



## DOWNING COLLEGE CAMBRIDGE CONFERENCES & EVENTS

You may find the following Frequently Asked Questions useful when choosing your venue and planning your day to make your wedding unique and special.

### **When is the College available for Weddings?**

The College and its grounds are available during the summer holidays in July and August.

### **Do you have minimum numbers of guests for weddings?**

The Event Contract will specify the minimum chargeable number of adult guests. The final invoice will be calculated according to the highest of either the minimum number or the final number of guests attending.

### **Can we get married in the College Chapel?**

Only members of Downing College can be married in the Chapel. Alumni enquiring about a ceremony in the Chapel should contact the Chaplain after consulting with the Wedding Coordinator in the first instance.

### **Can we book our civil ceremony at Downing College?**

The College holds a civil ceremony licence for two indoor event venues, but we are unable to offer ceremonies in the college gardens.

### **Do we have to pay a deposit?**

A non-refundable deposit of 25% of the estimated total value of the event will be requested by invoice on receipt of the completed Booking Form. The balance payment is required 60 days prior to the wedding.

### **Are children allowed?**

We are delighted to welcome children for weddings held in the College though they must be always supervised. We can serve a children's menu between the ages of 3-12 years old. The College can supply a limited number of highchairs and has a baby changing facility in the Hall.

### **Can confetti be used on the premises?**

Confetti, including rice, is not allowed to be used on the College grounds. Bubbles can be used outdoors but not inside any of the function rooms.

### **Can we arrange a firework display?**

The College does not permit fireworks and or any motorised funfair activities or rides.

### **Can we provide our own food?**

External caterers or street food trucks are not permitted.

### **Do you allow corkage?**

We do not offer a corkage service as we provide an extensive wine list. This does change regularly so please check with your wedding coordinator if there is something you are specifically looking for.

### **Do you offer a menu tasting?**

We have an excellent reputation for private dining and our Wedding Coordinator is happy to talk through menu selections with you. However, if you would like to arrange a menu tasting, we offer 2 x starter, 2 x main course, 2 x dessert including a glass of College Own Label wine for £240 based on 2 people. Additional wines can also be sampled at the bottle price and can be taken away.

### **Do you have bar facilities?**

We offer fully stocked bars and can offer either an account bar or card-only individually payments. If you would like an account bar we will ask you to set a limit in advance. The minimum spend required is £300.



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### **Can you cater for allergies and intolerances?**

We will require a list of all allergies and intolerances 2 weeks prior to the day. A minimum of 3 weeks' notice is required for kosher meals.

### **Can we amend the wedding package?**

We would be pleased to discuss upgrades to the wedding package, however if elements are removed, we are not able to reduce the price.

### **Is car parking available at Downing College?**

Subject to availability and there is a coach pick up point on Park Terrace Road, off Regent Street, 100m from Downing College. Vehicles are not permitted to drive on Domus and suppliers must access the College grounds via the designated routes.

### **Can we book accommodation for guests?**

The College offers a variety of Superior en-suite bedrooms. We can set-up a unique code on our website allowing guests to book and pay on-line. The code will be advised once the deposit has been paid.

### **When can we have access to the rooms to decorate?**

Please speak with your Wedding Coordinator to discuss arrangements.

### **Can we provide games?**

Lawn games such as Giant Connect 4, Giant Jenga and Pentague are permitted on the Fellows' Garden. However, ball games, such as football or cricket are not permitted.

### **Can we have live music or a DJ and dancing in the Dining Hall?**

The Hall and Howard Assembly Room are the best locations for music and dancing. All musicians and bands must provide proof of public liability insurance and relevant PAT certificates four weeks in advance of the wedding day.

### **Is smoking permitted?**

Smoking, including e-cigarettes, is prohibited on College grounds with the exception of the designated smoking areas. A map can be provided to indicate these areas.