



Catering & Events at Murray Edwards College

Welcome to Murray Edwards College – we look forward to seeing you often in the Dome dining hall.

We have some great rooms that you can use for a range of activities, from society meetings to exercise classes like yoga and a range of smaller rooms for supervisions that you can also book in advance. This information and the form you'll need to book dinners and meeting rooms can be found on the College web site under "College Life" > "Accommodation and Food" > "Booking Events in College"

<https://www.murrayedwards.cam.ac.uk/college-life/accommodation-and-food/booking-events-college>

The Catering and Events Team

Charles Howard – Deputy Bursar charles.howard@murrayedwards.cam.ac.uk

Scott Grocott – Head of Catering scott.grocott@murrayedwards.cam.ac.uk

Catering team – catering@murrayedwards.cam.ac.uk

Joe Dean - Head Chef joe.dean@murrayedwards.cam.ac.uk

Events Team - events@murrayedwards.cam.ac.uk

Dome Cafeteria Meals Service Times

Full Term

Lunch	Monday to Friday 12:30 – 13:30
Brunch	Saturday & Sunday 11:00 - 13.30
Dinner	Monday to Sunday 18.00-19.00 (excluding Tuesdays and first Fridays of the month in term time due to a Formal Hall dinner in Dome)

Half Term (the week before and after full term)

Lunch	Monday to Friday 12:30 – 13:30
Brunch	No brunch service outside of Term Time
Dinner	Monday to Friday 18.00-18.30

Vacation Time

Lunch	Monday to Friday only 12:30-13.00
Dinner	no dinner service in vacation time

There are no catering services provided at weekends.

Dietary Requirements:

Murray Edwards College takes the issue of food allergies very seriously. We have always strived to ensure our guests with special dietary requirements are well catered for with foods that are

safe for them to eat. In line with regulations that came into force in December 2014, we have introduced additional controls. We are required to provide information about the content of food produced on our premises with particular regard to 14 recognised Allergens and make this available to customers.

The 14 listed Allergens are: Celery, Cereals containing Gluten, Crustaceans, Eggs, Fish, Lupin, Milk, Molluscs, Nuts, Peanuts, Sesame Seeds, Soya, and Sulphur Dioxide.

During Cafeteria Service dishes are labelled with their allergenic content with cards in front of each item; foods are served in separate containers and separate tongs are provided. Serving Staff only use the tongs provided for each dish and to check for cross contamination of dishes. Where there is doubt they will check with senior member of the Catering or Chef Team.

Salad Bar

Front of House produce an allergen chart for display on the Salad Bar that allows those using this self-service area to make safe food choices. Green tongs are used for salads with no allergens; Yellow tongs are used for those, which do contain allergens

All products, which contain or may contain nuts, peanuts and sesame, have been removed from the self-service Salad Bar to limit the potential for cross contamination of potentially anaphylactic ingredients

Additional Signs

Signs are posted throughout the servery asking customers to make serving staff aware of any food allergies or intolerances and there is always an appropriately trained person on duty to deal with any queries. The team is trained so that where there is doubt they must check with a senior member of kitchen staff and not to guess.

College Bar

The bar is staffed by JCR students, in conjunction with the Catering Department and offers a wide range of drinks, from wines and spirits to bottled lager and cocktails as well as soft drinks and fruit juice. JCR events are held in their periodically and is a great space to sit, chill, catch up with friends or study. The bar also looks out on to Fountain Court, which is situated at the centre of the main college area. With a balcony at the top floor of the bar, and a patio area on basement level, it is a perfect place to enjoy a drink, watch the world go by and enjoy the sound of the splashing fountains.

There are vending machines (bottled drinks, confectionary etc.) situated at ground floor in J staircase.

Ideas or suggestions for the bar are always gratefully received; please contact your **JCR Bar Officer:** - jcr-bar@murrayedwards.cam.ac.uk

Bar Opening Times for Michaelmas term are:-

Monday	6.00pm to 11.00pm
Tuesday	6.00pm to 11:00pm
Wednesday	6:00pm to 11:00pm
Thursday	6:00pm to 11:00pm
Friday	6:00pm to 11:00pm except Formal Hall evenings then 6.00pm to 11:00pm
Saturday	6:00pm to 11:00pm
Sunday	6:00pm to 11:00pm

Café/Bar

During the day, the college bar is set as a chilled and modern art café with hot drinks, pastries, cakes and other café items available for purchase. The catering team are currently looking at the offering with milkshakes, smoothies, grab and go food items just a couple of ideas on the menu. Again, the balcony and patio areas are open for you to use as study space, chill out area or just somewhere to have a coffee.

catering@murrayedwards.cam.ac.uk

Art Café opening times:- (Time to be confirmed)

Monday to Friday	9.00am - 4.00pm
Saturday	9.00am - 3.00pm
Sunday	9.00am - 3.00pm

Formal Hall

Formal Hall is held every Tuesday and every first Friday of the month during full term. The cost for a Formal Hall meal for the academic year 2022-2023 was £12.48 for MEC Undergraduates and £14.98 for a guest, for Super hall for the same period costs were £16.64 for yourself and £19.97 for your guests. You can book maximum 3 guests for Formal Hall and only 1 for Super Hall.

MEC Graduates have free tickets for one Formal Hall dinner a week, the cost of a Guest ticket was £14.98 for Formal Hall and £19.97 for Super Hall. You can book maximum 2 guests for Formal Hall and only 1 for Super Hall. *(Prices are to be confirmed for 2023/24 year as food prices are so volatile at this time.)*

Group Booking for Formal Hall: Graduates and Undergraduates are able to make a group booking, the instruction of how to do this you will find further down the document.

Please direct any Formal Hall questions you may have to the Catering Team
catering@murrayedwards.cam.ac.uk

How to book your ticket for Formal Hall or Super Hall dinners:

You will need to book online for all Formal Halls.

All the information about on-line booking, paying and how to tell us about any dietary requirements is included on the web page

<https://www.murrayedwards.cam.ac.uk/booking-formal-hall> and is in greater detail below.

A couple of useful guidelines are

- Please always wear your gown
- Dress shoes only – strictly no trainers
- Undergraduates: please collect your ticket from the College Bar from 6:30pm, Graduates ticket collection is by the Fellows Dining Room from 18.45 – you must bring your College ID
- There is no alcohol provided for Undergraduates. You may buy wine from the Bar to take up to dinner or you may bring your own which you must take to the College Bar and pay corkage, you will receive a receipt which is to be shown when entering the Dome. Strong alcoholic beverages are strictly forbidden.
- College rules set the maximum alcohol allowance at half a bottle per person.
- Undergraduates: Please be seated in the Dome by 7:05pm sharp.
- Graduates : you will be called to join Fellows and come up to Dome at 19.10
- Please note we reserve the right not to admit latecomers.

Drinking games and bad behaviour will not be tolerated. You will be asked to leave the dining hall if your or your guests behaviour is inappropriate.

Super Halls

Super Halls are booked in the same way so Formal Halls and the same rules apply.

At Super Halls we create more of an occasion than Formal Halls, holding them for events such as Christmas or Halloween, Super Halls are themed events where participation is encouraged from

those attending, an example of this is the break with the tradition of wearing gowns at Halloween Super Hall and encouraging those attending to wear appropriate fancy dress.

As Super Halls are so well attended there are no group booking facilities to allow as many Murray Edwards students to attend as possible. You will still be able to book 1 guest.

The cost of Super Halls are slightly different, they are as before for a Graduate, **£16.64** for an Undergraduate and **£19.97** for a guest for either student group.

Paying for Formal Halls

When you make a Formal Hall booking the cost of your meal, and of your guests, is **immediately** taken from the balance on your card account. In view of this, please check that you have sufficient funds available before making a booking. If you do not, card balances can be topped up using cash at the Porters' Lodge or online via the Meal Booking System.

Cafeteria and Bar Payments

Food in the Dome and drinks in the JCR Bar should all be paid for using your College card, you can top-up the balance of your card either at the Porters Lodge or on-line.

Booking Private or Association Dinners

If you'd like to book a private function for yourself or for a club/student association that you're a member of, then we can also arrange this.

If you're booking for a College function (e.g. Murray Edwards Boat Club) then you won't have to pay V.A.T. If it's a private function, such as a birthday party, then vat will have to be added. We'll send you a form to complete for all the details along with menus, just email events@murrayedwards.cam.ac.uk

Booking Function Rooms

Mad about Zumba, keen on knitting or looking to host a book club? We have a range of rooms available for groups from 5 up to 150 attendees, which can be booked in advance for the whole term, or just for occasional use. Information about rooms and how to book them is available on the web site, just download the "Student Room Booking Form"

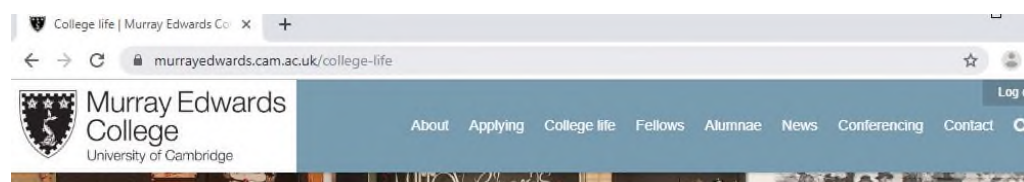
<https://www.murrayedwards.cam.ac.uk/college-life/accommodation-and-food/booking-events-college>

Manual of how to Book Formal and Super Halls

Using the System

Access to the system is via a link on the Murray Edwards internal page
You'll need your User I.D. and Raven password

Open the Murray Edwards College Website



- Click on College Life and select Accommodation and Food, at the bottom of the page please use the link for Eating in the Dome



Accommodation and food

Home / College life / Accommodation and food

College life

Related Information



Eating in The Dome



Booking Events in College



Undergraduate accommodation



Graduate accommodation

- Scroll down to the below section and follow the link in blue

Formal Hall

Formal Hall is a high-quality dinner with full waiter service. It takes place on Tuesday evenings in term time and also on some Fridays. It is a popular occasion for entertaining guests; sign up for tickets online (by 12midnight on Sunday for Tuesday Hall, and 12noon on Wednesday for Friday Hall). The cost of Formal Hall tickets will be deducted from your college card at the time of booking.

Graduates are invited to one Formal Hall per week free of charge (until they have completed the required number of terms for their degree, when Formal tickets will be charged at the student rate and billed termly in arrears). The Fellows invite all graduate students and their guests to drinks (alcoholic or non-alcoholic) in the Fellows' Drawing Room before Formal Hall from 6.45pm.

[Further information, including booking forms, is available here.](#) Please see the downloads list on the right hand side.

- This will take you to the Formal Hall Page, following the link in blue will give you acces to the Meal Booking system

Formal Hall - Using the Meal Booking System

Welcome to Murray Edwards College's Meal Booking System. Access to the system is via a link on the Murray Edwards College internal page (LINK) and to use it, all you need is to log in with your Raven credentials.

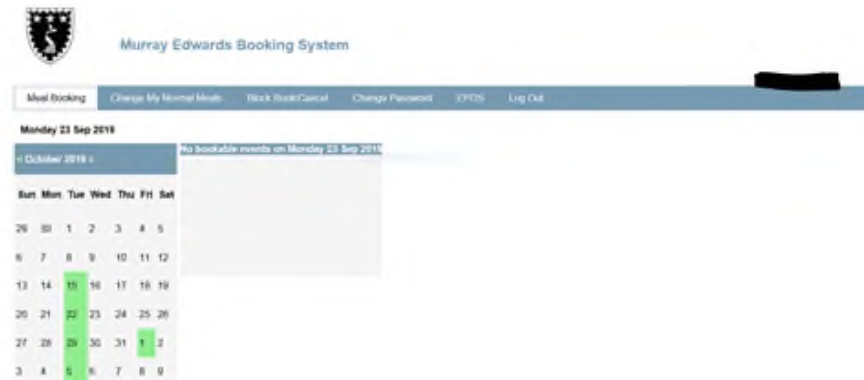
When you log in to the Meal Booking System you will see the Home Page. This page displays information about the service including downtimes and nut allergy information.

To make a meal booking, please follow [this link](#).

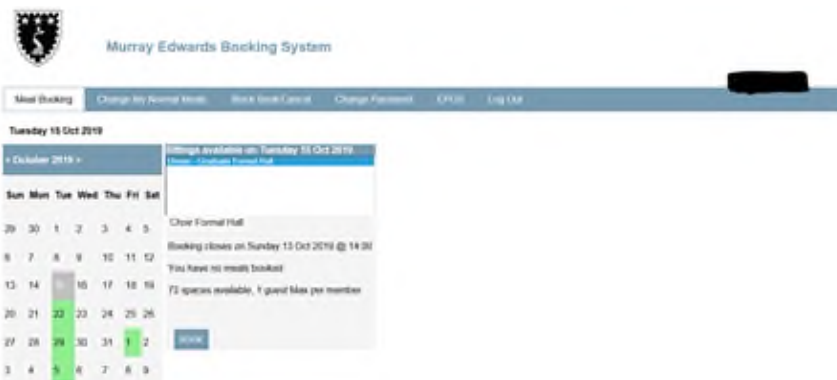
To make a booking,

- The system will automatically open on the 'Meal Booking' function, located in the ribbon at the top of the page

- Please ensure you have sufficient funds in your account to cover your booking, you will not be able to book if you do not have the funds as the system will debit your account upon confirmation of your booking.
- In the calendar, Green indicates the dates which are available to book, Grey means the booking is closed



- Indicate the sitting you would like to book in blue next to the calendar and the date in the calendar
- Any extra information you need to know about the sitting will appear in the grey box next to the calendar
- Confirm your booking by indicating on the blue 'BOOK' option



- After you have indicated you want to book the system will show you the below page
- Please indicate any Allergies or Preferences you want the Catering Team to be aware of, you are also able to leave addition information in the boxes on screen if none of the list of choices are appropriate.
- Then indicate on the 'CLICK HERE TO BOOK' option to add this information to your booking



Tuesday 15 Oct 2019 - Dinner - Grad Formal Hall

Available Meals: *Grad Formal*

Dietary Requirements:

- Nut Allergy
- Vegetarian
- No Alcohol (TT)
- Sesame Allergy
- Soy Allergy
- Sulphate Allergy
- Lupin Allergy
- Mollusc Allergy (mussels)
- Crustacean Allergy
- Other (please specify)
- Halal
- Gluten Allergy
- Egg Allergy
- Peanut Allergy
- Celery Allergy
- Mustard Allergy
- Frot Densart
- Dairy Allergy
- Piscaterian(Fish or Veg)
- Fish Allergy
- Vegan

Additional dietary information:

Additional booking information:

Choir Formal Hall

- The screen will then change to show you have booked, this will appear in the 'Meals Booked' section and in the table on the right hand side of your screen



Meal Booking | Change My Normal Meals | Book/Book/Cancel | Change Password | EPOS | Log Out

Tuesday 15 Oct 2019

Settings available on Tuesday 15 Oct 2019
Dinner - Grad Formal Hall

Choir Formal Hall

Booking closes on Sunday 13 Oct 2019 @ 14:00

You have 1 meal booked

71 spaces available, 1 guest Max per member

Meals booked

Grad Formal

Members who have Booked /Guest

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
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Booking a guest(s)

- To book a guest, indicate on the 'BOOK GUEST' option and follow the same procedure as before, remembering to indicate if your guest has any Allergies or Dietary requirements they need to make the Catering Team aware of.



Meal Booking | Change My Normal Meals | Book/Book/Cancel | Change Password | EPOS | Log Out

Tuesday 15 Oct 2019

Settings available on Tuesday 15 Oct 2019
Dinner - Grad Formal Hall

Choir Formal Hall

Booking closes on Sunday 13 Oct 2019 @ 14:00

You have 1 meal booked

71 spaces available, 1 guest Max per member

Meals booked

Grad Formal

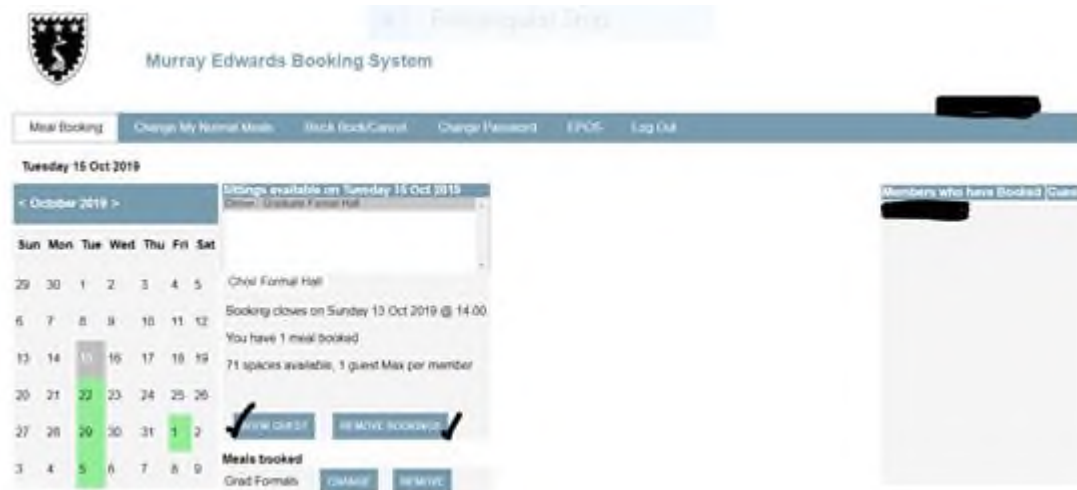
Members who have Booked /Guest

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
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Canceling your own Formal Hall booking

- Please check the booking/cancellation deadlines on the Meal Booking site for cancellation cut-off times. There will be no refund for meals cancelled after the cut-off time

- Cancel all of your guest bookings
- Indicate you wish to cancel on the 'REMOVE BOOKING' option, the system will show that your booking has been cancelled on the 'Meals Booked' display on screen.
- If you cancel before the cancellation cut off point all funds are automatically returned to your account.
- If you have missed the cut off point but are unable to attend please let the Catering Team know.



Group Bookings

Undergraduate Group Booking Formal Halls for Groups of 4 or more

- A block booking can be made by a Murray Edwards member.
- Only **1** block bookings can be made for each Formal Hall, they number no more than 10 spaces per group, including yourself.
- To make a booking download the Formal Hall group booking form from the College web site
- Complete the form, including ALL names of attendees, remembering to include yourself in the list! (tickets will only be issued for named guests)
- The form must be completed and sent to the Catering Department via e-mail or handed in to the Catering Office, please ensure there is sufficient money on your college card to cover the cost.
- **Forms must be submitted no less than 10 days before Formal Hall** or your request will not be processed.
- If the booking is successful, the card account of the Murray Edwards student making the booking will be debited (Transaction History will show this).
- The number of places requested will be reserved or declined depending on the spaces left at the time of booking, the Catering department will send an e-mail advising if the booking was successful or not.

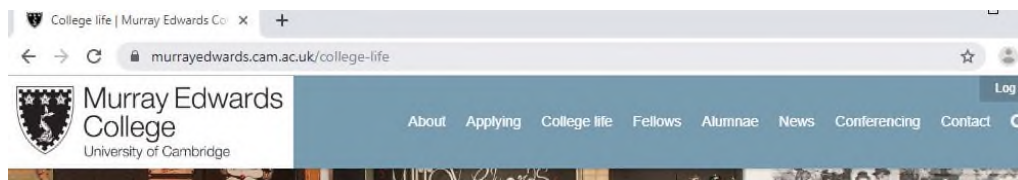
Graduate Group Booking Formal Hall for groups of over 2 or more

- A block booking can be made by a Murray Edwards member. Only **1** block booking can be made for each Formal Hall, they number no more than 10 spaces per group including the booking student
- To make a booking download the Formal Hall group booking form from the MCR web site
- Complete the form, including ALL names of attendees, remembering to include yourself in the list! (tickets will only be issued for named guests)
- The form must be completed and sent to the Catering Department via e-mail or handed into the Catering Office with a cheque or ensuring sufficient money on your college card to cover the cost

- **Forms must be submitted no less than 10 days before Formal Hall** or your request will not be processed.
 - If the booking is successful, the card account of the Murray Edwards student making the booking will be debited (Transaction History will show this).
 - The number of places requested will be reserved or declined depending on the spaces left at the time of booking, the Catering department will send an e-mail advising if the booking was successful or not.
- ❖ Please direct any questions you may have regarding Formal Hall or service in the Dome to the Catering Team
catering@murrayedwards.cam.ac.uk

How To Top Up Your Account

Open the Murray Edwards College Website



Click on College Life and select Accommodation and Food -> Eating in the Dome

Scroll down to EPOS top-up – cashless tills

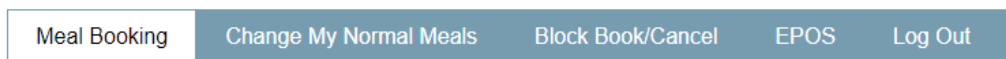
Click on the **To top up on line, please log in.** log in and enter your Raven Login

Scroll to the bottom, click the preferred consent duration and Accept

Select an information release consent duration:

- Allow this time, ask again next time
- Up to **1 Year** from now OR until my information changes (whichever is first)

Click on EPOS



Enter the amount you wish to top up and click

Available Funds

Sundries 241.00
Meals 0.00

Payments

Card Top Up/Deposit ▾

Item **Top Up**

Amount GBP

MAKE PAYMENT

Top Up 20.00 GBP

Card Holder Details

Name: *

Email: *
Enter Email Address

Phone number: *
Enter Telephone Number

Address: *

Town/City:

County:

Postcode:

Card number: *

Start month:
 ▾

Start year:
 ▾

CV2 number: *

Expiry Month: *
 ▾

To finish, either, Click Complete Payment (you should receive a confirmation email) 'Refresh Payment Window' will clear the card details window enabling the user to re-enter card details without entering the address again.

This can also be useful if the payment is rejected and the window contains the reason for rejection, clicking 'Refresh' will clear the message allowing the user to try again without entering address details.

Or Cancel to cancel transaction completely

- ❖ Please direct all of your questions regarding your account or problems you may have Topping Up to the Accounts Team

accounts@murrayedwards.cam.ac.uk