**Main Menu Order form**

*To help us save paper, please delete any unused sections of the order form before you send it to us.*

*Forms to be emailed to* *catering@essex.ac.uk*

*By submitting this form, you are agreeing to our terms and conditions.*

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| **Organiser (your name):\*** |  |
| **Department or Section:\*** |  |
| **Telephone extension:\*** |  |
| **E-mail address** (only one e-mail address and must be full address):\* |  |
| **Name of event** (if appropriate): |   |
| **Date** (dd/mm/yyyy):\* |  |
| **Time of delivery** (this is the time your function will arrive):\* |  |
| **Time event finishes** (approximately - for collection purposes):\* |  |
| **Which room should the order be delivered to?\***   |  |
| **Number of guests** (number only):\* |  |
| **Is the function to be served?** |  |
| **Please enter your 7-digit Unit and 4-digit cost code, without any spaces between the digits:** \* |  |
| **Any Special requests/additional information?** |  |
| **Head of Department Name (Please Print) or PI (Research codes only)** |  |
| **Head of Department Signature / PI signature** |  |
| **Accountant Name (Please Print)** |  |
| **Accountant Signature** |  |

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| **Breakfast** *Available from 8am until 11am daily* |  |  |
| Breakfast Pastry Platter (Minimum order of 6 people) (Eggs, Milk, Soya, Gluten, Wheat) Freshly baked croissants, pains au chocolat and pains aux raisin, served with freshly made Lavazza coffee, Clipper teas and chilled orange juice. Two pastries per person.  | £3.95 |  |
| Vegan Croissant Platter (Eggs, Milk, Soya, Gluten, Wheat) Vegan Raspberry Croissant (Gluten, Wheat), served with freshly made Lavazza coffee, Clipper teas and chilled orange juice.  | £3.95 |  |
| Gluten Free Croissant Pastry Platter (Eggs, Milk, Soya, Gluten, Wheat) Gluten Free Croissant (Wheat, Egg, Milk), served with freshly made Lavazza coffee, Clipper teas and chilled orange juice. Two pastries per person.  | £3.95 |  |
| Freshly Baked Mini Danish Selection (Eggs, Milk, Soya, Gluten, Wheat, Barley, Tree Nuts, Almonds, Hazelnuts, Pecans) | £0.85 |  |
| Gluten Free Croissant (Wheat, Egg, Milk) | £1.75 |  |
| Vegan Raspberry Croissant (Gluten, Wheat) | £1.75 |  |
| Grilled Bacon Roll (Gluten, Wheat, Soya)  | £2.95 |  |
| Grilled Pork Sausage Roll (Gluten, Wheat, Soya) | £2.95 |  |
| Grilled Portobello Mushroom Roll (Gluten, Wheat, Soya) | £2.45 |  |
| Fresh Fruit Skewer (Minimum order for 20 people)  | £1.70 |  |
| Fruit Basket (per piece) | £0.75 |  |

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| **Hot Drinks** |
| Tea and Coffee | £1.95 |  |
| Tea, Coffee and Border Biscuits | £2.50 |  |
| Tea, Coffee and Nairn’s Gluten Free Biscuits | £2.70 |  |
| Tea, Coffee and Tiptree Cake | £3.25 |  |
| Tea, Coffee and Vegan Tiptree Cake | £3.25 |  |
| **Cold Refreshments** |
| Chilled Filtered Still Water 1 litre | £2.00 |  |
| Orange Juice 1 litre | £2.50 |  |
| Apple Juice 1 litre | £2.50 |  |
| Cranberry Juice 1 litre | £2.50 |  |
| Bottlegreen Sparkling Elderflower Presse | £5.75 |  |
| Refreshment Package (Minimum order of 5 people) Coffee, tea, biscuits, Tiptree cakes and fruit juice. Ideal for mid-morning or afternoon refreshment breaks. Minimum order of 5 persons. | £3.95 |  |

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| **Cakes and Biscuits** |  |  |
| Border Biscuits Twin Pack (Gluten, oat, Wheat, Egg, Milk, Soya) | £0.65 |  |
| Nairn’s Gluten Free Oat Biscuit Pack (Oat, Soya, Milk) | £0.85 |  |
| Mrs. Crimble’s Vegan Chocolate Macaroons (Soya) | £1.40 |  |
| Mini Chocolate Eclairs (Gluten, Wheat, Eggs, Milk, Soya) | £1.20 |  |
| French Macaroons (Egg, Milk, Nuts, Almonds, Pistachios, Soya) | £1.10 |  |
| Gluten Free & Vegan Salted Caramel Brownie (Oats) | £2.20 |  |
| Mini Cheesecake Selection (Gluten, Wheat, Milk) | £1.80 |  |
| Apple Filled Beignet (Gluten, Wheat, Egg, Milk) | £1.20 |  |
| Vegan Mini Sweet Tart Selection (Vegan) (Gluten, Wheat, Soya, Sulphites) | £1.50 |  |
| Freshly Baked Mini Danish Selection (Gluten, Wheat, Barley, Egg, Milk, Nuts, Soya) | £1.20 |  |
| Fresh Fruit Skewer with a Yogurt Dip (Milk) | £1.50 |  |
| Tiptree Patisserie Scones (Gluten, wheat, Milk, Egg) Tiptree patisserie scones with Tiptree strawberry jam and fresh whipped cream | £2.95 |  |
| Tiptree Patisserie Afternoon Cake Selection (Gluten, Wheat, Egg, Milk, Nuts, Sulphites) | £1.70 |  |
| Tiptree Patisserie Vegan Cake Selection (Gluten, Wheat, Egg, Milk, Nuts, Almonds) | £1.70 |  |
| Gluten Free Carrot Loaf Cake (Egg, Milk, Nuts, Sulphites) | £3.00 |  |
| Raspberry & White Chocolate Millionaires (Gluten, Wheat, Soya, Milk) | £1.60 |  |
| Pop Eclairs (Gluten, Wheat, milk, Eggs, Soya, Nuts) A  | £1.90 |  |
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| Tiptree Whole Round Cake – Carrot Cake (Gluten, Wheat, Egg, Milk, Soya, Nuts, Sulphites) Can be cut in 12, 14 or 16 slices. | £45.00 |  |
| Tiptree Whole Round Cake – Chocolate Fudge (Gluten, Wheat, Egg, Milk) Can be cut in 12, 14 or 16 slices. | £45.00 |  |
| Tiptree Whole Round Cake – Victoria Sponge (Gluten, Wheat, Egg, Milk) Can be cut in 12, 14 or 16 slices. | £45.00 |  |
| Tiptree Whole Round Cake – Lemon Drizzle (Gluten, Wheat, Egg, Milk, Sulphites) Can be cut in 12, 14 or 16 slices. | £45.00 |  |
| Tiptree Whole Round Cake – Coffee and Walnut (Gluten, Wheat, Egg, Milk, Nuts) Can be cut in 12, 14 or 16 slices. | £45.00 |  |
| Gluten Free Whole Round Cake – Carrot Cake (Egg, Milk, Nuts, Hazelnuts) Pre-cut into 14 slices. | £45.00 |  |
| Gluten Free Whole Round Cake – Chocolate Cake (Egg, Milk, Soya) Pre-cut into 14 slices. | £45.00 |  |

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| **Light Lunches** |  |  |
| Vegetarian Sandwich Platter (16 Sandwich quarters) | £22.00 |  |
| Meat Sandwich Platter (16 Sandwich quarters) | £22.00 |  |
| Mixed Wrap Platter (16 Wrap quarters) | £25.00 |  |
| Mixed Fish Sandwich Platter (20 Sandwich quarters) | £30.00 |  |
| Mixed Selection Platter (16 sandwich quarters and 12 wrap quarters) | £35.00 |  |
| Vegan Selection Platter (16 sandwich quarters and 12 wrap quarters) | £35.00 |  |
| Halal Sandwich Platter  | £30.00 |  |
| Leek and Potato Soup (Serves 6) (Vegan) (No gluten containing ingredients) | £25.00 |  |
| Tomato and Basil Soup (Serves 6) (Milk) (No gluten containing ingredients) | £25.00 |  |
| Lentil Soup (Serves 6) (Vegan) (No gluten containing ingredients) | £25.00 |  |
| Carrot and Coriander Soup (Serves 6) (Milk) (No gluten containing ingredients) | £25.00 |  |
| Individual Classic Sandwich  | £4.10 |  |
| Individual Vegan Sandwich  | £4.25 |  |
| Individual Gluten Free Sandwich | £4.75 |  |
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| **Working Lunch** |  |  |
| Working Lunch A classic selection of meat, vegetarian, and fish sandwiches to meet your everyday needs, a packet of Fairfields Farm crisps and an individual piece of fruit | £5.95 |  |
| Gluten Free Working Lunch A gluten free sandwich, a packet of Fairfields Farm crisps and an individual piece of fruit | £6.60 |  |
| Vegan Working Lunch A vegan sandwich, a packet of Fairfields Farm crisps and an individual piece of fruit | £6.10 |  |
| Lunch On The Go A packed lunch consisting of a classic range sandwich, packet of Fairfields Farm crisps, piece of fresh fruit, flapjack, and a can of water | £8.50 |  |

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| **Savoury Bites** |  |  |
| Homemade Vegetarian Tartlet of the Day | £1.50 |  |
| Beetroot Falafel (Vegan) | £1.30 |  |
| Proper Cornish Pork Sausage Roll (Gluten, Wheat, Milk) | £1.20 |  |
| Cheese & Onion Sausage Roll (Gluten, Wheat, Milk) | £1.00 |  |
| Mexican Bean 4” Roll (Gluten, wheat, Mustard) (Vegan) | £1.75 |  |
| Freshly Prepared Pesto, Cherry Tomato & Mini Mozzarella Skewer (Milk) | £1.60 |  |
| Breaded Chicken Strip (Gluten, Wheat, Soy, Celery) | £0.75 |  |
| Mini Ham & Emmental Cheese Crown (Gluten, Wheat, Milk, Egg) | £1.20 |  |
| Mini Pepperoni Pizza Crown (Gluten, Wheat, Milk) | £1.20 |  |
| Mini Cheese & Tomato Pizza (Gluten, Wheat, Barley, Milk) | £0.95 |  |
| Cajun Chicken Skewer (No gluten containing ingredients) | £1.50 |  |
| Tandoori Chicken Skewer (No gluten containing ingredients) | £1.50 |  |
| Smoked Salmon Bagel (Gluten, Wheat, Fish, Milk) | £1.75 |  |
| Fairfield Farm Crisps – Lightly Sea Salted | £1.20 |  |
| Fairfield Farm Crisps – Cheese and Onion | £1.20 |  |
| Fairfield Farm Crisps – Sea Salt & Aspall Cyder Vinegar | £1.20 |  |
| Fairfield Farm Crisps – Sweet Chilli | £1.20 |  |
| Fairfield Farm Crisps – Sea Salt and Black Pepper | £1.20 |  |
| Fairfield Farm Crisps – Bacon and Tomato | £1.20 |  |
| Selection of Fairfields Farm Crisps | £1.20 |  |
| Kettle Vegetable Crisps | £1.50 |  |

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| **Cold Buffet Lunch** (price per person) |  |  |
| Cold Buffet Lunch (Minimum order of 12 people) Rosemary and Garlic Chicken Breast (Gluten, wheat) Ham Hock and pea Terrine (Gluten free) Kale Roulade with Roasted Sweet potato (Vegetarian) (Gluten free) Chargrilled Marinated Tempeh (Vegan) (Gluten free) Crisp Mixed Lead Salad (Vegan) (Gluten free) Potato and Spring Onion Salad (Vegan) (Gluten free) (Mustard) Quinoa and Roast Vegetable Salad (Gluten Free) (Vegan) Cajun Rice Salad (Vegan) (Gluten Free) Freshly Baked French Bread (Gluten, wheat, Soy) | £19.50 |  |

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| **Salad Bowls** *Each bowl will serve 4-5 as a main course or 10-12 as an accompaniment.* |  |  |
| Cajun Rice Salad (Sulphites) | £17.50 |  |
| Potato and Spring Onion Salad (Gluten, Wheat, Mustard) | £11.00 |  |
| Balsamic Lentil, Red Pepper and Cucumber Salad (Sulphites) | £17.50 |  |
| Quinoa and Roast Vegetable Salad | £17.50 |  |
| Chicken Caesar Salad (Gluten, Wheat, Egg, Milk, Soya) | £22.50 |  |
| Poached Salmon, New Potato & Watercress Salad (Fish) | £25.00 |  |
| Crisp Mixed Leaf Salad | £10.00 |  |

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| **Platters** |  |  |
| Italian Cured Meat Antipasti Platter (serves 5) | £80.00 |  |
| Smoked Fish Antipasti Platter (serves 5) | £95.00 |  |
| Vegan Antipasti Platter (serves 5) | £65.00 |  |
| British Cheese Platter (serves 5) | £55.00 |  |

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| **Meals – Main Course *Available from 4pm. Minimum of 20 portions per dish*** |  |  |
| Beef Lasagne with Garlic Bread and Salad | £10.50 |  |
| Lentil Lasagne with Garlic Bread and Salad | £10.50 |  |
| Rosemary & Garlic Chicken Fillet, New Potatoes and Seasonal Vegetables | £10.50 |  |
| Rosemary & Garlic Quorn Fillet, New Potatoes and Seasonal Vegetables | £10.50 |  |
| Jerk Chicken, Rice and Peas | £10.50 |  |
| Jerk Quorn Fillet, Rice and Peas | £10.50 |  |
| Red Lentil, Spinach and Sweet Potato Dahl | £10.50 |  |
| Chicken and Chickpea and Rice | £10.50 |  |
| Beef Chilli, Rice and Corn Tortilla Chips | £10.50 |  |
| Mixed Bean Chilli, Rice and Corn Tortilla Chips | £10.50 |  |
| Spinach and Mushroom Stroganoff and Rice | £10.50 |  |
| Beef Stroganoff | £13.50 |  |
| Grilled Salmon Fillet, New Potatoes and Seasonal Vegetables | £13.50 |  |

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| **Meals – Desserts – Minimum of 6 per Dessert** |  |  |
| Lemon Tart (Gluten, Wheat, Milk, Egg, Sulphites) | £4.50 |  |
| Chocolate Truffle Torte (Gluten, Wheat, Egg, Milk, Soya) | £4.50 |  |
| Strawberry Cheesecake (Gluten, Wheat, Milk, Soya) | £4.50 |  |
| Raspberry White Chocolate Cheesecake (Gluten, Wheat, Milk, Soya, Sulphites) | £4.50 |  |
| Iced Bakewell Tart (Gluten, Wheat, Milk, Eggs, Soya, Nuts, Almonds, Sulphites) | £4.50 |  |
| Homemade Seasonal Fresh Fruit Salad | £3.50 |  |
| Key Lime Cheesecake (Vegan) (Gluten Free) (Oats, Soya, Sulphites) | £4.50 |  |
| British Cheeseboard (serves 5) | £55.00 |  |

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| **Canapé Selection – ONLY AVAILABLE AFTER 4PM** Prices per canape. Minimum order of 20 per canape |  |  |
| **Savoury** |  |  |
| Mature Cheddar and Bacon Tartlet | £1.50 |  |
| Mediterranean Vegetable Salsa | £1.50 |  |
| Edamame Bean, Ricotta and Mint Bruschetta | £1.50 |  |
| Smoked Salmon and Cream Cheese | £1.50 |  |
| Chicken Caesar Salad | £1.50 |  |
| Stilton, Pear and Walnut Blinis | £1.50 |  |
| Aubergine, Chickpea and Harissa Cup | £1.50 |  |
| Chouquette au Comte | £1.50 |  |
| Goat’s Cheese and Golden Beetroot Crostini | £1.50 |  |
| Smoked Mackerel and Horseradish Patê | £1.50 |  |
| Parma Ham, cream Cheese and Sun-Dried Tomato Crostini | £1.50 |  |
| Houmous and Red Pepper Crostini | £1.50 |  |
| Marinated Tomato and Mozzarella Skewer | £1.50 |  |
| Thai Chicken Skewer | £1.50 |  |
| Onion Bhaji and Mango Chutney Cup | £1.50 |  |
| **Sweet** |  |  |
| Vegan Mini Sweet Tart Selection (Vegan) (Gluten, Wheat, Soya, Sulphites) | £1.50 |  |
| Vegan Gluten Free Chocolate Brownie with Vegan Whipped Cream and Raspberry (Oats) | £1.50 |  |
| Montmartre Petit Fours (Egg, Milk, Gluten, Wheat, Nuts, Almonds, Hazelnuts, Soya, Pecans) | £1.50 |  |
| Mini Cheesecake Selection (Gluten, Wheat, Milk) | £1.80 |  |

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| **BBQ Menus** Please ask for menu details. Prices per person. |  |  |
| BBQ A (Minimum 75 people) | £9.00 |  |
| BBQ B (Minimum 50 people) | £15.00 |  |
| BBQ C (Minimum 40 people) | £20.00 |  |

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| **Nibbles and Snacks** |  |  |
| Tortilla Chips with Chunky Salsa (serves 10) | £7.00 |  |
| Vegetable Crudités Platter with Dips Selection (serves 6) | £12.00 |  |
| Marinated Mixed Olives (serves 4) | £6.00 |  |
| Fairfields Lightly Salted Crisps (serves 12) | £8.00 |  |
| Kettle Vegetable Crisps (serves 12) | £8.00 |  |
| Pretzels (serves 4) | £3.50 |  |
| Sweet and Salty Popcorn (serves 10) | £7.00 |  |

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| **Wines** |  |  |
| **White** |  |  |
| Sauvignon Blanc (Sulphites) (Vegan) | £15.00 |  |
| Pinot Grigio (Sulphites) | £19.00 |  |
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| Chardonnay Alcohol Free (Sulphites) | £12.00 |  |
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| **Sparkling Wine** |  |  |
| Prosecco (Sulphites) | £22.00 |  |
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| La Gioisa Alcohol Free (Sulphites) | £13.00 |  |
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| **Rosé** |  |  |
| Rosé (Sulphites) | £19.00 |  |
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| **Red** |  |  |
| Merlot (Sulphites) (Vegan) | £15.00 |  |
| Shiraz (Sulphites) | £19.00 |  |
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| Merlot Alcohol Free (Sulphites) | £12.00 |  |
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**Terms & Conditions**

* All bookings should be made using the online order system. If you require any assistance, please contact us on ext. 2385. Confirmation of your booking, including your order reference number, will be sent by email usually within 24 hours (Monday to Friday). Please contact us if you have not received booking confirmation after this time as we may not have received your order.
* Please note that one order relates to a single delivery, a multi-order relates to several deliveries and each charge listed below relates to an individual delivery rather than an entire day
* All orders that require delivery via our van will be charged £10 van hire per delivery. This can include deliveries to Innovation Centre, Parkside, and Knowledge Gateway
* We require two working days’ notice for all drink orders. We would request one week’s notice for all food orders and two weeks’ notice for any weekend orders. Any orders received outside these times cannot be guaranteed and if accepted will unfortunately be subject to a late booking fee. We will endeavour to accommodate bookings at short notice but to avoid disappointment and ensure we have your choice available please give us as much notice as possible.
* A surcharge equating to 15% of the total order value (maximum charge £20) will be added to all orders received and confirmed outside the times stated above.
* We can readily access any areas of campus where our trollies can be wheeled. We regret that we cannot carry deliveries up/downstairs. If you do take your delivery up/downstairs, we request that you return it for collection.
* It is the customer’s responsibility to book an appropriate room and to organise the provision and setting up of tables prior to catering being delivered.
* We reserve the right to substitute any item ordered. We will ensure that it is an equivalent or similar product to the one replaced. Wherever possible we will endeavour to inform you before the delivery.
* The minimum notice required to cancel an order without charge is 48 hours before the event (excluding weekends). Orders cancelled with less than 48 hours’ notice will be subject to the following charges: 50% of the total order value if cancelled within 48 hours of the event. 100% of the total order value if cancelled within 24 hours of the event.
* These prices are for delivery only. If you wish to have your buffet or refreshments served, we would be more than happy to do so for you. Please contact us to discuss your requirements.
* A minimum order of £20.00 applies to all orders Monday to Friday from 8am-5pm
* A minimum order of £40.00 applies to all orders Monday to Friday before 8am and between 5pm and 8pm.
* A minimum order of £100.00 applies to all orders Monday to Friday after 8pm and at weekends.
* Please note that VAT is chargeable to external customers and will be added to the total cost of the booking.
* All catering delivered to the EBS Building CTC and NTC will be served with biodegradable cups/plates due to logistical restraints.
* Food deteriorates when left out at room temperature for long periods. We advise that you consume your meal within 1 hour of receipt. Food should not be consumed after 3 hours for food safety reasons.
* Wivenhoe House is now the primary provider of catering for events in the Constable building and are better placed to provide hospitality to this area of campus

August 2025