Thank you for booking your event at St Catharine’s College. We wish to ensure your event runs as smoothly as possible.

This information is designed to guide you through our booking process so you are clear about the expectations of the College and the information you are required to provide at set deadlines. It is also designed to reassure you that we have been reviewing and updating our customer journey and health and safety protocols, to minimise risk to your delegates and our staff so that you can feel comfortable and safe holding an event with us.

For your delegates to gain the greatest possible benefit from your event, we encourage you to share this information with them prior to the event. Please also keep the Conference Office well-informed of your plans and event schedule in advance.

We are offering the same high standards of service and quality of catering and meeting facilities but have adapted our procedures to minimise risk to your delegates and our staff.

Please read the information enclosed in this document, and sign, date and return to the Conference Office prior to your arrival.

I, as the conference/event organiser, take full responsibility for following these guidelines and communicating the enclosed information to delegates.

Name: __________________________
Signed: _______________________

If you are interested in booking a room for a conference, please contact the conference office.

conference@caths.cam.ac.uk – 01223 336433 – www.caths.cam.ac.uk/conference
Rapid lateral flow tests

To reduce the risk to your delegates and our staff we request that all delegates take a rapid lateral flow test (LFT) before attending an event with us if the following apply:

- When event is using multiple rooms
- When event numbers are larger than social distanced capacities for meeting rooms
- For standing receptions where social distancing is not possible and face masks are not worn

Event organisers are kindly requested to ask their attendees to complete a LFT on the day of their event. LFT’s can be ordered from the government website, or they can be collected from pharmacies; community centres or from a test site. Please report if anyone has tested positive. Guests who have had covid-19 within the last 90 days can provide evidence of their positive test result if they are unable to provide a negative LFT.

How to take a test

Follow the instructions on the test packet and then record the results through the following website link: Report a COVID-19 rapid lateral flow test result - GOV.UK (www.gov.uk)

Results will be sent via text message or email. Guests should report a positive result to the organiser and only attend the event if they test negative. We ask that guests and staff do not attend the event if they are displaying any COVID-19 symptoms, if they or someone in their household has recently tested positive for COVID-19, or if they have been asked to self-isolate/quarantine.

Each meeting room will be sanitised before and after use. All equipment must be requested in advance and will be disinfected prior to use. Flip charts and pens will be single use only. Conference stationery will not be provided.

We have increased the cleaning frequency in all of our public areas and meeting spaces, with particular attention paid to high traffic areas and food service points.

If you would feel more comfortable running an event using social distanced capacities please see next page.
Socially distanced room capacities

Our meeting room layouts and capacities can be revised to observe social distancing guidelines. Each meeting room will be sanitised before and after use. All equipment must be requested in advance and will be disinfected prior to use. Flip charts and pens will be single use only. Conference stationery will not be provided.

<table>
<thead>
<tr>
<th>Meeting room/ Layout</th>
<th>Theatre layout</th>
<th>Classroom layout</th>
<th>U-Shape layout</th>
<th>Cabaret layout</th>
<th>Boardroom layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>McGrath Centre</td>
<td>55</td>
<td>14</td>
<td>16</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Ramsden Room</td>
<td>21</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>8</td>
</tr>
<tr>
<td>Rushmore Room</td>
<td>21</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>8</td>
</tr>
<tr>
<td>Marquee</td>
<td></td>
<td></td>
<td></td>
<td>120 (banquet)</td>
<td></td>
</tr>
</tbody>
</table>

Our Conference room layouts and capacities have been revised to observe social distancing guidelines of 1 metre.

We have increased the cleaning frequency in all of our public areas and meeting spaces, with particular attention paid to high traffic areas and food service points.

Please ensure that delegates wear face coverings in and around the College apart from when seated during the meeting or seated when eating, use hand sanitiser points at entry and exit points and observe social distancing and directional signage around College.
Map of the College

Please ensure that your delegates observe the one way system and other social distancing measures in place when moving around College. Clear signage outlining our in-house measures and expectations from visitors in terms of safety, hygiene awareness and social distancing are now in place. We also ask that delegates refrain from walking on the grass in College.
Prior to your event

We have reviewed our customer journey process to accommodate clients’ concerns and to be as flexible as possible. We have added a Covid-19 clause to our booking contracts to protect the client and the College.

A designated Event Manager will be with you throughout your event journey, and will be on hand to address any concerns, and provide guidance, to ensure that you and your delegates feel comfortable during your event and receive the very best service.

If you have not yet confirmed your booking with us you will be asked to sign and return a booking contract. A deposit payment of 25% of the total estimated sums payable under the contract must be paid following submission of the signed booking contract. If you are VAT exempt please send us an exemption form before your deposit invoice is raised.

We will work with you to achieve the most suitable meeting set up’s, catering options and safety guidelines to enable you to run a successful event with us, whilst reducing risk to your delegates and our staff.

We request that organisers do not send conference material in advance, and ask supplier deliveries to report to the Porters Lodge on the day of the event.

We ask that you provide confirmation of the final details of your event including a delegate list with final numbers; dietary requirements; a conference programme and the names and subject matter of any speakers, no later than 10 working days prior to the start of the event.

Please pass on our safe event guidelines to your delegates and return the front page of this document to confirm you have done this, no later than 7 days prior to the start of the event.
Meetings (on the day itself)

ARRIVALS

- The organiser of the event should arrive at least 30 minutes prior to the start of the event to meet the Event Manager who will take them to the booked meeting room.

- Delegates should register in the designated meeting room and not at the Porters Lodge. Organisers should try to stagger delegate arrivals to prevent queues.

- We strongly request that all delegates wear face coverings when moving around the College, and queuing for meals and refreshments. If delegates have not taken a LFT we strongly request they also wear face coverings when they are not seated or are not observing social distancing.

- We strongly request that delegates use the hand sanitisers at entry and exit points and observe directional signage around the College.

- Delegates must register in the booked meeting room and this registration process should be run by the conference organiser.

- The nearest toilets to your meeting room will be sign posted.

- We are using the NHS QR code check in system to allow us to keep relevant data under the government track and trace regulations. If guests are unable to use this app event organisers must record their details manually.

- The conference organiser will be required to provide delegate names in advance of the event and to also ensure that no delegate attends the event if they are experiencing Covid symptoms or are required to self isolate.
Meetings continued...

DURING THE MEETING

- Meeting rooms and equipment have been sanitised prior to use and we have enhanced our cleaning of public areas and high traffic areas.
- Please do not move any furniture in the meeting room or at lunch.
- We strongly request that all delegates wear face coverings when moving around the College, and queuing for meals and refreshments. If delegates have not taken a LFT we strongly request they also wear face coverings when they are not seated or are not observing social distancing.
- If a fire alarm sounds please ask delegates to evacuate via their nearest exit and assemble at the gates of Main Court.

CATERING

- We ask that the conference organiser ensures that delegates follow directional signage in place at the College throughout the event.
- Lunch will be served in bento boxes, disposable cups and utensils will be single use and biscuits and cakes will be served in sealed packets or boxes.
- If you would like to book a separate room for a served lunch please request this at the time of your booking.
- For receptions, canapés will be served from small tables. Drinks can be collected from single or multiple service stations. Nibbles are not available at this time.
- Where our staff are serving food they will be wearing face coverings.

We wish you a very successful event with us!
Bento Box Menu
£18.95 pp + VAT

Bento Boxes (please select one for the whole group, plus one vegetarian option if this is required)

- Asian style box - edamame beans, sushi, soy sauce, noodles, wasabi
- Oriental sweet chilli noodle salad, edamame bean, spring onion and seed side (V)
- Ploughman’s (cheese, meats, chutney, pickled onion’s, bread)
- Ploughman’s (cheese, crudités, chutney, pickled onion’s, bread) (V)
- Jerk chicken with avocado, kidney bean, tomato and wild rice salad
- Sesame salmon with avocado, kidney bean, tomato and wild rice salad
- Tofu, spiced roast squash, spinach and cracked wheat salad (V)

Dessert options (please select one for the whole group)

- Fresh fruit
- Brownie with caramel cream
- Baked white chocolate and raspberry cheesecake
- Mini éclair
- Coconut chocolate dacquoise
- Caramel slice with chantilly cream
- Breton tarts aux fruits

**Please confirm your menu choices, final numbers, timings and dietary requirements no later than 10 days prior to the start of the event.**