

Summer Schools 2019



Murray Edwards
College
University of Cambridge

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

www.murrayedwadsevents.com
e: events@murrayedwards.cam.ac.uk
t: 01223 762267

Thank you for your interest in Murray Edwards College

Murray Edwards College was originally called “New Hall” and sited in the very heart of Cambridge where Darwin College stands today. The College procured the current site, originally the (Charles) Darwin family home, in 1962 which allowed the College to expand to meet growing demand for more students. The College was founded as, and remains today, a College for women yet has a mixed Fellowship and students learn in University departments in mixed classes. The name was changed after the College received a large donation in 2008 from Ros Smith, an alumna of the College and her husband Steve Edwards.

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



Our site is ideally laid out for summer schools;

- 🏠 Comfortable bedrooms with views of the College grounds.
- 🏠 Informal, attractive gardens located safely at the centre of the College, where students may “walk on the grass”.
- 🏠 A plethora of flexible teaching rooms of varying sizes that can be set up in different ways.
- 🏠 Highly rated food served in our stunning Dome dining hall, which is used by our own students and Fellows in term time.
- 🏠 A peaceful location on the edge of the city centre.
- 🏠 10 minutes’ walk from other Colleges, museums, shops and city attractions.
- 🏠 The College houses an extensive art collection, contributing to an inspiring and motivating atmosphere.
- 🏠 Areas are available for informal socialising.
- 🏠 Near to transport links for cultural trips and social activities.
- 🏠 The College is a non-smoking site.



Prices are exclusive of VAT

Page 1 of 10

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

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

Summer Schools 2019

Summer School Package

Accommodation in en suite or standard, twin or single rooms (agreed upon booking)

Bedroom linen changed once a week for students and twice a week for supervisors

Bedrooms and bathrooms checked daily Monday – Friday

Free Wi-Fi in bedrooms and throughout the site

In-room refreshments for supervisory staff

Full English breakfast (also includes cereal, some continental items, yoghurt and beverages)

Cafeteria or packed lunch and dinner

A College contact (event organiser) available during office hours for the duration of your stay

Teaching rooms are not included in the below rates but prices for these are negotiable based on the number of bed nights and dining booked, subject to availability.

Prices are per person, per night

En suite full board rate - £84.00

Standard full board rate - £68.50

En suite half board rate - £69.00

Standard half board rate - £53.50

What is a “summer school”?

For the purposes of this package, a summer school is an organisation which arranges and facilitates supervised educational courses (at any time of year) for children or young adults.

Booking information for organisers:

- We will request that the 90% of your estimated total cost to be paid in advance of your event by an initial non-refundable deposit of 50% and two interim payments of 20% each. Payment dates may be agreed with the Events Manager. You will then be invoiced for the final amount after the event.
- You must complete and sign our booking form agreeing to our terms and conditions at the time of booking. Cancellation terms are clearly outlined in section 4 and are applicable to every booking. The College must be notified of amendments or cancellations in writing.
- If you believe your booking to be VAT exempt, you must complete the form on the second page of the booking form document and provide any additional evidence requested by the form.
- You must advise us at the time of booking if males and females must be accommodated separately, alongside any other accommodation requirements.
- Rooming lists must be given on the template provided by your College contact. Lists provided in alternative templates will not be accepted.

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Page 2 of 10

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Summer Schools 2019

Murray Edwards College has a long history of working with summer schools, so we understand that there can be challenges when working with a group of children or young adults. We work closely with organisers to plan a safe, well-organised, enjoyable time for students' that fits with the College, which remains a working environment year-round.

To safeguard this, we expect that school groups adhere to the following guidelines and those outlined in the Summer School Guidelines document -

- ✓ Have a minimum supervisor to student ratio of 1:10 and that students under 21 are supervised at all times while they are in College.
- ✓ The youngest age we will usually accommodate is 15 years'. Depending on supervision and references, younger groups may be considered.
- ✓ Have at least one supervisor bedroom per accommodation corridor.
- ✓ Do not permit students to consume alcohol or smoke while they are in residence on the College site.
- ✓ Complete individual Personal Emergency Evacuation (PEEP) Forms to ensure the safety of students with additional accessibility needs.
- ✓ Submit a valid public liability insurance certificate and risk assessments for all individual activities planned in College at least 1 month in advance of your arrival date.
- ✓ Complete risk assessments for all activities taking place in College.
- ✓ Ensure students stay within their allocated accommodation staircases and social areas in College.
- ✓ Ensure their students and staff are fully briefed on fire and health and safety procedures. Fire action plans are clearly displayed on the back of accommodation and meeting room doors.
- ✓ Enforce an 11:00pm curfew, unless an alternative agreement has been made in writing.
- ✓ Do not play loud music.
- ✓ Do not leave litter in gardens or public areas.
- ✓ Do not play ball games in College.

Summer Schools 2019

Frequently Asked Questions

We will consider all requests providing we are given sufficient advance notice to plan.

A.V. equipment

To book any audio-visual equipment for your summer school, please contact our technician via email avtechnician@murrayedwards.cam.ac.uk

Bar

No matter their age, summer school students and supervisors do not have access to alcohol from the College whilst on College grounds and we ask that none is brought in. However, we can serve soft drinks from our bar on special evenings. Please see the current price list for hire rates.

Bed and breakfast

If you have guest speakers or teachers who wish to stay overnight, they can book B&B via our website www.murrayedwardsevents.co.uk/cambridge-bed-and-breakfast

Bedroom types

En suite – has a private bathroom and toilet in the bedroom.

Standard – has shared bathroom facilities; usually 1 toilet per 2 bedrooms and 1 shower room per 2 bedrooms. Located on the same floor as the bedroom.

Behaviour

Please see section 9 of our terms and conditions, which outlines the behaviour standards expected during your stay. Please ensure these are circulated to students at the beginning of their stay and reaffirmed where necessary.

Cancellation

Summer schools cancelled less than 12 months before the event start date are subject to cancellation fees of 90% of the total estimated cost for accommodation and meeting rooms and 65% on food and beverage revenue.

If cancellation occurs more than 12 months before the event start date will incur loss of deposit only.

Please see section 4 of our contract for further details of our cancellation policy.

Summer Schools 2019

Candles

Candles are not permitted in College.

Cambridge Experiences (and experiences further afield)

We would be happy to suggest some local activities to fit in with your agenda. Some initial ideas can be found on our website www.murrayedwardsevents.co.uk/visitor-information/cambridge-experiences

By train, Cambridge has great links to Northern cities, such as York and Manchester and is just

50 minutes from London

90 minutes from Norwich

120 minutes from Great Yarmouth (seaside town)

150 minutes from Oxford

Ceilidhs

The Dome is suitable for ceilidhs, depending on your numbers. Please discuss this with your event organiser.

Chapel

Murray Edwards does not have a chapel. Subject to availability, we can provide rooms for worship.

Common areas

The College bar is open all of the time and is an excellent common area, as it contains a television, Internet access, comfortable seating and vending machines. The bar must also be suitably supervised, as it is an area open to all guests of the College. If you would like to hire a private common area, please talk to your College contact.

Contact during your time here

A member of the team will look after your event whilst you are staying to ensure it runs smoothly. We like to keep in touch with you regularly, so please arrange with your event organiser the best way to do this in advance of your stay.

Coaches

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

Summer Schools 2019

Damage

Our contract stipulates that the summer school provider is responsible for any and all damage incurred by students. Damage should be reported as soon as possible to your event organiser, who will advise you of the charges once the issue has been reviewed.

Deadlines

Your event organiser will contact you 2 weeks before your event start date to begin collating final details, including a complete alphabetical list of students and staff, any proposed speakers or teachers and the subject matter of their presentations, a programme or agenda and final numbers for accommodation and catering.

Decorations

Murray Edwards College is Grade II* listed building. Please do not decorate or put up signs without the consent of the Events Manager. The Events Department will put up signs to your event areas in appropriate sign holders.

Deposit

We will request that the majority of your estimated total cost to be paid in advance of your event by an initial non-refundable deposit and interim payments. Payment dates may be agreed with the Events Manager. You will then be invoiced for the final amount after the event.

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 arrival date.

Halal catering

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

Kosher catering

Kosher food can be sourced from an external supplier and will be charged at cost. Please discuss this with your College contact.

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 arrival date, so we can send a Personal Evacuation Evaluation Plan (PEEP) form or download one from www.murrayedwardsevents.co.uk/visitor-information/accessibility-statement

Summer Schools 2019

Entertainment

Although most types of entertainment are acceptable at Murray Edwards, please do discuss this with us prior to your summer school. For local suppliers, please visit www.conferencecambridge.com/about-cambridge/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.

Food and drink

Our catering team are delighted to provide a fantastic range of international cuisine, from curry to fish 'n' chips. The cafeteria receives great reviews from students and staff and in addition to main meals provides a variety of snacks and soft drinks. It is not permitted to bring your own food into College.

If you are planning a day out, we can provide packed lunches which usually consist of a sandwich, crisps, chocolate bar, piece of fruit and a bottle of water or can of juice.

We can provide BBQ lunches and dinners in our beautiful gardens.

If you would like a formal meal while you are here, this can be booked into a private dining room of a suitable size.

We are always interested to hear what ideas you have planned for your group activities and will be happy to help where we can. Meal arrangements outside of the package will carry an additional charge.

You may be given a specific meal time slot, depending on our other bookings. If you would like to determine this before you create your agenda, please ask your event organiser.

Summer Schools 2019

Gardens

Orchard Court garden can be used for activities but must be booked in advance alongside a wet weather back up room.

Students and staff are welcome to use the gardens on an informal basis but ball games are not permitted and the noise level must be respectful of others using the surrounding gardens, accommodation and meeting rooms.

Music is not permitted in the gardens after 9:00pm, unless you have prior written permission from the College Events Manager.

The gardens must be vacated by 10:00pm.

Gazebos

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

Internet access and Wi-Fi

Murray Edwards College agrees to provide wired and Wi-Fi Internet access to our guests on request, depending on location and available infrastructure. Please note that the College network has no content control or restrictions, meaning that inappropriate for age material can be accessed. The responsibility of supervising Internet access procured for those below the age of 18 remains with the summer school organiser and not with the College.

Marquees

Marquees may be used in Orchard Court garden, subject to some logistical factors. Again, please discuss your plans with us.

Music

If you are planning a disco night, amplified music including bands and DJs are permitted in the College bar and we have connections for Ipods and portable devices. The bar must be hired for events such as this. Hire charges are on page 2 of the price list.

Live music is only permitted by prior arrangement.

A PA system is available to hire.

Music is not permitted in the gardens after 9:00pm, unless you have prior written permission from the College Events Manager.

Summer Schools 2019

Outdoor games

Garden games such as giant Jenga and croquet are permitted. Some inflatables are also permitted. Please discuss any ideas with your event organiser.

Other events

Please note that there will be other events in College during your stay at Murray Edwards, although of course you will have exclusive access to the rooms you have booked.

The paths, corridors and general communal areas 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 event organiser will also help to ensure that areas in use for your event remain exclusive to you and your guests.

Parking

Parking is only available by prior arrangement. Please see our website for [maps and directions](#).

Room capacities

Please see page 2 of the price list.

Storage

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

Student welfare and discipline

Murray Edwards College is committed to providing a safe and welcoming environment for any visitors however, safeguarding, protecting students from harm and discipline is the responsibility of the summer school provider.

Taxis

There is a telephone for booking taxis near the Porters Lodge.

Teaching rooms

We have a variety of teaching rooms at Murray Edwards College, availability of which will be confirmed at the time of enquiry. Where the room contains audio visual (A.V.) facilities, these are included in the room hire rate. All of our teaching rooms have Wi-Fi Internet access.

Specific teaching rooms will be offered in your enquiry response. Further details can be found on our website www.murrayedwardsevents.co.uk/conference-meeting-rooms-cambridge

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Page 9 of 10

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Summer Schools 2019

Timings

You may be given a specific meal time slot, depending on our other bookings. If you would like to determine this before you create your agenda, please ask your event organiser.