

Your banqueting menu choices

Dining takes place in either the Senior Lounge or the Banqueting Suite. No additional charge is made for room hire on diners using either of these venues. For a private dinner, a minimum of 70 people is required for the Banqueting Suite and 30 for the Senior Lounge. A booking deposit of £270 is required for all banqueting bookings.

Banqueting charges

Each of the two menu choices – Woburn and Astwood are individually priced. It is these prices which will determine your overall price per head.

Choosing your banqueting menu

To create your banqueting menu, please choose one starter from the selection of hot or cold starters below. For your choice of main course, choose from the Woburn, Astwood or Olney menus (details overleaf), each of which has a vegetarian option. For your choice of dessert, please select one from the tempting choices overleaf. Tea / coffee and mints are included in the price per head.

Starters

Cold Selection

Poached salmon & monkfish terrine served with endive & dill salad and a lemon dressing

Pork apple and calvados pâté with apple chutney & melba toast

Asparagus wrapped in parma ham with a grain mustard and basil dressing

Smoked trout served with watercress and oak leaf and horseradish crème fraîche

Tower of melon with a forest fruit compote

Smoked chicken salad with herb mayonnaise dressing

Sundried tomatoes with goats cheese, olives and roasted baby onions served with olive oil and basil dressing

Hot Selection

Grilled field mushroom topped with roasted pimento & gorgonzola served with sour cream and chive

Warm duck & orange salad with cherry tomatoes and pesto dressing

Smoked haddock and mature cheddar au gratin served with French bread

Warm sautéed chicken livers with mixed leaf salad and warm cranberries and orange relish

Roasted pepper & tomato soup

Pear & watercress soup

Chicken & sorrel soup

Soup of your choice

All soups served with half crusty baguette

Your banqueting menu choices

Main courses

The Woburn Menu

Choose from beef, lamb or pork served with its traditional accompaniments

Oven baked salmon served on a bed of julienne vegetables with a cream duglere sauce

Duck breast with orange stuffing and a raspberry dressing

Turkey roulade served with sautéed red onions, mushrooms and a cranberry & sage jus

Seared ginger and lemongrass marinated tuna served with Chinese leaf and crab salsa

Supreme of chicken stuffed with pink lady apple and a light cider sauce

Pork escalope topped with parma ham, olives, mozzarella cheese served with a garlic & basil sauce

Gateau of aubergine, sweet peppers and courgette served with a sundried tomato salsa

Gnocchi with roasted balsamic vegetables served with rich plum tomato and basil sauce

Spinach & ricotta tortellini served on a sweet potato cake with pesto

£31.50 per head

All dishes served with potatoes and a seasonal vegetable medley

The Astwood Menu

A selection of meats carved for your guests with traditional accompaniments

Roasted sirloin of beef with grain mustard and fresh herb crust served with rich red wine sauce

Noisette of lamb served on butternut squash cake with caramelized shallot and Madeira jus

Medallions of beef loin served on pâté topped with asparagus and a Burgundy sauce

Pork escalope served with kassler & halloumi with pesto dressing

Sea bass with prawn & saffron rice served with lobster butter

Supreme of guinea fowl wrapped in smoked bacon with a cream & wild mushroom brandy sauce

Moroccan seared vegetables with spiced couscous and a garlic and pink peppercorn sauce

Mushroom and artichoke strudel with tarragon and cream sauce

Filo basket with baby spinach and feta cheese served with a fresh herb sauce

£36.00 per head

All dishes served with potatoes and a seasonal vegetable medley

Your banqueting menu choices

Dessert Selection

Raspberry and white Belgian chocolate bavrois

*Steamed walnut and pecan sponge with warm
butterscotch sauce*

Mango and coconut brulée cheesecake

Irish cream chocolate truffle torte

Seasonal fruit pavlova

Apple and cinnamon pie with creamy custard

Coffee cream profiteroles with warm mocha sauce

Jamaican bananas

*Sliced banana marinated in dark rum and brown
sugar with cream and crushed meringue topping*

Optional Extra

Cheese board

A choice of British or European cheeses
served with a selection of savoury biscuits

£4.75 per head

Party night buffets

Celebrate at Mitchell Hall

Mitchell Hall excels in its provision for party nights.

Room hire charge

A room hire charge of £359.00 applies to all party night bookings.

Party finger buffet

This buffet is priced from £24.00 per head. A selection of delicious finger buffet options are available to suit your taste and budget. The options available can be discussed with the conference and banqueting team.

Cold Carving Buffet

The following traditional
prime roasted meats carved to your liking

Honey glazed gammon

Roasted turkey

Sirloin of beef

Poached petit supreme of salmon

Accompanied by a selection of salads

Potato & spring onion

Oriental noodle

Mixed leaf with tomato & cucumber

Pasta & roasted vegetable

Coleslaw with lemon mayonnaise

Plus a variety of warm country rolls and breads

And for dessert...

A selection of gateaux and cheesecakes

Cheese board

Basket of fresh fruit

£29.50 per head

A minimum of 20 people is required for this buffet

Hot Buffet

Please select two dishes from the following

Beef bourguignon

Lamb tangine

Chicken korma

Moussaka (Lamb or vegetarian) (v)

Turkey in cream ginger sauce

Served with a choice of

Minted new potatoes or pilaf rice

A variety of different salads

Selection of warm country rolls

And for dessert...

A selection of gateaux and cheesecakes

Cheese board

Basket of fresh fruit

£29.50 per head

Chocolate Fountain

Tempting chocolate fountain

from **£160.00**

(v) Suitable for a vegetarian diet
All prices shown are inclusive of VAT at the prevailing rate

Our accommodation charges

We are pleased to offer en-suite accommodation to those guests who would like to stay at Mitchell Hall prior to or following an event.

Weekday - Sunday to Thursday

Single room with bed and breakfast	£53.48
Double / twin room with bed and breakfast	£70.15

Weekend - Friday to Saturday

Single room with bed and breakfast	£53.47
Double / twin room with bed and breakfast	£70.14

To book accommodation only, please contact main reception on 01234 754343

Booking Form

Dates and contact details

Date(s) of Booking

Arrival time

Departure time

Contact name

Company

Address

Postcode

Email

Telephone

Facsimile

Name and address to whom final account is to be submitted, if different to above:

Contact name

Company

Address

Postcode

Email

Telephone

Facsimile

Catering details

Function room to seat up to No of people

Arrival time of guests

Time meal served

Total number of guests dining

Total number of vegetarians

Special dietary requirements

Your banquet menu

To be completed if you are booking a banquet.

From which menu have you chosen your main course? (for banquet bookings only).

The Woburn Menu

The Astwood Menu

Cold Carving Buffet

Hot Buffet

Banquet price per head £

Menu choice

Starter

Vegetarian option (if relevant)

Main

Vegetarian option (if relevant)

Dessert

Booking form continued

Your party night menu

To be completed if you are booking a party night

Party Finger Buffet

Cold Carving Buffet

Hot Buffet

Accommodation

No. requiring residential accommodation

Dates

Single

Double

Accommodation should be booked direct with the
Banqueting and Catering Co-ordinator:
01234 754301.

Confirmation

I / We confirm that we have read and accepted
the University's booking conditions (see overleaf).

I / We confirm all deposits and charges will be
paid in accordance with the University's
published rates.

Signature of organiser(s)

Signature of organiser(s)

Date

Authorised to sign on behalf of

Booking Terms and Conditions

Prices

- 1 You should note that prices are quoted exclusive of VAT at the prevailing rate.
- 2 All prices quoted are per person, except where otherwise indicated.
- 3 Prices are reviewed annually on 1 August. The prices charged will be those current on the date of the event.
- 4 Bespoke menus will be individually priced.

Bookings

- 1 Provisional bookings will only be held for one calendar month prior to confirmation.
- 2 A deposit of £5.00 + VAT per room per night is payable with the written confirmation for all residential bookings. Residential bookings will only be confirmed on receipt of the deposit. Cheques should be made payable to 'Cranfield University'.

Cancellations

- 1 Any cancellation must be in writing. This applies to all confirmed events.
- 2 In the event of a cancellation the following scale of charges will apply:
 - Less than 1 week in advance of the first day – 100% of payment due
 - Less than 4 weeks in advance of the first day – 75% of payment due
 - Less than 8 weeks in advance of the first day – 50% of payment due
 - Between 8 and 26 weeks in advance of the first day-booking deposit will be forfeited

Final numbers must be confirmed not less than 7 full working days prior to the event. It is regretted that numbers confirmed at this time must be paid for even if subsequently cancelled. Special dietary requirements should also be advised at this time. It may not be possible to cater for higher numbers at short notice, although every effort will be made.

Miscellaneous

- 1 Any damage caused by guests during an event will be the responsibility of the event organisers, and they will be liable for payment of any repairs.
- 2 Occupancy of Rooms is subject to the Terms and Conditions relating to Occupancy of Rooms on reverse of this sheet. Liability for any breach of the said Terms and Conditions will be borne jointly and severally by the occupant and the event organiser.
- 3 Menu items are offered subject to availability. Alternatives of the same quality will always be offered if a menu item is not available.
- 4 Payment in full of the final account to be made within 30 days of the invoice date.
- 5 All catering services including alcoholic drinks may only be supplied by Cranfield University unless otherwise agreed by the University.
- 6 Persons under the age of 18 years are the sole responsibility of the event organiser. Cranfield University, its employees, servants and agents accept no liability for their actions or behaviour nor for any damage caused by such actions of behaviour. The event organiser hereby agrees to indemnify Cranfield University, its employees, servants and agents against all liabilities, claims, costs and damages resulting from the actions of all persons including those under the age of 18 years.
- 7 Please advise us if you or any of your visitors have any special access requirements; this includes the evacuation of the building in an emergency.

Insurance

Cranfield University has public liability insurance.

Cranfield University does not provide insurance cover for delegates or their property and does not accept any liability or responsibility for any loss or damage or consequential loss howsoever caused.

Organisers are advised to make their own arrangements for third party insurance, or any other insurance they deem necessary.

Please note: The Cranfield University name and logo is a registered trademark, covered by copyright law and may not be used without the express written permission of Cranfield University.

Booking terms and conditions

Occupancy of rooms

- 1 Rooms may only be occupied for the period stated in the booking form.
- 2 Charges for accommodation and catering must be paid to the University when requested.
- 3 Rooms must be vacated and keys returned to reception by 10.00a.m. on the day of departure. Failure to vacate a room or return keys by the requested time may result in an additional charge.
- 4 On departure please remove all personal possessions.
- 5 Rooms may not be shared with any unauthorised person.
- 6 For reasons of safety, residents are requested:
 - i. not to bring any toxic or dangerous materials on to the premises
 - ii. not to keep any animals or pets in the accommodation
 - iii. not to tamper with any fire safety equipment or alarms
 - iv. to keep fire doors closed at all times
 - v. to observe electrical safety at all times
 - vi. not to damage university property or premises in any way
- 7 Please keep noise to a reasonable level at all times, being considerate of other occupants and neighbours.
- 8 No items of furniture or other items belonging to the University may be removed from residential areas or moved to different rooms without written authority. If such items are removed then the University will take legal action for recovery and or compensation.
- 9 Misuse of equipment or damage caused to University property will be charged to the occupant and/or the event organiser.
- 10 Occupants of rooms must comply at all times with University policies and regulations and notices, which may be posted from time to time. Violation of any policy regulation or notice may result in occupants being required to vacate the premises.
- 11 The University does not provide insurance cover for residents or their property and it accepts no liability for any loss or damage or consequential loss howsoever caused.