

MEETING ROOMS

VALID UNTIL 31ST JANUARY 2024

T: 01223 331410

E: entertain@kings.cam.ac.uk

www.kings.cam.ac.uk

King's College, King's Parade, Cambridge, CB2 1ST

THE HALL

The Hall designed in 1824-1828 in neo-Gothic fashion, offers grandeur on a large scale, suitable for the most prominent of events, it can accommodate up to 334 people. Although not used as a meeting room, for larger groups, lunch and dinners would be served in here.

THE KEYNES LECTURE THEATRE & CHETWYND ROOM

The Keynes Lecture Theatre is named after our famous alumni, the influential economist, John Maynard Keynes. It is one of the more modern rooms in the College and overlooks our Chetwynd Courtyard.

The adjoining Chetwynd Room will accommodate refreshments, a syndicate room or exhibition space.

THE SALTMARSH ROOMS

Named after the eccentric bachelor don, John Saltmarsh, these charming and very traditional rooms are located on the first floor with views of the Chapel, Front Court and Webb's Court. Recently restored to their original splendour the three inter-connecting rooms provide a unique setting and meeting space for small groups.

The Saltmarsh Reception Room has to be booked in conjunction with the Study or the Dining Room.

THE BEVES ROOM

The Beves Room has been recently refurbished and is a lovely light room which has views of Webb's Court and the Library. During the summer, the Terrace located just outside the Beves can be used for refreshment breaks.

Rooms	Boardroom Meeting	Theatre Style	Banqueting	Receptions	Room Hire	Room Hire evening only
The Hall	N/A	N/A	294 + 20 (balconies)	500	£ POA	£2350.00
Keynes Lecture Theatre	N/A	140	N/A	150	£ 665.00	£ 400.00
Chetwynd Room	25	70	N/A	150	£ 400.00	£ 295.00
Exclusive use of the Saltmarsh Rooms			58	100	£ 740.00	£ 570.00
Saltmarsh Dining Room	18	40	28	40	£ 270.00	£ 200.00
Saltmarsh Reception Room	14	30	14	60 (including Study)	£ 270.00	£ 200.00
Saltmarsh Study	14	N/A	14	60 (including Reception)	£ 200.00	£ 170.00
The Beves	32	65	50	80	£ 495.00	£ 390.00
Audit Room	30	50	N/A	50	£ 300.00	£ 300.00

All prices are subject to VAT at the standard rate

INDIVIDUAL PRICES - PER PERSON

Single room - en suite - bed & breakfast	£112.00
Double rooms - en suite - bed & breakfast	£163.00
Two course hot & cold fork buffet lunch, fruit juices, mineral water, speciality tea & coffee	£47.00
Three course served dinner & coffee	£59.95
Tea/coffee & mini Danish pastries	£8.75
Tea/coffee & homemade cake	£7.50
Tea/coffee & biscuits	£3.95
Bottles of mineral water	£4.00
Jug of fresh orange juice, cranberry or apple	£15.50

BENTO 弁当

£29.95

Traditional Japanese cuisine, a single-portion meal holding rice or noodles with a choice of meat or fish alongside pickled & cooked vegetables in a box. Served with fruit juices, mineral water, matcha tea cookies & fresh fruit.

GRAZING BOARD

£4.85 per item

An assortment of items served Tapas style. Served with fruit juices & mineral water.

(minimum 6 Items)

RAMEN BAR

£28.50

A Japanese dish consisting of noodles served in a meat, fish or vegetable broth with a selection of toppings available. Served with fruit juices, mineral water, matcha tea cookies, fresh fruit & Pendang ice cream.

TWO COURSE FORK BUFFET

£47.00

A selection of main dishes, salads, breads & cheese with a selection of desserts.

TRADITIONAL SANDWICH LUNCH

£25.00

One & a half round sandwich lunch per person served on a selection of breads, wraps & buns. Includes vegetable crisps, fresh fruit platter, handmade fudge, fruit juices & mineral water.

GRILLED SANDWICH LUNCH

£29.50

One & a half round Artisan sandwich lunch per person - A warm sandwich option with a variety of fillings. Served with triple cooked chunky chips, sliced fruit platter, handmade fudge, fruit juices & mineral water.

AUDIO VISUAL & EQUIPMENT HIRE - PER DAY

Screen	£49.00
LCD projector	£99.00
Flip chart & pens	£49.00
Microphone	£47.00
Photocopying	40p per copy
Wi-Fi	Complimentary
AV Assistance	£POA

All prices are subject to VAT at the standard rate

GENERAL INFORMATION

The College always welcomes visitors who wish to come and view the facilities and indeed recommends viewing whenever possible; to facilitate final discussions on costs and other detailed requirements prior to confirmation of booking.

We regret that only one choice of dish per course can be provided; although vegetarians and special diets can be catered for. Please ask for details.

College policy prohibits clients from providing any externally prepared or purchased foods into any dining or meeting areas of the College, with the exception of celebratory cakes.

Should you wish to provide your own wines and Champagne then please be aware that the following corkage charges will apply:

Wine / Sparkling Wine - £15.50 + VAT per bottle

Champagne - £25.50 + VAT per bottle

Unfortunately we cannot allow spirits or liquors to be brought into the College.

No bookings are taken on Sundays.

Private dining rooms should be vacated by 11.30pm. If an extension is required, please ask for details. The minimum catering numbers for a private dinner is 10, otherwise a surcharge will apply.

The Hall has a public address system. Discos should be aware that there is a sound limiter of 90 decibels in place.

Clients are responsible for the organisation of their seating plans and place cards - which are provided within the overall package.

We ask that clients be seated for dinner by 8.30pm. However, a late dinner service can be arranged at an additional charge.

A supplement of 10% is added to all charges for conferences resident on Sundays.

Travel:

Road: The College is only a few minutes away from the M11 motorway, which links London, the Midlands and the North.

Rail: Frequent trains depart from London King's Cross and Liverpool Street stations to Cambridge

Air: Stansted Airport is only 30 miles away with regular coach & rail links.

Car Parking: Limited parking is available - call the Conference & Dining Office for further details. The nearest car parks are the Grand Arcade, Park Street & Queen Anne's Terrace by Parker's Piece.

Medical: The College has First Aiders in all departments, but does not provide an in-house doctor or nurse. Should urgent medical attention be required, please contact the Porter's Lodge on 01223 331656.

Taxis: Taxis can be ordered from the Porter's Lodge. Alternatively, the nearest rank is in St Andrew's Street, just outside the entrance to the Grand Arcade.

COLLEGE LIFE

The College is a centre of education, where Fellows, students and staff work throughout the year.

Clients are therefore requested to ensure their delegates keep disturbance to a minimum.

The Client is obliged to provide a duly authorised representative to be resident on site throughout the event.

The Client and their delegates are obliged to comply with the reasonable requests of College staff throughout the event.

The College reserves the right for authorised members of staff to enter all rooms hired during the Client's event for purposes such as cleaning and maintenance, or by reason of emergency.

The Client and their delegates are permitted to use the College facilities only for the purpose(s) previously notified to the College and are strictly prohibited to use the College for any illegal or immoral purpose.

The Client and their delegates are obliged to adhere to the College's smoking and pet policies.

The College will not permit access to the College grounds to any press, TV, film, radio or other media organisations without the prior written approval of the College.

The Client shall not use the logos or names of the College or the University of Cambridge in any publicity material and/or press reports in the absence of the prior written agreement of the College.

King's College, Cambridge is a Charity with Registration Number: 1139422