

Booking an event with St Catherine's:

Overall Booking Process:

- When you are ready to make a firm booking, we ask that you please confirm the basic event details in writing (via email). We will then raise a booking contract and quote (based upon **minimum** numbers/provision) for you. You can then grow from those minimums (within the capacity of the meeting space and available bedrooms where relevant) but this will be a contracted minimum, chargeable in the event of cancellation or undersubscription. All of our meeting spaces come with associated minimum bedroom requirements for residential events.
- A deposit will be payable upon signing the contract with us.
- College lunch and dinner services are run at set times of the day and must be adhered to. Refreshment breaks can be timed to fit in with your event programme. In some specific instances, we may be able to be more flexible with timings – please discuss this with us at the time of booking.
- We ask that you designate one organiser to act as a point of contact with both the College and with your delegates for the event.
- Lots of information about the College and its facilities is included on our web site and so you might wish to direct guests there for further information.

Residential conferences:

- Approximately three months before the event, we will ask for a further deposit payment (usually 50% of the contracted booking). We will also send you a blank 'conference room list' spreadsheet (used to submit your guest details, numbers and requirements to us) plus any other information you may require.
- We need to receive your completed delegate details in this specific format no later than a week to ten days before the first arrivals. At this time we also need to receive your meal numbers, dietary requirements, banquet menu choices (if applicable and not already received), plus final details of meeting room set ups.
- We will be in close contact with you/your organisers in the run up to your conference and will discuss all arrangements and your requirements with you in detail.

Non-residential events:

- We will keep in contact with you in the run up to the event day to make sure that everything is in hand ahead of your arrival.
- We will ask you to send us (usually via email) confirmation of your final numbers and any special dietary requirements no later than one week before the event commences.

General:

- Final catering numbers can be revised via email up to 24 hours before the event begins. Amendments to banquet numbers must be agreed at least 48 hours before the banquet.
- One final invoice will be issued at the end of the event (please note that we are unable to invoice for any delegates /items separately and cannot accept any individual payments at the College).
- Full terms and conditions can be found via your Booking Contract and on our web site.