

Weddings



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

Congratulations on your engagement and thank you for your interest in Murray Edwards College.

Your special day will be meticulously planned and executed by our experienced and professional events team, who look forward to helping you plan a memorable and unique celebration that is tailored to you.

During vacations, Murray Edwards College has a variety of dining and function room suitable for your wedding breakfast and evening soirée.

Picturesque, informal gardens are available for drinks, canapés and photographs, weather permitting. Some informal seating is available and picnic blankets are available to borrow.

Free on-site car parking is located at the rear of the College and comfortable, twin or single en suite bedrooms can be booked online by your guests in advance.

Our skilled team of chefs is led by Joe Dean, who comes to Murray Edwards College from a luxury hotel background and has years of experience creating beautiful and delicious menus for all types of events.

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 us.

Bed and breakfast

Subject to availability, you may book any number of bedrooms for your wedding and these will be contracted as part of your booking.

Alternatively rooms are made available online which individuals can book themselves.

Talk to us about which option is right for you.

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.

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Venues

Fellows Dining and Drawing Room with the Fellows Garden

- Minimum number 30

Cabaret style (round tables)	Banquet style (long tables)	U shape	Seated buffet	Standing buffet or drinks reception
40	70	36	42	40

Dome Dining Hall - Minimum number 70

MAX Banquet style	Banquet style with dance floor & bar	MAX cabaret style (round tables)	Cabaret style with dance floor & bar
270 (using raised area for top table)	210	200 (using raised area for top table)	140

Long Room - Minimum number 35

Banquet style (long tables)	Cabaret style (round tables)
104	80

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Your package.....£99.00pp
INCLUDING VAT

A dedicated contact on the day.

Room hire for your wedding breakfast.

A reception drink – sparkling wine or Pimms served with orange juice and still mineral water

3 course wedding breakfast (menu on page 3)

Half a bottle of red or white wine per person

Bottled still and sparkling mineral water
– 1 of each per table

1 bottle of Bottle Green cordial
– 1 per table

Glass of sparkling wine for toast

Evening buffet.....£15.00pp
INCLUDING VAT

Minimum number is 75% of the total number of evening guests.

Please see page 6 for menu.

Alumnae and College members receive a 10% discount on the total cost of their booking. Please note this does not include bedrooms booked by individual guests.

Included Little Touches

Personalised menu cards
Murray Edwards place cards
Silver cake stand and knife
White linen table cloths and napkins
Use of our beautiful gardens for photographs
Subject to availability we will book a bedroom for the bride to use on the day.

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Wedding Breakfast Menu

Vegan Starters

Sweet Potato and Coconut Soup

Roasted Chick Pea, Sweet Potato and Kale Salad

Vegetarian Starters

Buffalo Mozzarella, Heritage Tomatoes, Tomato Coulis

Wild Mushroom Ravioli, Spinach and Truffle Oil

Fish & Seafood Starters

Chapel and Swan Smoked Salmon, Avocado & Fennel Salad

Deville Crab on Sour Dough Toast

Meat Starters

Chilled Chicken and Buttermilk Soup

Chicken Liver Parfait, Caramelised Red Onion, Toasted Brioche

Salad of Wood Pigeon, Black Pudding and Roast Beetroot

Selection of Cured Meats served with Olives, Dried Tomatoes and Grilled Ciabatta

Please select a meat,
vegetarian dish for each
course and one dessert
option for your entire
group.

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Vegan Mains

All served with seasonal vegetables.

Roast Cauliflower Steak, Rosti Potato, Cauliflower Puree
Green Chutney

Balsamic Roasted and Curried Purée, Sweet Potato and Puy
Lentils

Vegetarian Mains

Risotto of Broad Beans, Peas and Courgettes

Caramelised Onion, Mushroom and Gruyere Tart

Fish & Seafood Mains

Seared Mackerel with Beetroot, Horseradish and Watercress

Seasonal Market White Fish with a Soft Herb Crust and Herb
Butter Sauce

Grilled Stone Bass, Sautéed Potatoes served with a Mustard
and Tarragon Sauce

Meat Mains

Roast Supreme of Corn Fed Chicken, Black Garlic Potatoes,
and Sautéed Mushrooms

Honey Roast Duck Breast, Crushed New Potatoes, Passion
Fruit Sauce

Haunch of Venison, Celeriac Remoulade, Roasted Squash

Classic Mains.....£3.00 supplement

Fillet of Beef Wellington with Madeira Gravy and Thyme
Roast Potatoes

Herb and Mustard Crusted Rack of Lamb, Dauphinoise
Potatoes

4 Course Menus

Add another starter or
ask us for a seasonal fish
course to you would like
a 4 course menu for
£8.00 pp

Add Individual Cheese
Boards for £7.80 pp

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Vegan Desserts

Peanut Butter and Banana Pudding

Pumpkin and Almond Pie, Coconut Cream

Vegetarian Desserts

Apple Tarte Tatin, Stem Ginger Ice Cream

Warm Chocolate Fondant Tart, Raspberry Coulis

Sticky Toffee Cheese Cake, Vanilla Pod Ice Cream

Raspberry and Mascarpone Crème Brûlée

Pavlova, Lime Curd and Fresh Seasonal Berries

Cheese

Individual Cheese Board.....£9.00 pp

Followed By

Freshly Brewed Fair Trade Tea & Coffee and Clipper Herbal Teas served with a Murray Edwards College Chocolate

Wedding Cake

You are welcome to bring a wedding cake from an external supplier.

Unfortunately we are not able to provide wedding cakes.

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Red Wine

Montepulciano D'Abruzzo (College Wine)	£17.00
Los Espinos Merlot	£15.50
Montaignan Carigan	£16.00
Don Aparo Malbec	£17.50
Winery Road Shiraz/Cabernet	£18.50
Lopez de Haro Rioja Reserva	£20.50
Ch. Fontbernard St Emillion	£23.00

White Wine

Hoopenburg Chenin Blanc (College Wine)	£17.00
Los Espinos Sauvignon Blanc	£15.50
Baccolo Bianco Cielo	£16.00
Steeple Jack Chardonnay	£17.50
Ch. De L'Oiselniere Muscadet	£18.00
Liera Seca Alvarino	£20.00
Chateau Gaudrelle Vouvray	£23.00

Sparkling Wine and Champagne

Murray Edwards College Cava	£21.50
Cavalier Blanc de Blanc	£20.00
Casa St Orsola Prosecco	£24.00
Bauchet 'Origine' Champagne	£40.00

Sherry and Port

Murray Edwards College own label Ruby Port	£21.95
Warres Otima Tawny 10 Year Old	£23.95
Murray Edwards College own label Amontillado or Fino Sherry	£21.95

Bottles and Cans Selection

Magners Cider 330ml	£ 3.35
Corona 330ml	£ 3.35
Peroni 330ml	£ 3.35
London Pride 500ml	£ 3.95
Kopparberg 440ml	£ 3.95

Wine & Reception Drinks

Our Catering Manager
Teri Byrne
has a wealth of experience
paring wines.

She would be pleased to
discuss wine and drinks
for your special day and
make suitable
recommendations.

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Soft Drinks

Orange Juice 1Ltr jug	£ 3.20
Elderflower Pressé 75cl	£ 3.60
Mineral Water (still or sparkling)	£ 3.20
Non-alcoholic Punch	£ 2.55
<i>Sparkling Apple and Elderflower & Orange, Cranberry and Lemonade. Both flavours are served.</i>	

Cocktails

	Jug	Per Glass
Pimms or Single Shot Cocktail (such as	£20.00	£4.75
Slush Machine Cocktails (Frozen Cocktails) – must be purchased by full portion (£360.00), which contains 72 glasses, or half portion (£180.00) 36 glasses.		£5.00

The cocktail price becomes higher if it contains more than 1 alcoholic component.

Our Catering Manager would be happy to discuss any ideas with you or make suggestions around your guest numbers and budget.

Why not?

Go for our non-alcoholic punch and jugs of cocktails!

If you have a specific drink that is special to you we can source it.

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Frequently Asked Questions

AV equipment

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

Bar

Last orders are at 11.10pm and the bar closes at 23:30. All drinking, entertainment and music must finish by midnight. Please ask your guests to vacate the College quietly.

Bed and breakfast

Subject to availability, you may book any number of bedrooms for your wedding and these will be contracted as part of your booking. You can either complete our accommodation spread sheet or guests can book online using a promotional code – please discuss this option with your wedding coordinator.

We may have B&B rooms available via the link below which guests can book. Please note these are not part of your contract and are subject to availability. They may also be in a separate building to the ones that you have booked.

<http://www.murrayedwardsevents.co.uk/cambridge-bed-and-breakfast>

We are not able to accept telephone bookings for bedrooms.

Cake stand & knife

A cake stand and knife are included in the package price.

Candles

Candles in appropriate holders are fine in the Dome, Long Room and Fellows Dining & Drawing rooms. Electronic fairy lights and tea lights can also be used.

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Capacities

Please see page 1 of this document.

Ceilidhs

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

Chapel

Murray Edwards does not have a chapel.

Children

We welcome children and babies at weddings at Murray Edwards; unfortunately however, we do not have any facilities specifically for them. For those with babies, it is important to remember to bring highchairs and travel cots.

- For children between the ages of 5 and 15 years we can offer a half portion of the adult meal package at £50.40.
- For under 5's they may have half portion or chicken nuggets and chips (or similar) free of charge.
- For those between 5 and 12 years they may have chicken nuggets and chips (or similar) at £9.50.

Civil wedding ceremonies

There are currently no rooms at Murray Edwards that are licensed for civil ceremonies.

The Cambridge Registry Office, Shire Hall, is located just a 5 minute walk from Murray Edwards College. Further information can be accessed here www4.cambridgeshire.gov.uk/community/bmd/

Contact on the day

A member of the team will look after your wedding on the day and ensure it runs smoothly. Please confirm on your booking form the name of the on the day contact within your party (EG: best man or maid of honour).

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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](#).

Confetti

Bio-degradable confetti is fine. We would politely request that rice is discouraged unless there is a specific cultural requirement for it. Please let us know if rice is likely to be used. Please do not throw confetti outside the Porters' Lodge or in the forecourt.

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.

Deadlines

Your wedding coordinator will contact you 2 months before the day to begin collating final details. Meal choices and the number of guests should be confirmed at least 2 weeks before your wedding.

Decorations

Murray Edwards College is Grade II* listed building. Please discuss any ideas you have for decoration on the day. The rooms can be decorated either in the morning of the wedding or the night before if the room is not being used. We do require you to collect the decoration at the end of the evening. Timings should be arranged close to the time of your wedding.

If you are having lots of decoration, you can book the room in advance or after your wedding at our daily hire rates. Please speak to your wedding coordinator.

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Deposit

We ask for a deposit of 20% of the estimated cost of your booking, payable within 7 days of you receiving our confirmation email. The interim payment, payable 2 months before your event, brings the total deposit up to 50% of your estimated total. The remainder will be invoiced after your wedding.

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 wedding. We would advise that you request this information with your invitation R.S.V.P.

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

Entertainment

Although most types of entertainment are acceptable at Murray Edwards, please do discuss this with us prior to your event. 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.

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Flowers

Our wedding package does not include 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 <https://www.conferencecambridge.com/about-cambridge/event-support-services/>

Gardens

Orchard Court gardens or the Fellows Garden (must be booked alongside the Fellows Dining Room) can be booked for drinks and canap   receptions. We will always reserve a wet weather back up room. The gardens may also be used for photographs.

Gazebos

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

Getting ready on the day

Subject to availability, we will reserve a bedroom near to your event room for use on the day at no additional charge. The room may be used overnight for a guest, if you wish.

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 get a quote.

Master of ceremonies

A member of the catering staff will be happy to make announcements at appropriate, agreed points throughout your day if you wish. Alternatively you may like to nominate a friend or family member to perform this role or hire a professional toastmaster.

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Music

Amplified music including bands and DJs are permitted and we have connections for Ipods and portable devices. Any amplified music must be plugged into our noise limiting system.

Non-amplified music, such as a jazz trio or string quartet may be played in the in any room through a PA system which is available to hire. Non-amplified music may be played in the gardens. Please ensure all music and entertainment finishes at midnight.

Outdoor ceremonies

Legal outdoor ceremonies are not licensed at Murray Edwards however, if you would like to hold a celebration ceremony in the gardens, please discuss this with the wedding coordinator.

Outdoor games

Garden games such as giant Jenga and croquet are permitted. Some inflatables are also permitted. Please discuss any ideas with the wedding coordinator.

Other events

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

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 wedding coordinator will also 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](#).

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Place cards

Murray Edwards place cards are included.

Storage

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

Table linen

White linen tablecloths and napkins are included in your package.

Tasting Your Selected Menu - Free of Charge

Once you have made a confirmed booking, please contact your wedding coordinator if you would like to try your selected menu before your wedding day. If your booking is cancelled, you will be charged for the tasting, along with our cancellation policy in our Terms and Conditions.

Tasting a range of dishes from canapés to dessert - from £180.00 inc VAT.

Should you wish to try a selection of dishes, we are pleased to offer tasting sessions. The College is a working environment year-round, therefore tasting sessions can be done on any day including weekends, from 14.00-16.00 to allow the chefs to honour their College commitments.

Canapés x 3

Starters x 3

Mains x 3

Desserts x 2

Additional dishes are charged as follows

Canapés - £3.00

Starters - £8.00

Mains - £12.00

Desserts - £6.00

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Taxis

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

Timings

You may choose the timings for your day. If you would like any guidance your wedding coordinator is happy to help.

Wedding cake

You are welcome to bring a wedding cake from an external supplier. Unfortunately we are not able to provide wedding cakes.