



Conference Charges and Bookings

1 CONTEXT

This document sets out the policy for catering, conference and events bookings and charges at Hughes Hall.

2 ROOM BOOKING PROCEDURE

The following rooms are administered through the MCR : Garden Lecture Room (GLR), Pfeiffer Room (6pm – 8am), MCR Clubroom and Bar.

Bookings are made via email to mcr.infrastructure@hughes.cam.ac.uk

The following rooms are administered through the Hughes Hall Conference Team: Seminar Rooms A and B, Pfeiffer Room (8am-6pm), Pavillion Room, Council Room, Combination Room

Bookings are made via email to roombookings@hughes.cam.ac.uk

Details of the purpose and format of the meeting or event must be made clear at the time of booking.

3 CHARGING POLICY

Rooms administered through the MCR are free of charge for Hughes Hall student-organised bookings.

For Hughes Hall Conference Team administered bookings there are three tariff bands that together ensure Fellows and students receive discounted rates when appropriate, that commercial events are charged commercial rates, and that these combine to contribute to the College's overall finances. Please note that all prices are subject to VAT unless a valid exemption is provided.

4 CLASSIFICATION OF CUSTOMERS/EVENTS

The classification of Hughes Hall Conference Team administered events is as follows:

Band 1

- All commercial events and customers other than those in bands 2 and 3

Band 2

- External customers introduced by a Hughes Hall Fellow.
- Fellows's events which are funded by another charitable or academic organisation (including department, trust or funding body) for the planned event.
- Cambridge University Societies and Associations.

Band 3

- Hughes Hall Student or Fellow events that are non-commercial and not funded by another organization.
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5 TARIFF BANDS

Band 1 Conference rates – standard charge

Band 2 Discounted rates – 15% discount from standard charge

Band 3 College rates – No charge for room hire. 20% discount on standard charge for any catering requirement.

6 PROCEDURE FOR APPROVING ROOM BOOKINGS

A completed booking form (including the nature of the meeting) is required for all internal meetings (students, staff, fellows and all College business).

A completed booking form (including the nature of the meeting) is required for all external meetings.

All room bookings are monitored by the Conference Team or MCR as appropriate. No booking is complete until confirmation is received from the Conference Team or MCR.

7 BAND 3 BOOKINGS CONDITIONS

Band 3 rate is available between 15 September and 30 June only.

To qualify for a Band 3 tariff the event must be booked and hosted by a Hughes Hall student or Fellow.

Bookings are restricted to three hour blocks. Each Fellow or student can book rooms for a period of up to three hours per annum. Any additional bookings at this rate require agreement from the Bursar or President.

Additional last minute bookings can be made at this rate up to six days before the date of the event.

8 PROCEDURE FOR BOOKING PIANO PRACTICE ROOMS

The College has three practice pianos: one located in the Combination Room (this can be used silently with headphones); one located in the Garden Leisure Room and a Steinway grand piano located in the Pavilion Room. The pianos in the GLR and Combination Room are booked through mcr.infrastructure@hughes.cam.ac.uk or roombookings@hughes.cam.ac.uk in line with our room booking process. People wishing to use the Steinway grand piano must seek approval from the Director of Music. For details please see www.hughes.cam.ac.uk/academic-life/music. Once permission has been granted the Pavilion Room can be booked by emailing roombookings@hughes.cam.ac.uk

Please ensure that ALL sessions on the Steinway grand piano are booked in advance so that there is an audit trail of its use. There is no charge for Hughes Hall students but please note the conditions of booking which are outlined in the document “Rules of Use of the Hughes Hall Pianos” which is issued to all approved users of the Steinway.

All piano bookings are subject to room availability.

9 ACCOUNTING AND CHARGES

The Hughes Hall Conference office will confirm tariff at time of booking. Bursary Office will invoice in accordance with agreed tariff. A 10% deposit is charged at the point that a booking is confirmed.

All prices will be subject to VAT unless a valid exemption is provided. Supplies of accommodation and catering closely related to the supply of education by an exempt organization may qualify for VAT exemption. Under no circumstances will alcoholic drinks be exempted from VAT. In order to qualify for VAT exemption organisers (including Fellows) must provide evidence of their eligibility. Further details and copies of the “Hughes Hall VAT Exemption Form” are available from the Conference Office.

Prices will be published on the Hughes Hall website. Charges for the period 1 October 2016 to 30 September 2017 are shown in Appendix 1 below

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Victoria Espley
Bursar

Harry Holkham
MCR Infrastructure Representative

October 2016

Appendix 1

Prices until 30 September 2017 (excluding VAT)	Band 1 Standard Rate	Band 2 (15% discount)	Band 3 (20% discount)
Pavilion Room - up to 4 hours	128.00	108.80	102.40
Pavilion Room - 4 hours or more	256.00	217.60	204.80
Council Room - up to 4 hours	128.00	108.80	102.40
Council Room - 4 hours or more	256.00	217.60	204.80
Peter Richards Room - up to 4 hours	128.00	108.80	102.40
Peter Richards Room - 4 hours or more	256.00	217.60	204.80
Seminar Room A - up to 4 hours	77.00	65.45	61.60
Seminar Room A - 4 hours or more	125.00	106.25	100.00
Seminar Room B - up to 4 hours	77.00	65.45	61.60
Seminar Room B - 4 hours or more	125.00	106.25	100.00
Bottled mineral water	2.50	2.13	2.00
Orange juice / soft drinks	2.50	2.13	2.00
Pimms / reception	4.95	4.21	3.96
Reception drinks only	9.95	8.46	7.96
Tea and coffee only	2.60	2.21	2.08
Tea, coffee and biscuits	2.70	2.30	2.16
Tea, coffee, cordial and cake	2.90	2.47	2.32
Tea, Coffee and Biscuits x 2	5.40	4.59	4.32
Tea, Coffee and Biscuits + Tea Coffee and Cake	5.60	4.76	4.48
Tea, coffee, orange juice and pastries	2.90	2.47	2.32
Sandwich lunch only (business lunches)	11.95	10.16	9.56
2 course sandwich lunch + orange juice, tea / coffee	15.75	13.39	12.60
Lunch in the Dining Hall	9.95	8.46	7.96
2 course fork buffet + orange juice, tea and coffee	18.50	15.73	14.80
2 course hot buffet lunch + orange juice, tea, coffee (self service)	22.00	18.70	17.60
Three course hot lunch and orange juice	24.50	20.83	19.60
Three course dinner, predinner drinks but no wine	32.50	27.63	26.00
Extra Course (steak or fish)	6.40	5.44	5.12
Traditional Cheese Board (British)	5.50	4.68	4.40
Canapes with one glass sparkling wine	11.95	10.16	9.56
Nibbles with wine and soft drinks	6.75	5.74	5.40
BBQ + orange juice	17.50	14.88	14.00
Christmas Dinner with welcome drink	34.95	29.71	27.96
Christmas Dinner with reception and half a bottle of wine per person	41.95	35.66	33.56
Strawberries and Cream	4.50	3.83	3.60
Afternoon Tea	15.75	13.39	12.60
Full English Breakfast	12.50	10.63	10.00
Continental breakfast	9.90	8.42	7.92
Silver Package	35.30	30.01	28.24
Gold Package	42.80	36.38	34.24
Platinum Package	75.00	63.75	60.00