

# DENERED CATERNE



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## Welcome

Essex Food Delivered Catering is the University's dedicated hospitality service, delivering refreshments, snacks, lunches, buffets and evening receptions to a wide range of locations across campus.



Our team is passionate about offering nutritious and innovative food for any occasion and our main aim is to make a positive difference to your meeting or event. Our menu has been carefully created by our skilled Essex Food team and is designed to suit a variety of tastes, diets and budgets. Over the last year we have continued our focus on including more seasonal, fresh and nutritional produce, through listening to customer's feedback.

We're dedicated to developing a sustainable food culture at the University. We're providing Fairtrade products where possible, and working with local food partners to increase the demand and supply of seasonal, local and organic food.

We are committed to reduce the University's carbon footprint by using recyclable materials and have reduced the amount of plastic wastage by bottling our own water on-site with our Brita Vivreau water bottling system.





## Welcome

Our friendly team will be on hand to deliver what you want, when you want it. Our normal hours of operation are Monday to Friday 8am to 5pm and we are also able to deliver out of hours and at weekends.

All prices are inclusive of delivery, collection and equipment hire. This includes all necessary tableware such as napkins, crockery, glassware and cutlery.

Additional charges may apply depending on timing and location and service staff can be provided on request with prior notice. If you wish to discuss your requirements in more detail or if you need a tailored menu please get in touch. We are always happy to meet and talk through your ideas and create an exciting menu just for you!

We look forward to being a part of your next event.





## How to order

Order catering for your meeting couldn't be any easier



#### Online

- 1. Download and fill in the online order form
- 2. Email the completed order form to catering@essex.ac.uk



#### Phone

Our booking team are on hand 8.30am - 5.15pm Monday - Thursday and 8.30am - 4.30pm on Friday to answer any questions you may have. Please call our friendly team on ext. 2385



#### Email

If you don't have the time to call then please send your requirements or question through to catering@essex.ac.uk and one of our team will happily respond to any queries



## **Top tips**

#### **Book early**

Our diary works months in advance so why not book your meeting in early so that you can put your mind at ease knowing it's all sorted. Booking in advance also ensures you have more chance of getting the exact times and items you are after. Please note that Welcome Week is an extremely busy time of year, therefore early booking is essential to ensure the smooth delivery of your catering.

#### Timings

If your booking is time specific then please place a time for catering or refreshments before your meeting or event is due to start. This ensures that your delivery is set up in advance of your guests arriving. Wherever possible, please let us know the title of your meeting or event, and what time you have the room booked from and until. This information allows us to identify your booking to other members of your team who may enquire with us. It also allows us to plan when our staff can enter the room to setup and clear away.

#### **Large Numbers**

We are very happy to cater for larger numbers, but ideally we do appreciate a little more time to organise hospitality bookings for over 100 people.

#### **Special Diets**

We have always made every attempt to cater for customers with special dietary requirements. However, you may also be aware that from December 2014 it became a legal requirement to provide allergen information for the 14 key allergens. For the peace of mind of all of our customers, all our food is labelled with allergen information, either prior to booking, or at the point of service. However, due to food being freshly prepared in our kitchens all of our food may contain traces of gluten, milk, soy, crustaceans, fish, eggs, nuts, peanuts, celery, sulphates, lupin, mollusc, sesame and mustard. Please inform us at the time of booking if any of your guests have special dietary needs to ensure they are catered for on the day.

#### Tables

Please ensure that there are sufficient tables available for us to set up your catering or refreshments on.

#### **Plan Ahead**

If you know you have an event happening and have only got preliminary details, but know that you will have some hospitality requirements, then please let us know. We can then plan it in our diary and work with you until all the details are confirmed.

#### Need some help?

If you have any questions, special requests, or are confused by anything in our menus, then please do not hesitate to contact a member of our team. We love to talk to our customers and are here to help – call us on ext. 2385.



# BREAKFAST

SERVED FROM 8AM - 11AM DAILY



## Breakfast

Heinz Tomato Ketchup

80

Breakfast Pastry Platter£3.95/p	р
(Eggs, Milk, Soya, Wheat)	
(Minimum order of 6 people. We provide two pastries per person)	
A selection of freshly baked mini croissants, pains au chocolate and pains au raisin server with freshly made Lavazza coffee, Clipper teas and chilled orange juice.	d
Freshly Baked Mini Danish Selection£1.20/per pastr	у
(Eggs, Milk, Soya, Nuts, Wheat, Barley)	
Grilled Bacon Roll£2.45/eac	h
(Soya, Wheat)	
Warmed Scotch Morning Roll filled with two rashers of back bacon served with Heinz Tomato Ketchup and HP Sauce	
Grilled Pork Sausage Roll £2.45/eac	h
(Soya, Wheat)	
Warmed Scotch Morning Roll filled with two pork sausages served with Heinz Tomato Ketchup and HP Sauce	
Grilled Portobello Mushroom Roll £2.45/eac	h
(Soya, Wheat)	
Warmed Scotch Morning Roll filled with grilled Portobello mushroom (Vegan) served with	

Chef's Seasonal Fruit Pot	£2.00/each
Chef's Granola Pot	£2.85/each
Fresh Fruit Skewer         (Milk)       Freshly prepared and served with Yoghurt & Honey Dip	£1.50/each
Fruit Basket	£0.75/each
<ul> <li>Adez Smoothies</li></ul>	0/250ml btl



## REFRESHMENT BREAKS



## **Refreshment breaks**

We serve a range of hot and cold refreshments. Our hot refreshments include freshly made Lavazza Coffee, a selection of Organic Fairtrade Clipper Teas and Infusions. Hot Refreshments

Tea and Coffee	.£1.60/pp
Tea, Coffee and Border Biscuits	.£2.10/pp
(Oats, Wheat, Eggs, Milk, Soya)	
Tea, Coffee and Nairn's Gluten Free Vegan Biscuits	.£2.30/pp
(Oats, Soya)	
Tea, Coffee and Tiptree Cake	.£2.90/pp
(Wheat, Eggs, Milk, Nuts, Sulphites)	

Refreshment package ..... £3.80/pp

Minimum order of 5

Coffee, Tea, Biscuits, Tiptree cakes, Fruit Juice. Ideal for mid-morning or afternoon refreshment breaks

#### **Cold Refreshments**

Chilled Filtered Still Water	C2.00/I
Chilled Filtered Sparkling Water	C2.00/I
Orange Juice	C2.50/I
Apple Juice	2.50/I
Cranberry Juice	C2.50/I
Innocent Orange Juice £1.95/	330ml
Innocent Apple Juice£1.95/	′330ml
Liptons Iced Tea£1.70/	500ml

As part of our commitment to reduce our carbon footprint we have chosen to bottle our own water on site. Our Brita Vivreau water bottling system is helping save the environment by reducing the number of deliveries we require. We use re-usable bottles so please leave them for collection after your event.



# CAKES AND BISCUITS

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## **Cakes and biscuits**

You will be sure to find the perfect treat for your event from our Chef's selection. Whether you are just after something comforting when you need a little something sweet or to make a statement at your next executive meeting.

Border Biscuit Twin pack£0.60/pack (Oats, Wheat, Eggs, Milk, Soya)
Nairn's Gluten free and Vegan Oat biscuit triple pack . £0.80/pack (Oats, Soya)
Mrs Crimble's Chocolate Macaroons £1.20/each (Eggs, Soya)
Mini Chocolate eclairs (2 per portion) £1.20 (Eggs, Milk, Wheat)
French Macaroons (2 per portion)£1.50
(Eggs, Milk, Nuts, Soya, Barley)
A selection of almond meringue sandwiches.

Mini Millionaires Tart	
Mini French Fruit Filled Tart Selection	£1.50/each
Fresh Fruit Skewer with a yoghurt dip	£1.50/each
Tiptree Patisserie Scones           Tiptree Patisserie scones with Tiptree strawberry jam and fresh whipped	
<b>Tiptree Patisserie Afternoon Cake Selection</b> (Gluten, Eggs, Milk, Nuts, Sulphites)	£1.50/slice
Vegan Raspberry and Coconut Loaf Cake	£2 60/slice
(Gluten, Wheat, Sulphites)	



## **Cakes and biscuits**

## Tiptree Whole Round Cake Selection

#### £37.50 per cake

Can be pre-cut in 12, 14 or 16 slices Choose from our Tiptree Patisserie Selection Carrot Cake (Gluten, Milk, Eggs, Soya, Nuts, Sulphites) Chocolate Fudge (Gluten, Milk, Eggs) Victoria Sponge (Gluten, Milk, Eggs) Lemon Drizzle (Gluten, Milk, Eggs, Sulphites) Coffee and Walnut (Gluten, Milk, Eggs, N)

## Gluten free Whole Round Cake Selection

£37.50 per cake

Pre-cut in for 14

Choose from our Selection

Carrot Cake (Eggs, Milk, Nuts)

Chocolate Cake (Eggs, Milk, Soya)







## **Light lunch**

Looking for a light lunch option that is easy and quick to eat and yet wholesome? Why not choose from our delicious selection, which offers value for money and can cater for everybody's needs.

Traditional Sandwich Range ......£3.50/round A selection of meat, vegetarian and fish sandwiches

Example fillings include Cheese & Onion, Egg & Cress, Ham & Mustard and Chicken Mayo

Premium Sandwich Range .....£4.25/round A selection of meat, vegetarian and fish sandwiches

Example fillings include BLT, Chicken & Bacon, Onion Bhaji and Hoummous & Crunchy Veg

 Vegan Sandwich Range
 £4.25/round

 Example fillings include Bhaji Bonanza, Shabby Chic Pea and Falafelicious

 Filled Wrap Selection
 \$4.25/round

 A selection of meat and vegetarian filled wraps

Example fillings include Chicken Caesar, Hoi Sin Duck and Mozzarella, Pesto & Tomato

Gluten Free Wrap Range	.£4.25/round
Example fillings include Harissa Chicken and Falafel & Red Pepper Hou	mmous

**Filled Roll Platters** ..... £25.00/platter Platters contains 12 rolls and is recommended for 6 people

Mixed Roll Platter (Crustaceans, Eggs, Fish, Gluten, Milk, Mustard, Sulphites) BBQ Pulled Pork, Egg & Tomato, Chicken & Chorizo, Goats Cheese & Red Onion

Vegetarian Roll Platter (Eggs, Gluten, Milk, Mustard, Sulphites) Egg and Tomato - Goats Cheese and Red Onion - Cheddar & Sweet Ale Chutney - Falafel and Hoummous

#### Chef's Nutritious Vegan & Gluten Free

Homemade Soups	 £15.00/fla	sk
(Celery) Serves 6 people		

Leek & Potato, Tomato & Basil, Carrot & Coriander

Fancy some extra savoury bites? Choose from Chef's Home Made Finger Buffet items from just  $\pounds1.00$  per item



## Working lunch

Like to keep things simple? Order from our working lunch range. You can also build your own lunch by adding additional items from our savoury bites or sweet treats menu.

Working Lunch.....£5.75/pp A premium selection of meat, vegetarian and fish sandwiches to meet your everyday needs, a packet of Fairfields Farm crisps and an individual piece of fruit

**Gluten Free Working Lunch.....£5.75/pp** A gluten free wrap, a packet of Fairfields Farm crisps and an individual piece of fruit

 Vegan Working Lunch.
 £5.75/pp

 A vegan sandwich, a packet of Fairfields Farm crisps and an individual piece of fruit

Lunch on the go.....£6.95/pp A packed lunch consisting of a premium range sandwich, packet of Fairfields crisps, piece of fresh fruit, flapjack and a carton of juice delivered in a paper bag

Homemade Soup and Sandwich Lunch ...... £18.00
(6 portions)
Hot homemade soup with half a round of either meat or vegetarian sandwiches per person.
Choose from Leek & Potato, Tomato & Basil or Carrot & Coriander.

All soups are Gluten Free and Vegan.





## **Executive lunch**

Are you looking for a menu to impress? Perfect for your Executive meeting or for a special occasion, one of our Chef's Homemade Executive Lunches is sure to do just that.

## **Menu A** £12.45/pp

Selection of filled mini bagels (Gluten, Milk, Fish, Eggs) Mature Cheddar & Spring Onion Quiche

(Gluten, Milk, Eggs)

Mini Beef Wellington (Gluten, Milk)

Honey & Mustard Glazed Salmon (Mustard, Fish)

> Goat's Cheese & Golden Beetroot Crostini (Gluten, Milk)

Sweet Chilli Glazed Chicken (Gluten)

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French Macaroons (Eggs, Milk, Nuts, Soya, Barley)

# nu A

## £12.45/pp

A selection of filled wraps (Gluten, Milk, Eggs, Fish)

Menu B

Asparagus Quiche (Gluten, Eggs, Milk)

Chicken Satay (Nuts, Peanuts)

Smoked Salmon & Cream Cheese Crostini (Gluten, Milk, Fish)

> Hoummous & Caramelised Red Onion Bruschetta (Gluten)

Chicken Caesar Salad Tarts (Gluten, Eggs, Milk)

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Strawberry Tarts (Gluten)



Minimum order of 8 people.

# PLATTERS



### **Platters**

A selection of continental style dishes offering a lighter option for formal and informal events. If you are looking for something special and unique, our freshly prepared grazing platters are perfect.

All boards are recommended for 5 people

#### Italian Cured Meat Antipasti Platter

(Milk, Eggs, Wheat, Sulphites) £55.00/board

Parma Ham, Salame Milano and Coppa served with Marinated Grilled Vegetables, Marinated Olives, Vegetarian Frittata, Sliced Mozzarella and Cherry Tomato & Basil Focaccia

#### Vegan Antipasti Platter

(Wheat, Sulphites, Soya) **£30.00/board** 

Tofu marinated with oregano, olive oil and sea salt, Sun-blushed Tomatoes, Marinated Grilled Vegetables, Marinated Olives and Cherry Tomato & Basil Focaccia

#### Smoked Fish Antipasti Platter

(Fish, Milk, Eggs, Wheat, Sulphites) **£55.00/board** 

Smoked Salmon, Smoked Trout and Smoked Mackerel served with Marinated Grilled Vegetables, Marinated Olives, Vegetarian Frittata, Sliced Mozzarella and Cherry Tomato & Basil Focaccia

#### **British Cheese Platter**

(Milk, Cel, Gluten) £35.00/board

Mature Cheddar, Double Gloucester, Shropshire Blue and Somerset Brie accompanied by a selection of crackers, celery, grapes and Chutney



## Salad bowls

Looking for a light lunch option that is easy and quick to eat and yet wholesome? Why not choose from our delicious selection, which offers value for money and can cater for everybody's needs.



Potato and Spring Onion Salad (Vegan) £10.00/bowl (Gluten free) (Mustard)
Balsamic Lentil, Red Pepper and Cucumber Salad £10.00/bowl (Vegan) (Gluten free)
Quinoa and Roast Vegetable Salad£10.00/bowl (Vegan) (Gluten free)
Chicken Caesar Salad£20.00/bowl (Eggs, Milk, Wheat)
Poached Salmon, new potato and watercress with a lemon vinaigrette £25.00/bowl (Gluten free)

Each bowl will serve 4-5 as a main course or 10-12 as an accompaniment



## Savoury bites

Our savoury buffet items are perfect to add to your lunches and buffets. Try one of Chef's newly added homemade items.

**Chef's Homemade Vegetarian Tartlet of the Day ..... £1.50/each** (Gluten, Eggs, Milk)

Chef's Homemade Piri Piri Chicken Skewer ..... £1.50/each

Chef's Home cooked Pork Sausage Roll .....£1.30/each (Gluten, Eggs)

Chef's Home cooked Cheese & Onion Roll ..... £1.30/each (Gluten, Milk, Wheat)

**Chef's Freshly Prepared Smoked Salmon Bagel ..... £1.75/each** (Fish, Gluten, Milk)

Chef's Freshly Prepared Cherry Tomato & Mini Mozzarella Skewer ......£1.60/each (Milk)

Sweet Potato Curry Turnover ......£1.00/each (Vegan) (Mustard, Wheat)

<b>Southerr</b> (Wheat)	Fried Chicken Go	ujons (2 per port	tion)£1.30
	ork Croquettes Vheat, Milk)		£1.15/each
	<b>utternut Squash &amp;</b> son) (Gluten, Wheat		<b>per portion) £0.80</b> ry, Mustard)
	omemade Red Thai iluten free)	Chicken Skewer	£1.50/each
Served with	e Crudités salsa, guacamole and so order 6 people) (Mill	ured cream	£2.00/pp
A variety of f Lightly Se Cheese & Sea Salt & Sweet Ch Sea Salt &		and fried locally in the C aten free)) (Vegan) (Milk) ar (Gluten free) (Ve jan) een free) (Vegan)	<b>£1.10/pack</b> Colne Valley at Fairfields Farm egan)

Kettle Vegetable Crisps (Gluten free) (Vegan) ..... £1.10/pack



## Cold buffet lunch

Our freshly prepared cold buffet lunch menu is the healthy alternative, able to cater for all your dietary requirements.

Minimum order of 12 per event

## **Main Course Buffet**

£12.50/pp

Grilled Lemon & Herb Chicken Breast

Poached Fillet of Salmon (Gluten free) (Fish)

Chargrilled Mediterranean Vegetables (Vegan) (Gluten free)

> Crisp Mixed Leaf Salad (Vegan) (Gluten free)

Potato and Spring Onion Salad (Vegan) (Gluten free) (Mustard)

Balsamic Lentil, Red Pepper and Cucumber Salad (Vegan) (Gluten free)

> Quinoa and Roast Vegetable Salad (Vegan) (Gluten free)

Freshly Baked French Bread (Gluten)



## **Canapé selection**

Add that little something special to your evening reception or event. All of our canapé are handcrafted on Campus by our talented Chefs and use local and seasonal ingredients where possible.

Available daily from 4pm with a minimum order of 12 canapé per variety.

#### Savoury £1.50/each

Mature Cheddar & Bacon Tartlet (Gluten, Milk, Eggs)

Mediterranean Vegetable Salsa (Vegan) (Gluten)

Broad Bean, Ricotta & Mint Bruschetta (V) (Gluten, Milk)

Smoked Salmon & Cream Cheese Blinis

(Gluten, Milk, Fish)

Chicken Caesar Salad (Gluten, Milk, Eggs)

Stilton, Pear & Walnut Blinis (V) (Milk, Gluten)

Aubergine, Chickpea & Harissa Cup (Vegan) (Gluten)

Goat's Cheese & Golden Beetroot Crostini (V) (Milk) Smoked Mackerel & Horseradish Pate (Milk, Fish, Gluten)

Parma Ham, Cream Cheese & Sun-dried Tomato Crostini (Gluten free) (Milk)

Houmous & Roasted Pepper Crostini (Vegan)

Marinated Tomato & Mozzarella Skewer (Gluten free) (Milk)

Chicken Satay Skewer (Gluten free) (Peanuts, Nuts)

Onion Bhaji & Mango Chutney Cup (Vegan) (Gluten, Mustard)

#### Sweet £1.50/each

Lemon Tart (Gluten, Milk, Eggs)

Chocolate Brownie topped with whipped cream and raspberry (Gluten, Milk, Eggs, Soya)

Strawberry Tart (Gluten, Milk)



## Meals – Main course

Looking for a more substantial meal for your evening event? Chef's Hot Dishes are the perfect choice. These Homemade dishes work well for both sit down and fork buffets

Available daily from 4pm with a minimum order of 8 portions per dish

#### Main Course Selection £8.50/pp

Beef Lasagne served with Garlic Bread and a Mixed Salad (Gluten, Milk, Celery)

Lentil Lasagne served with Garlic Bread and a Mixed Salad (Gluten, Milk, Celery)

Lemon & Herb Chicken Breast, New Potatoes, Seasonal Vegetables (Gluten free)

Lemon & Herb Quorn Fillet, New Potatoes, Seasonal Vegetables (V) (Gluten free)

Jerk Chicken, Rice & Peas (Gluten free)

Jerk Quorn Fillets, Rice & Peas (V) (Gluten free)

Red Lentil, Spinach & Sweet Potato Dahl (Vegan) (Gluten free) (Mustard, Celery) Chicken & Chickpea Curry, Rice (Gluten free) (Mustard, Celery)

Beef Chilli, Rice, Corn Tortilla Chips (Gluten free) (Celery)

Mixed Bean Chill, Rice, Corn Tortilla Chips (Vegan) (Gluten free) (Celery)

Spinach & Mushroom Stroganoff, Rice (Vegan) (Gluten free) (Celery) (Soya)

Beef Stroganoff, Rice (Celery) (Milk) (Gluten free)

Grilled Salmon Fillet, New Potatoes, Seasonal Vegetables (Gluten free) (Fish) (£3 supplement)



## Meals - Dessert

Choose from this exquisite range of desserts, locally sourced from our award winning local bakery, Tiptree Patisserie.

#### **Dessert Selection**

Lemon Tart ..... £4.25/pp (Gluten, Milk, Eggs, Soya, Nuts)

Chocolate Truffle Torte..... £4.25/pp (Gluten, Milk, Eggs, Soya)

Strawberry Cheesecake ..... £4.25/pp (Gluten, Milk, Soya)

Raspberry White Chocolate Cheesecake ..... £4.25/pp (Gluten, Milk, Soya)

Iced Bakewell Tart..... £4.25/pp (Gluten, Milk, Eggs, Soya, Nuts)

Homemade Seasonal Fresh Fruit Salad..... £3.50/pp Raspberry Frangipane Tart ..... £3.75/pp (Vegan) (Gluten free)

All our desserts are served with fresh cream





## **Meals – Cheese Board**

Why not add our British Cheese Board to finish your meal in style?

Ideal as alternative to a dessert or as an additional course

British Cheese Board £35.00/ board

Mature Cheddar, Double Gloucester, Shropshire Blue and Somerset Brie

Serves 5 people

Accompanied by a selection of crackers, celery, grapes and Chutney



## **Nibbles and Snacks**

Ideal to accompany your drinks reception, our selection is sure to have something for everybody's taste. 

 Tortilla Chips
 £6.00/bowl

 (Gluten free)
 (Gluten free)

 with Chunky Salsa and Guacamole
 Serves 10

 Vegetable Crudités
 £12.00/platter

 (Gluten free) (Milk)
 (Gluten free) (Milk)

with salsa, guacamole and soured cream dips Serves 6

Marinated Mixed Olives..... £6.00/bowl Serves 4

Fairfields Lightly Salted Crisps . . £8.00/bowl Serves 12

Kettle Vegetable Crisps ..... £8.00/bowl Serves 12

Pretzels ..... £3.50/bowl (Wheat)

Serves 4

Sweet & Salty Popcorn......£7.00/bowl Serves 10





## Wine

#### Whites

## Vistamar Brisa Sauvignon Blanc, Chile £14.75 per bottle

A crisp dry white wine from Chile's great Central Valley. It is pale yellow in colour with highlights of green. Aromas of the Sauvignon Blanc grape leap from the glass, of passionfruit, white flowers, citrus fruits, jasmine and orangeblossom. On the palate it is fresh, crisp, expressive and balanced.

#### Principato Pinot Grigio, Italy £18.95 per bottle

A light, fruity white wine from the Pinot Gris grape grown in the province of Pavia, Lombardy. Impeccably made, its floral and fruity aromas have a hint of stone fruit. The palate is smooth with citrus characters and a lightly spicy finish.

#### **Sparkling Wine**

## Lunetta Prosecco, Italy £21.95 per bottle

A deliciously delicate and dry Prosecco from the Glera grape grown in the hills of the Adige and Vallagarina valleys in Trentino. Light, refreshing effervescence and subtle red fruits, apple and peach aromas. Refreshing and cleansing on the palate. Perfect aperitif.

#### Rosé

## Vistamar Brisa Rosé, Chile £14.75 per bottle

A cherry-red rosé produced from Cabernet Sauvignon and Syrah grapes in Chile's Central Valley. Its aromas are reminiscent of strawberries and raspberries with some cassis black fruits following through as the wine evolves in the glass. It has a medium-weight fruit-rich palate which is quenching and refreshing.

#### Reds

## Vistamar Brisa Merlot, Chile £14.75 per bottle

This Chilean Merlot is textbook violet in colour with plum-like aroma and a soft, juicy palate. Beneath the surface of the fruits a rich toasty element emerges which sets this wine apart from its competitors. On the palate it is pleasantly light and smooth.

#### Murphy's Vineyard Big Rivers Shiraz, South Australia £18.95 per bottle

Bright, ripe and spicy with black fruits and a generous, smooth palate.



## Good to know

All bookings should be made using the online order form. If you require any assistance please contact us. 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.

We require 48 hours' notice (not including weekends) for all drink orders. We require one week's notice for all food orders. We require two weeks' notice for any weekend orders. Any orders received outside these times cannot be guaranteed and if confirmed will be subject to a late booking fee. We will endeavour to accommodate bookings at short notice but to avoid disappointment please try to give us as much notice as possible.

If you need to amend or cancel an order please contact us as soon as possible. Cancellation charges may apply. All charges will be processed after your event, using the expenditure code supplied when you place your order. Financial transfers will show up on Agresso within a few days of your event.

We can provide members of our staff to serve your food and drinks at a rate of  $\pounds$ 7.00 per server per half hour.

We can access all areas of campus where a trolley can be wheeled. We regret that we cannot carry deliveries up/down stairs. If you do take your delivery up/down stairs 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.

All food and drink items will be labelled where appropriate, including vegetarian items and anything relating to special dietary requirements.

Please note due to food being freshly prepared in our kitchens all of our food may contain traces of gluten, milk, soy, crustaceans, fish, eggs, nuts, peanuts, celery, sulphates, lupin, mollusc, sesame and mustard. Hot refreshment orders will be served with crockery. Where numbers exceed 75 refreshments will be served in disposable cups due to operational constraints.

All refreshments delivered to the EBS Building will be served in biodegradable cups/plates due to logistical restraints.

If a menu item is not available we will to replace it with a similar item and let you know and endeavour to inform you beforehand.

We aim to collect all equipment on the same day. If you would like your delivery to be collected at/after a specific time please specify when booking

Customers are responsible for our equipment whilst in their charge. Any damage or loss must unfortunately be paid for. The charge is dependent on the item and will be added to the order value after the event.



## **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.
- 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/down stairs. If you do take your delivery up/ down stairs 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.
- If you require linen tablecloths for your event please contact us to discuss your requirements.
- A minimum order of £10.00 applies to all orders Monday to Friday from 8am-5pm
- A minimum order of £20.00 applies to all orders Monday to Friday before 8am and between 5pm and 8pm.



- A minimum order of £50.00 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 and North Teaching Centre will be served with biodegradable cups/plates due to logistical restraints.
- Constable Building and Parkside

Please note that for deliveries to these two buildings we have a minimum order value of £50 per delivery. Due to logistical challenges we have introduced set delivery slots for these buildings: 8.30-9am, 10.30-11am, 12.30-1pm, and 2.30-3pm

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.

