being cancelled, we will require written confirmation of your decision. Please be aware the following catering cancellation charges will be applied:

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<thead>
<tr>
<th>TIME PRIOR TO THE DATE OF THE EVENT</th>
<th>CANCELLATION CHARGE AS % OF TOTAL COST</th>
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<tbody>
<tr>
<td>More than 12 weeks but not more than 6 months</td>
<td>25%</td>
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<tr>
<td>More than 4 weeks but not more than 12 weeks</td>
<td>50%</td>
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<tr>
<td>More than 14 days but not more than 4 weeks</td>
<td>75%</td>
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<td>Within 14 days</td>
<td>100%</td>
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