Conferences at Jesus College

2016-17

Jesus College
Jesus Lane, Cambridge CB5 8BL
Website: conference.jesus.cam.ac.uk
Telephone: 01223 760524
Email: conference@jesus.cam.ac.uk
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.*
Meeting & Conference Menus

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

Chicken and Walnut Rillettes with Fruit Chutney and Sage
Sun-Dried Tomato, Mozzarella and Black Olive Panino

Plus a choice of two of the following buffet items:

Meat
Sesame Crusted Beef Skewers
Cured Monmouth Ham with Quail Egg and Cornichon on Toasted Sourdough
Chorizo Sausage Rolls
Denham Estate Venison and Root Vegetable Pasty
Confit of Gressingham Duck, Candied Pecan, Apricot and Tarragon

Fish
Smoked Mackerel, Potato and Pepper Tortilla, Lime Mayonnaise
Salt Cod Fritters with Lemon Crème Fraîche
Prawn and Crab Kefta, Coriander and Lime Yoghurt
Parmesan and Anchovy Puff Pastry Straws
Sole Goujons with Tartar Sauce and Lemon wedges
Seared Tuna Loin, Pickled Cucumber, Mango and Avocado

Vegetarian
Vegetable Spring Rolls with Plum Dipping Sauce
Halloumi and Aubergine Kebabs with Salsa Rossa
Roasted Pepper and Artichoke Empanadas
Cauliflower and Broccoli Pakora with Minted Yoghurt Dressing

Served with Fruit Platter, Homemade Treat, Tea and Coffee & a Selection of Fruit Juices
Lunch/Dinner Menu
2 or 3 Course Conference Lunch
3 Course Conference Dinner

First Course
Butternut Squash with Toasted Hazelnuts and Pesto (v)
Shellfish Bisque with Aioli Croute
Celeriac and Rosemary Velouté with Crispy Garlic (v)
Warm Salad of Roasted Jerusalem Artichoke, Cèpes and Glazed Pecorino Cheese with Truffle Pesto (v)
Pithivier of Partridge and Pheasant, Crisp Turnips, Quince and Stout Reduction
Rillettes of Brixham Crab, Cumin Roasted Cauliflower, Avocado and Puffed Wild Rice
Crostini Roasted Aubergine, Harissa Hummus and Chestnut with Pomegranate and Coriander Salsa (v)

Main Course
Breast of Guinea Fowl, Mushroom and Confit Leg Strudel, Braised Red Chicory and Crisp Pancetta
Cider braised Belly of Pork, Parsnip and Potato Rosti, Cabbage and Bacon Bon-Bon with Crisp Skin
Fillet of Sea Trout, Saffron Pommes Mousseline, sautéed Chard and Shellfish Bisque
Pumpkin and Goats Cheese Tartlet, Crisp Enoki Mushrooms and Sage (v)
Sweet Potato Gnocchi, creamed Nettles, Button Onions and Horseradish Crumb (v)
Frittata of Heritage Carrot and Ricotta Cheese, glazed Beets and Sherry Vinegar Caviar (v)

Dessert Course
Williams Pear Tarte Tatin, Salted Caramel Ice Cream and Saffron Pear Puree
Whiskey and Bitter Chocolate Cremeaux, Espresso Gel, and Banana Tuille
Malted Barley Panna Cotta, Satsuma Crisps, Carrot Sorbet and Mandarin Soup
Bitter Chocolate and Rum Ganache, Stem Ginger Ice Cream and Passion Fruit Sauce

Tea, Coffee & Petit Fours
Price List

Price Per Cover
(Excluding VAT)

24 Hour Rate - Single Ensuite
from £149.40

24 Hour Rate - Twin Ensuite
from £136.10

Full Day Rate
from £38.40

Half Day Rate
from £35.10

Additional Syndicate Room
£100.00

Breakdown of Conference & Meeting Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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<tr>
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Bed & Breakfast *(single ensuite)*                        | £71.00  |
Bed & Breakfast *(twin ensuite)*                          | £57.70  |
Breakfast                                                 | £17.85  |
Morning Tea, Coffee & Biscuits                            | £3.30   |
Afternoon Tea, Coffee & Assorted Cake *(Full Day & 24 Hour rate only)* | £3.30   |
Finger Buffet Lunch                                      | £21.35  |
Additional Finger Buffet Items                           | £1.90   |
Sandwich Lunch                                            | £19.30  |
Conference 2 Course Lunch                                | £23.00  |
Conference 3 Course Lunch                                | £30.50  |
Conference 3 Course Dinner                               | £33.00  |
3 Course Gala Dinner                                      | £38.00  |
4 Course Gala Dinner                                      | £44.15  |
Nibbles                                                   | £3.90   |
Canapés *(4 per cover)*                                   | £7.00   |
Cheese Course                                             | £7.05   |
Tea & Coffee                                              | £2.85   |
Tea, Coffee & Biscuits                                    | £3.30   |
Tea, Coffee & Assorted Cakes                             | £6.85   |
Tea, Coffee & Sandwiches                                 | £9.80   |
Tea, Coffee, Sandwiches & Cakes                          | £13.70  |
Tea, Coffee & Bacon Roll                                  | £9.10   |
Assorted Sandwich Selection Platter                       | £7.30   |
Tea, Coffee & Scones with Jam and Clotted Cream           | £5.00   |
Strawberries & Cream                                      | £6.00   |
Cafeteria Lunch                                           | £17.15  |
Cafeteria Dinner                                          | £17.15  |
Kosher Meal Supplement                                    | £23.50  |
Wine Tasting Cover Charge *(excluding catering)*          | £5.55   |
Telephone Installations                                   | £26.15  |
Photocopying - per sheet                                  | £0.60   |
Place Card                                                | £0.80   |
Late Meal Start Time Charge *(after 8pm)*                 | £7.60   |
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 web pages (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:

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