

# Al Fresco Events



Murray Edwards  
College  
University of Cambridge

If you have any questions or wish to make a booking, please contact our friendly events team.

[www.murrayedwardsevents.com](http://www.murrayedwardsevents.com)  
e: [events@murrayedwards.cam.ac.uk](mailto:events@murrayedwards.cam.ac.uk)  
t: 01223 762267

*Thank you for your interest in Murray Edwards College for your al fresco event.*

Garden events are perfect for many occasions, from personal celebrations to corporate 'thank you' parties.

Whatever the reason, Murray Edwards College has beautiful gardens and lawns that are perfect to enjoy that summer sunshine. Of course, should the weather be inclement, we will provide a "wet-weather back-up" room so that your event can still go ahead as planned.

The College gardens are informal and we are happy to consider any entertainment, games and music you can think of. Please talk to us about your plans in advance as we require risk assessments for activities and we may need to make additional internal arrangements.

We hope you find all the information you need within this pack, however if you have any further questions or to discuss any ideas, please contact [events@murrayedwards.cam.ac.uk](mailto:events@murrayedwards.cam.ac.uk)

Minimum number for al fresco events – 50

Minimum catering – drink and canapé reception

## Venue Capacities

The Fellows Garden - 50-80 people

Wet weather back up - Fellows Dining & Drawing Rooms

Orchard Court - 50-220

Wet weather back up room will be allocated depending on your numbers and is usually one of these three:

- The Dome
- Fellows Dining & Drawing Rooms
- The Vivien Stewart Room

Prices are exclusive of VAT unless otherwise stated.

We can cater for most dietary requirements if we are advised at least two weeks before your event. There may be a surcharge.

All meals are prepared using the finest and freshest local produce and include seasonal herbs, vegetables and fruit from the College gardens wherever possible.

Please note, food is prepared in an environment where nuts are present.

*A la carte*

Various menus:  
canapés, barbeques,  
finger buffets and  
afternoon tea

& don't forget our  
selection of wine and  
reception drinks...

Check our website  
[menus!](#)

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## Frequently Asked Questions

### AV equipment

To book any audio-visual equipment for your event, please contact our technician via email [events@murrayedwards.cam.ac.uk](mailto:events@murrayedwards.cam.ac.uk)

### Bar

Last orders are at 21.20 and the bar closes at 21.30. Guests must have vacated the garden by 22.00. Please ask your guests to leave the College quietly.

### Bed and breakfast

Subject to availability, bedrooms can be booked for your event. You can either complete our accommodation spread sheet and the rooms will be charged on the main invoice or guests can book online when rooms are made available and pay for themselves.

We are not able to accept telephone bookings for bedrooms.

### Candles

Candles in appropriate holders are fine in the gardens, Dome and Fellows Dining & Drawing rooms. Electronic fairy lights and tea lights can also be used. Please ensure you discuss candles in advance with your event organiser.

### Capacities

Please see page 1 of this document.

### Children

We welcome children at Murray Edwards College; unfortunately however, we do not have any facilities specifically for them, so please bear that in mind. If children are coming to your event, please discuss that with us. Should you be providing entertainment for children, you must have the proper risk assessments in place.

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# Al Fresco Events

## Cake

If you wish to provide a celebratory cake or suchlike, please discuss this with your event organiser.

## Contact on the day

A member of the team will look after your event on the day and ensure it runs smoothly. Please confirm on your booking form the name of your on-the-day contact and a mobile telephone number.

## Costs

Garden parties are charged based on the cost of the wet weather back up room

## Cloakroom

We do not have a designated cloakroom; however, coat rails will be made available close to your event venue. Property is left at the owners' risk.

## Coaches

Coaches for guests can pull up on Huntingdon Road however, they must only be there whilst guests alight and disembark. The nearest parking for coaches is [Madingley Road Park and Ride](#).

## Corkage

We are sorry but it is not permitted to supply your own wine and pay corkage. If the style of wine or grape variety you have in mind is not on our wine list we will try to source it for you.

## Decorations

Murray Edwards College is Grade II\* listed building. Please discuss any ideas you have for decoration on the day. We do require you to collect the decoration at the end of the evening. Timings for set up can be arranged closer to the time of your event.

If you are planning lots of outdoor decoration, please discuss this with your event coordinator as much in advance of the event as possible, so that we can be sensitive to other events we may have in College.

## Deposit

We ask for a deposit of 10% of the estimated cost of your booking, payable within 7 days of you receiving our confirmation email. We may also ask for an interim payment. The remainder will be invoiced after your event.

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## *Dietary requirements*

We can cater for most dietary requirements providing we are advised in advance. Please let us know any dietary needs at least 2 weeks before your event.

### *Halal catering*

We are able to source Halal meat if advised in advance.

### *Kosher catering*

We are sorry but it is not possible to produce Kosher food at Murray Edwards. If you have any questions about this, please discuss this with your event organiser.

## *Disabled access*

If you have any guests who require support of any kind, please let us know as soon as possible or at least 2 weeks before your event, so we can send a Personal Evacuation Evaluation Plan (PEEP) form or you can download one from [www.murrayedwardsevents.co.uk/visitor-information/accessibility-statement](http://www.murrayedwardsevents.co.uk/visitor-information/accessibility-statement), and return to your event organiser.

## *Entertainment*

Although most types of entertainment are acceptable at Murray Edwards, please discuss this with us prior to your event. For local suppliers, please visit [www.meet-cambridge.com/cambridge-info/event-support-services](http://www.meet-cambridge.com/cambridge-info/event-support-services)

## *External catering*

We do not permit external catering at Murray Edwards. Our catering department would be pleased to work with you on a menu if you have specific requirements.

## *Fireworks*

We are sorry but fireworks are not permitted.

## *Flowers*

Madeline Bradley has worked with the College on a number of weddings and events. Her website is <http://madeleinebradley.com/>

A list of local florists is available here [www.meet-cambridge.com/cambridge-info/event-support-services](http://www.meet-cambridge.com/cambridge-info/event-support-services)

## *Gazebos*

Gazebos may be used in the gardens and you are welcome to bring your own. Please let us know if you wish to hire them and we will get a quote.

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## Lighting

To suitably light the garden for outside events running after dusk, lighting must be hired in.

## Marquees

Marquees may be used in Orchard Court garden, subject to some logistical factors. Please let us know if you wish to hire them and we will obtain a quote.

## Music

Amplified music may be played in the gardens at a reasonable volume as determined by the College and that is respectful to our other guests. Please ensure all music and entertainment finishes by 21.30.

## Outdoor games

Unfortunately the College does not have any garden games for hire however, you are welcome to bring some of your own or hire them in. Some inflatables are also permitted. Please discuss any ideas with your event organiser.

## Other events

Please note that it is likely there will be other events in College on the day of your event, although of course you will have exclusive access to the areas you have booked for your event.

The paths and corridors through College are in constant use and the gardens are open to tourists. Upon arrival, tourists will be advised by the Porters which areas they cannot access and the Front of House team will help to ensure that areas in use for your event remain exclusive to you and your guests.

## Parking

Parking is available on site on a first come first served basis. Some free street parking is available on Storey's Way. Please see our website for [maps and directions](#).

## Seating

We can provide informal seating and we have picnic blankets which are available to borrow.

## Storage

We have limited storage space however, please discuss your requirements with the event organiser and we will endeavour to accommodate them.

## Taxis

There is a free phone for booking taxis near the Porters Lodge.

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# Al Fresco Events

## Timings

Last orders are at 21.20 and the bar closes and music must be off by 21.30. Guests must have vacated the garden by 22.00 for health and safety reasons. Other than that, all timings are up to you! If you would like any guidance your event organiser is happy to help.

If you would like to extend your event beyond 22.00, you are welcome to book the College bar in advance and adjourn there. Please discuss this with your event organiser.

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