



DINING FAQs



SIDNEYSUSSEX
— CONFERENCES —

Conference Office, Sidney Sussex College

Email: conference@sid.cam.ac.uk

Web: www.sid.cam.ac.uk/confer

DINING FAQs

CAN WE HAVE A CHOICE MENU?

All food and wine should be pre-ordered. Please select the same item for all guests for each course along with a vegetarian alternative if required.

CAN YOU CATER FOR SPECIAL DIETS?

The kitchens can accommodate other requests to cater for allergies and intolerances. Please notify the Conference Office of all dietary requirements by 12pm two working days before your event. The kitchen will try to accommodate last minute requests where possible, although an additional charge will apply. *Please note that some dishes contain nuts, seeds and other allergens.

CAN WE PROVIDE OUR OWN WINE OR FOOD?

Unfortunately the College does not allow clients to supply their own food, drink or alcohol or to contract external caterers.

WHAT TIME IS DINNER SERVED?

Unless otherwise agreed, lunches start at 1:00pm. In the evening, drinks receptions usually start at 7:00pm with dinner served at 7:30pm. It is possible to arrange for your event to start at a different time to suit your needs. Surcharges of £5.00 per person (to cover the extra staff costs) are applied to lunches starting at 1:30pm or later and dinners starting later than 8:00pm.

ARE WE ABLE TO HAVE SPEECHES DURING OR AFTER THE MEAL?

You are welcome to make speeches or presentations once coffee has been served. Longer presentations can be arranged in advance with the Conference Office, although supplementary charges may apply if they continue after 11.00pm.

HOW LONG CAN WE STAY IN THE FUNCTION ROOM?

Room hire for evening bookings allows use of the room until 11.00pm unless previously agreed. Guests are welcome to stay in College until midnight but may need to move to another room or pay an additional room hire charge.

Menu and Timings



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HOW MANY PEOPLE CAN YOU CATER FOR?

Minimum numbers for private lunches and dinners are 10 guests. Even if the final number is less than this, the invoice will cover 10 people. Our College Hall can seat a maximum of 125 guests if the balcony is used. In some circumstances a marquee can be erected in the gardens to accommodate higher numbers.

WHEN WILL YOU NEED TO KNOW THE FINAL NUMBERS?

We ask for an estimate at the time of booking and latest numbers again 2 weeks before the events. Final numbers are due by 12pm two working days before your event. Reduction in numbers after this time will incur a cancellation charge.

WHICH ROOM SHOULD WE USE?

The College has a range of dining rooms and the most suitable option will depend on the number of guests that you are expecting. If you would like to visit the College to take a look please contact us.

Dining Room	Seated Capacity
College Gardens (marquee)	100—150
College Hall with Balcony	110 125
Knox-Shaw (buffets only)	35
Old Library	32
Old Parlour	15
William Mong Hall	60

CAN WE DO A SEATING PLAN?

It is helpful if you can provide a seating plan for your event. We can send you with a simple template relevant to your chosen room and number of guests. Please return a digital copy of this to us by 12pm two working days before your event. We can print, enlarge and display this for you.

If you would prefer not to have a seating plan then you do not have to. In this case, special diet cards will be provided on the evening, which the organiser will need to distribute to the relevant guests.

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Numbers and Layout



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CAN WE DECORATE THE ROOM?

Please speak to us in advance about bringing freestanding decorations and table decorations. Unfortunately party balloons and table confetti cannot be used, and nothing can be attached to the walls or paintings.

WILL WE NEED TO PAY A DEPOSIT?

We usually ask for a deposit of £10 per person based on your best estimate of numbers at the time of booking.

DO WE HAVE TO PAY VAT?

All menu prices are subject to VAT at the current rate, unless the organisation can prove that the event qualifies for exemption.

WHEN DO WE HAVE TO PAY THE FINAL INVOICE?

An invoice will be issued shortly after your event and payment is due within 30 days.



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Payment



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