



# Murray Edwards College

University of Cambridge

## Eating In College. Meeting In College

Welcome to Murray Edwards College – we look forward to seeing you often in the Dome dining hall for breakfast, lunch, dinner, Formals Halls and of course, the special College dinners that you will be invited to attend throughout the year.

You can sit and enjoy breakfast in the Dome whilst browsing over the news on weekdays or at Brunch on Saturdays, or choose from our grab and go range for lunch before you go to lectures.

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

Chris Pope	General Manager	<a href="mailto:chris.pope@murrayedwards.cam.ac.uk">chris.pope@murrayedwards.cam.ac.uk</a>
Teri Byrne	Catering Operations Manager	<a href="mailto:teri.byrne@murrayedwards.cam.ac.uk">teri.byrne@murrayedwards.cam.ac.uk</a>
Joe Dean	Head Chef	<a href="mailto:joe.dean@murrayedwards.cam.ac.uk">joe.dean@murrayedwards.cam.ac.uk</a>
Freya Vaughan	Events Manager	<a href="mailto:freya.vaughan@murrayedwards.cam.ac.uk">freya.vaughan@murrayedwards.cam.ac.uk</a>
Agnieszka Barszcz	Front of House Manager	<a href="mailto:agnieszka.barszcz@murrayedwards.cam.ac.uk">agnieszka.barszcz@murrayedwards.cam.ac.uk</a>
Molly-Rose Galloway	Events Administrator	<a href="mailto:molly-rose.galloway@murrayedwards.cam.ac.uk">molly-rose.galloway@murrayedwards.cam.ac.uk</a>

## Dome Service Times

### Full Term

Breakfast	Monday to Friday 8:00-9:30am
Lunch	Monday to Friday 12:30 – 13:30pm    Sunday: 12:30 – 13:30pm
Brunch	Saturday 11:00 to 13:30pm
Dinner	Monday to Sunday (excluding Tuesdays & Saturdays) 6:00 to 7:15pm

### Outside of Full Term (vacation)

Monday to Friday only 12:30-1:00pm

No catering is provided at weekends

Cafeteria Breakfast & Dinner service is not available outside of Term

## College Bar

The bar is staffed by 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.

There's a large T.V with DVD player, Wi-Fi access and various board games, which help to make it a relaxed informal place to meet up with friends, or to drop by for a chat and snack: There are vending machines (bottled drinks, confectionary and crisps etc.) and a hot drinks machine for fresh ground coffee, hot chocolate and tea to take away is available in the internal walkway

Ideas or suggestions for the bar are always gratefully received; please contact your JCR Bar Officer: -  
Natasha on [jcr-bar@murrayedwards.cam.ac.uk](mailto:jcr-bar@murrayedwards.cam.ac.uk)

### Bar Opening Times for Michaelmas term are:-

Monday	7.00pm to 11.00pm
Tuesday	6.30pm to 11:00pm
Wednesday	7:00pm to 11:00pm
Thursday	7:00pm to 11:00pm
Friday	7:00pm to 11:00pm except Formal Hall evenings then 6.30pm to 11:00pm
Saturday	7:00pm to 11:00pm
Sunday	7:00pm to 11:00pm

If you'd like to make a private booking for the bar outside normal hours then please contact [events@murrayedwards.cam.ac.uk](mailto:events@murrayedwards.cam.ac.uk)

## **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 2019-2020 is £12.00 for Undergrads and free for Graduates, guest ticket is £14.40 for either student group.

Please direct any Formal Hall questions you may have to the Catering Team  
[catering@murrayedwards.cam.ac.uk](mailto:catering@murrayedwards.cam.ac.uk)

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
- Undergrads please collect your ticket from the College Bar from 6:30pm, Grad ticket collection is by the Fellows Dining Room from 18.45 please bring your College ID
- 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, pay corkage, you will receive a receipt which is to be shown when entering the Dome.
- College rules set the maximum alcohol allowance at half a bottle per person
- Please be seated in the Dome by 7:05pm sharp
- 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 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, Halloween and Burns Night to name a few, 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.

The cost of Super Halls are slightly different, they are as before for a Graduate, £16.00 for an Undergraduate and £19.20 for a guest for either student group.

## **Paying for Formal Halls**

When you make a Formal Hall booking the cost of your meal, and that 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.

The student overhead charge goes part way to subsidising meals in the cafeteria.

## **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. There's a choice of menus, with prices from £10.15 exc vat.

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](mailto:events@murrayedwards.cam.ac.uk)

## **Booking Function Rooms**

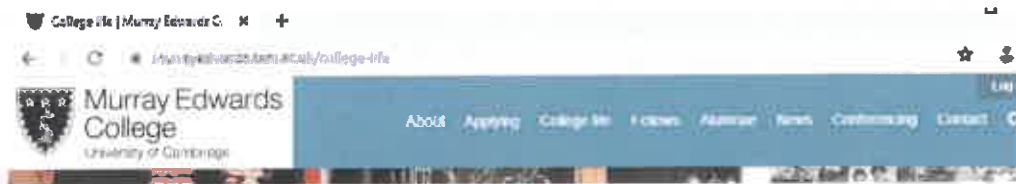
Mad about Zumba, keen on knitting or looking to host a book club? We have a range of rooms available for groups from 5 up to 150, which can be booked in advance for the whole term, or just for occasional use. Information about rooms and how to book them is available on the web site, just download the "Student Room Booking Form" <https://www.murrayedwards.cam.ac.uk/college-life/accommodation-and-food/booking-events-college>

## 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



### 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.

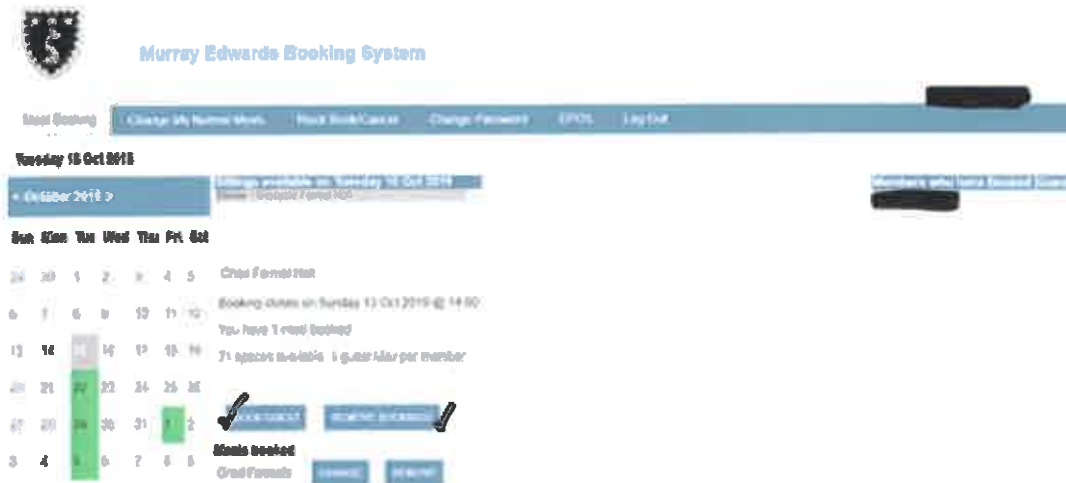
Further information, including booking forms, is available [here](#). Please see the downloads list on the right hand side.





## 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 2 block bookings can be made for each Formal Hall, they number no more than 20 spaces per group, including the booking student
- 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 2 block bookings 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](mailto: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:**

After 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

Meal Booking    Change My Normal M

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:

Phone 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](mailto:accounts@murrayedwards.cam.ac.uk)