



Thank you for considering Murray Edwards College for your event.

Giving You Better Value

A completely revamped Day Delegate Rate.

As well as **significantly reducing the price** of our DDR, so it is more transparent and simply better value for you, we have also:

INCLUDED MORE

Not only have we included more equipment than ever before, we have added additional catering options too! So any meeting you hold at Murray Edwards College has that extra something special that enhances your delegate experience, without you having to sacrifice more of your budget on the venue.

These inclusions are in addition to the many already complimentary aspects that are included with any meeting held at Murray Edwards, so you won't find lots of hidden charges later.

BUILT MINIMUM NUMBERS BASED ON SET UP

Minimum numbers for day delegate rates are usually based on the maximum capacity of that room, which is often theatre style. However, this may not be your desired set up. At other venues you may be obliged to meet minimum numbers in this way or, because you are having a different set up style, you may not be able to take advantage of their DDR. Or you may even find yourself paying over the odds.

This is not in your best interest. So at Murray Edwards College, your minimum number is now based on the maximum number the room can hold in your desired set up.

Customers Come First

We believe in fair, clear pricing whether or not your event fits with our DDR. If your event does not meet minimum numbers, please use the individual prices on page 5, which are still competitive. You also still benefit from our "Always Complimentary" inclusions.

Placing our customers firmly at the forefront of our approach, combined with our consistent, reliable and friendly service, offers you excellent value for your event at this prestigious, central Cambridge venue.

Day Delegate Rate & Service Standards

Day Delegate Rate

£39.95

Minimum numbers apply – see page 3.
Terms and Conditions apply.

Includes:

- Hire of Your Main Meeting Room
- Projector, Screen (& PA System where installed)
- Wi-Fi for organisers and delegates (on request)
- **NEW** In-house laptop in your main meeting room*
- **NEW** Up to 5 flip charts/white boards & pens*
- **NEW** Up to 5 in-house poster boards*
- Pads & Pens (events with tables or on request)
- On Arrival Tea, Coffee, Pastries or Fresh Finger Fruit
- Mid-Morning Tea, Coffee & Biscuits
- Standing Finger Buffet or Bowl Buffet Lunch PLUS an additional item
- **NEW** Mid-Afternoon “Memorable Moment” Refreshment Break (please see menus for selection)
- Mineral Water for Speakers

** Equipment is on a subject to availability basis, determined at the time of booking.*

Please talk to us for more ideas on how to further enhance your event with alternative catering options, event filming & editing and more!

Always Complimentary

Every event at Murray Edwards College is important to us and we always include the following so you can be reassured that every event is well-looked after.

- Events are facilitated by our team of experienced, expert event managers and delivered by professional, efficient and welcoming staff.
- Meet and greet at the start of your event from event planning team with introduction to the Supervisors delivering your event and our A.V. technician.
- Fixed A.V. facilities are included free of charge.
- Set up support and on-call support from our on-site A.V. technician throughout your event.
- Car parking is always free of charge, first come, first served (subject to availability).
- Flip chart/whiteboard in main meeting room.
- Microphones in Lecture Theatres (on request).
- Water tower in or near your meeting room.
- Mineral water for speakers.
- Separate room for networking, refreshments and lunch (depending on your numbers and your main meeting room).

Layouts, Capacities & Minimum Numbers

Buckingham House

Room Name	Level	Maximum Theatre Style	Maximum Cabaret Style	Maximum Classroom Style	Maximum Boardroom / U Shape	Maximum Clear Room	Banquet style	Full Day Hire	Half Day Hire
Foyer	G					150		£300	£200
Lecture Theatre	G	140						£750	£450
Minimum numbers for DDR		73							
Seminar Room	G	60	36	32	30 / 28			£450	£300
Minimum numbers for DDR		55	28	24	22 / 20				
↳ Splits in Two		25	12	16	15 / 12				
1 st / 2 nd Floor Syndicate Rooms	1st	22		15	14 / 10			£150	N/A

Kaatsu Centre

Foyer	1 st					150		TBC	TBC
Lecture Theatre	1 st	146						TBC	TBC
Minimum numbers for DDR		TBC						TBC	TBC
Conference Room	3 rd	70	48	40	34 / 30			TBC	TBC
Minimum numbers for DDR		TBC	TBC	TBC	TBC			TBC	TBC
Teaching Room	2 nd	70	48	40	34 / 30			TBC	TBC
Minimum numbers for DDR		TBC	TBC	TBC	TBC				
↳ Splits in Two		28	10	20	18 / 12				
↳ Splits in Four		10 chairs semi-circle							
Executive Meeting Room	1st	20		15	10 / 8			TBC	TBC
Interview Room	1 st	20		15	10 / 8				
Library Meeting Room	1 st	25		15	10 / 8				
LG Meeting Room	LG	30		15	N/A				

Layouts, Capacities & Minimum Numbers

College Rooms									
Long Room	G	180	72	70	46 / 40		104	£600	£380
Minimum numbers for DDR		73	64	62	38	32			
Vivien Stewart Room	G	100	60	42	46 / 42			£600	£380
Minimum numbers for DDR		73	52	34	38	34			
↳ Splits in Two		50	28	20	24 / 18				
Council Room	G	50	28	20	32 / 30		42	£385	£225
Minimum numbers for DDR		41	20	12	24	22			
Jocelyn Bell Room	G	22		12	14			£190	£100
Music & Video Rooms (each)	G	28		12	14 / 13			£190	N/A
Fellows' Suite	LG	70	40		36	70	70	£600	£400
Minimum numbers for DDR		54	32		28/24				

Dining Rooms									
Fellows Dining Room	LG		40		36	70	70	No hire if #'s over 30	N/A
Fellows Drawing Room	LG					70			
Dome	1 st	250	200			400 clear 250-300 with buffet stations	270	No hire charge is #'s over 120	N/A
College Bar (or Portable Bar)	G & LG					100		£120	N/A

If a space is left blank, that room set up is not appropriate for that room.

2019 Price Guide

Bed & Breakfast

Single En-Suite	£ 75.00	Twin En Suite	£115.00
Single Standard	£ 52.00	Twin Standard	£ 78.00
		Kaetsu Centre family suite	£162.00

Breakfast

Continental Breakfast (T&C, Ham, Cheese, Cereal, Toast, Pastries)	£ 8.50	Conference Breakfast (T&C, Bacon Rolls & Pastries)	£ 10.00
		Full English Breakfast	£ 13.00

Refreshments

Tea, Coffee & Biscuits	£ 3.00	Tea, Coffee, Finger Pastries	£ 4.50
Tea, Coffee & Fresh Finger Fruit	£ 5.25	Tea, Coffee, Cream Cakes & Fancies	£ 5.50

Buffet Lunch or Dinner

Seated Hot/Cold Fork Buffet (Dome & Long Room only)	£ 24.00	Standing Finger/Bowl	£ 18.50
		Balance Bowls	£ 19.00

Formal Lunch or Dinner

3 Course	From £ 38.00	4 Course	From £ 46.00
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Informal Lunch or Dinner

Cafeteria	£ 15.00	Packed	£ 9.00
Barbeque	From £ 24.00	(Sandwich, Chocolate Bar, Crisps, Piece of Fruit & Bottled Water)	

Special Additions (price per person)

Cheeseboard	£ 9.00	Afternoon Tea	£ 15.00
Strawberries & Cream	£ 5.00	Champagne Afternoon Tea	£ 25.00 (inc VAT)
Mixed Nuts Selection	£ 1.75	Fruit Basket (per 25 people)	£ 20.00
Olives, Peppers & Artichokes	£ 3.70	Canapés (start at)	£ 8.50 - 4 items

Audio-Visual Equipment (price per day unless otherwise stated)

Portable Data Projector	£150.00	Laptop	£125.00
TV 65" FD £300.00	HD 175.00	Portable P.A. System	£100.00
Audio Visual Technician (p/hour)	£ 40.00	Notepads & Pens (each)	£ 3.00
Photocopies (each)	£ .10	Elmo 3D Visualiser	£ 75.00

[Event Filming & Editing Packages](#) – Please see our website for details.