ESSEX FOOD
DELIVERED
CATERING
MEETING YOUR NEEDS

T 01206 872385
E catering@essex.ac.uk
W www.essex.ac.uk/catering/delivered_catering/
About us

Essex Food Delivered Catering is a service available at Colchester campus to internal departments within the University who require refreshments for a meeting, event or celebration. We offer a wide range of food and drink from teas and coffees to champagne and canapés and simple sandwich lunches to hot fork buffets.

All menus have been carefully created by our Essex Food team and are designed to suit a variety of tastes, diets and budgets. Quality and value for money are at the heart of our ethos and our menus are regularly updated with new products to keep things fresh.

Our professional staff are dedicated to delivering 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.

We are proud to inform you that all our tea and coffee is Fairtrade and we use local produce wherever possible. We are committed to protecting the University’s carbon footprint by using recyclable materials and have significantly reduced the amount of plastic wastage with the introduction of stylish University-logoed glass bottles of mineral water.

All prices are inclusive of VAT, delivery, collection and equipment hire. This includes all necessary tableware such as paper table covers, 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 and we will be happy to create something just for you!

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

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Contact us

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Key to allergens

<table>
<thead>
<tr>
<th>GL</th>
<th>Gluten</th>
<th>Cel</th>
<th>Celery</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Milk</td>
<td>F</td>
<td>Fish</td>
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<tr>
<td>CR</td>
<td>Crustaceans</td>
<td>E</td>
<td>Egg</td>
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<tr>
<td>Mus</td>
<td>Mustard</td>
<td>N</td>
<td>Nuts</td>
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<tr>
<td>N</td>
<td>Nuts</td>
<td>S</td>
<td>Soya</td>
</tr>
<tr>
<td>Ses</td>
<td>Sesame seeds</td>
<td>Sul</td>
<td>Sulphates</td>
</tr>
<tr>
<td>Mol</td>
<td>Mollusc</td>
<td>P</td>
<td>Peanuts</td>
</tr>
<tr>
<td>V</td>
<td>Vegetarian</td>
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</tr>
</tbody>
</table>

If you require further information on the allergen content of our foods, please ask a member of staff and they will be happy to help you.
ESSEX
FOOD
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CATERING
MAIN
MENU
ESSEX  
FOOD  
DELIVERED  
CATERING  
MEETING YOUR NEEDS

Hot and cold drinks

Freshly brewed Fairtrade coffee, traditional, fruit and herbal teas. Available with disposable cups. 10p discount applied per cup. £1.60

Shaken Udder Milkshakes range: Vanilla, Salted Caramel, Banana or Chocolate 330ml bottle £2.50

Orange, Apple or Cranberry juice 1ltr carton £2.50

Innocent juice range: includes apple, smooth orange or orange with bits 300ml bottle £2.75

Filtered still water 1ltr bottle £2.00

Filtered sparkling water 1ltr bottle £2.00

Mineral water 500ml bottle £1.00

Fairtrade carton of apple or orange juice 200ml carton £1.00

Fresh fruit, biscuits and cakes

Individual pieces fresh fruit £0.75

Individual fruit pots £2.00

Melon, strawberries, kiwi and grapes £2.00

Fruit skewer £1.50

Galia and Cantaloupe melon, pineapple, strawberry and kiwi £1.50

Tiptree tea time cake assortment GL, M, E £1.50

Twin pack border biscuits GL, M, N £0.60

French macaroons x2 GL, M, E, N £1.50

Mini chocolate éclairs x2 GL, E, M £1.20
Breakfast items
Freshly cooked to order. Available from 7.30am-10.30am.

- Greek yoghurt pot with honey and blueberries: £2.75
- Croissant or Pain au Choc with Tiptree preserves: £1.95
- Breakfast Danish Pastry: £1.50
- Grilled bacon bap with Tiptree sauces: £2.95
- Grilled pork sausage bap with Tiptree sauces: £2.95
- Vegetarian Glamorgan sausage bap with Tiptree sauces: £2.95
Lunch selection

Sandwiches and wraps
Choose from our range of fresh sandwiches and wraps to suit any occasion. We deliver one round per person, served on a selection of white, wholemeal and granary bread.

### Classic Range £3.50
This simple selection of sandwiches is perfect for a working lunch. Served on a selection of breads, we will serve a range from the following fillings.

- Roast chicken salad
- Tuna mayo and cucumber
- Cheddar ploughman’s
- Ham and cheese
- Ham salad
- Tuna and sweetcorn
- Cheese and onion
- Chicken mayo and sweetcorn

### Premium Range £3.95
Treat your guests with this stylish range of sandwiches. Served on a selection of white, wholemeal and granary bread, we will serve a range from the following fillings.

- Prawn mayo
- Falafel
- Smoked salmon and cream cheese
- Coronation chicken
- Cheese and red onion
- BLT
- Beef and horseradish
- Free range egg and slow roast tomato

### Wrap selection £3.95

- Hoi sin duck
- Chicken Caesar
- Chicken Fajita
- Mozzarella and tomato
Working lunch menus

Classic working lunch
Classic selection of sandwiches, Fairfield crisps, piece of seasonal fruit (GL)  £5.00

Premium working lunch
Executive selection of sandwiches, vegetarian tartlets (GL, E, M, Mus), Piri Piri chicken skewers (GL) mini chocolate eclairs (GL, E, M) and an apple and grape fruit bag.  £7.95

Chefs executive lunch (min 8 people)
A selection of filled bite size bagels, homemade individual quiches (GL, E, M), mini beef wellington (GL, M), honey and mustard glazed salmon (Mus, F), goat’s cheese and beetroot crostini (GL, M) sweet chilli glazed chicken and French macaroons (GL, E, M, N).  £12.45

Gluten Free Working Lunch
Gluten free roll, mini mozzarella & cherry tomato skewer, Fairfields crisps, fruit skewer with Greek yoghurt & honey dip, coconut ring (M)  £7.95

Vegan Working Lunch
Vegan sandwich, vegetable crudités with a salsa dip, red pepper & tofu skewer, fruit skewer, olives (CEL)  £7.95

A selection from our savoury menu to supplement your working lunch

Piri Piri chicken skewer  GL, W, B  £1.45
Southern fried chicken goujons  GL  £1.30
Pork sausage roll  GL, Sul  £0.75
Smoked salmon bagel  GL, M, F  £1.75
King prawn and lemongrass skewer  CR  £1.50
Oriental crab cake  CR  £1.40
Tomato and mozzarella skewer with pesto mayo  M, E  £1.45
Vegetarian tartlets x2  GL, E, M, Mus, V  £1.20
Crudités with tomato salsa, sour cream and guacamole dips  M, C, CEL  £2.00

Classic Packed Lunch box
Individually boxed classic sandwich, Fairfield crisps, piece of fresh fruit, muffin (GL, E, M) and a 500ml mineral water.  £6.95

Executive Packed Lunch box (min 6 people)
Individually boxed executive wrap, olive pot, sun dried tomato & feta salad, fresh fruit pot, chocolate brownie (GL, E, M) and a fairtrade orange juice.  £9.95
Healthy salad bowls
Freshly made

Grilled Chicken Caesar  GL, M, E, Mus, F
Crisp lettuce, sourdough croutons, grilled chicken, parmesan shavings topped with a creamy Caesar dressing.

Tuna Niscoise Pasta salad  GL, F, E
Seared tuna flaked through a tomato and herb pasta with French beans, tomatoes and red onion.

Greek salad  M, V
Roughly chopped cucumber, tomato and red onion, topped with feta cheese, olives and a fresh herb olive oil.

Oriental chicken  E, GL, S, Ses
Chicken, oriental vegetables, egg noodles, bound with a hoisin dressing.

Fork buffet
minimum of 12 people

Indulge your guests with our stylish buffet

Tandoori sliced chicken breast  M, Mus
Poached fresh salmon with lemon and dill  F
Homemade vegetarian quiche of the day  GL, E, M, V
All served with chefs selection of breads and four seasonal salads.

Desserts

Fresh fruit salad  M, GL  £3.50
Selection of cheese & biscuits  M, GL  £4.50
Lemon tart  GL, E, M, S, V  £3.50
White Chocolate & raspberry cheesecake  GL, E, M, S, V  £3.50
Dark chocolate torte  GL, E, M, S  £3.50
Evening functions and events

Chef’s hot supper dishes
Minimum of 12 portions per dish selected. Maximum of 3 choices. Price per person, per dish.

- Beef lasagne, garlic bread and salad: GL, E, M, Cel  £8.50
- Vegetable lasagne, garlic bread and salad: GL, E, M, Cel, V
- Chicken balti, rice and naan bread: GL, Mus
- Chickpea and spinach balti, rice and naan bread: GL, S, V
- Chilli con carne, rice, sour cream and tortilla chips: GL, Cel, M
- Three bean chilli, rice, sour cream and tortilla chips: GL, Cel, M, V

Nibbles and snacks
Choose from a range of informal tasty nibbles to provide with drinks. Price per person.

- Crisp tortilla chips served with salsa dip pot: V  £1.00
- Vegetable crisps: V  £1.00
- Salted peanuts and ready salted crisps: N, V  £1.00
- Crudities with tomato salsa, sour cream and guacamole dip: M, V  £2.00

Chefs cold Canapés
Minimum order of 12 canapes per variety applies.

- Prawn cocktail: F, E, Mus
- Smoked salmon with cracked black pepper cream cheese: GL, F, M
- Smoked mackerel and horseradish pate on crostini: GL, F, M
- Mediterranean vegetable salsa: GL, V
- Mature cheddar & spring onion tart: GL, E, M, V
- Chicken Caesar salad: GL, E, M, Mus, F
- Marinated cherry tomato & mozzarella: M, V
- Goats cheese & golden beetroot: GL, M, V
- Parma ham, cream cheese & sundried tomato: GL, M
- Lemon tart: GL, M, E, V
- Rich chocolate tart: GL, M, E
- Fruit tart: GL, E, M, N, V
- French macaroons x2: GL, E, M, N

*Please note we are able to cater for all types of event. If you wish to discuss a bespoke menu please contact us on ext. 2385
# Wine list

<table>
<thead>
<tr>
<th>Type</th>
<th>Wine Name</th>
<th>Origin</th>
<th>Price per bottle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White</strong></td>
<td>El Mazo Chardonnay</td>
<td>Spain</td>
<td>£13.95</td>
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<tr>
<td></td>
<td>Principato, Pinot Grigio</td>
<td>Italy</td>
<td>£16.95</td>
</tr>
<tr>
<td><strong>Red</strong></td>
<td>El Mazo Tempranillo</td>
<td>Spain</td>
<td>£13.95</td>
</tr>
<tr>
<td></td>
<td>Sam's Island Shiraz</td>
<td>Australia</td>
<td>£16.95</td>
</tr>
<tr>
<td><strong>Rouge</strong></td>
<td>El Mazo Grenache Rosé</td>
<td>Spain</td>
<td>£13.95</td>
</tr>
<tr>
<td><strong>Sparkling</strong></td>
<td>Prosecco Lunetta</td>
<td>Italy</td>
<td>£19.95</td>
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<tr>
<td></td>
<td>Prosecco Flower</td>
<td>Italy</td>
<td>£24.95</td>
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</tbody>
</table>
Terms and conditions

- All bookings should be made using the online order form. 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 endeavor 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.

- All prices are inclusive of VAT

- Constable Building
  Parkside

  Please note that for deliveries to the Constable Building 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, 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. If the current offering from Wivenhoe House does not fulfill all of your requirements at present, it has been agreed that Essex Food will continue to offer this service.

- Please see separate menu for your catering needs in EBS.

- Sports Centre - A £10.00 van hire charge will be applied to all deliveries to the Sports Centre.
**Hot and cold drinks**

Freshly brewed Fairtrade coffee, traditional, fruit and herbal teas. **£1.50**
Shaken Udder Milkshakes range: *Served in biodegradable cups.*
- **Vanilla, Salted Caramel, Banana or Chocolate** £2.50
Orange, Apple or Cranberry juice £2.50
Innocent Premium Juice £2.75
Orange, Orange with bits or Apple £2.00
Filtered water (still or sparkling)

**Fresh fruit, biscuits and cakes**

Individual fresh fruit
- Apple, orange, banana, pear, plum (each) **£0.75**
Tiptree tea time cake assortment **£1.50**
Twin pack border biscuits **£0.60**

**Breakfast items**

*Available from 8am-10.30am.*

Greek yogurt pot with honey, blueberries and toasted seeds **£2.75**
Croissant or Pain au Choc with Tiptree preserves **£1.95**
Breakfast Danish Pastry **£1.50**
Grilled bacon bap with Tiptree sauces **£2.95**
Grilled pork sausage bap with Tiptree sauces **£2.95**
Vegetarian Glamorgan sausage bap with Tiptree sauces **£2.95**
Lunch selection

Sandwiches and wraps
Choose from our range of fresh sandwiches and wraps to suit any occasion. We deliver one round per person, served on a selection of white, wholemeal and granary bread.

Classic range £3.50
This simple selection of sandwiches is perfect for a working lunch including Roast chicken salad, tuna mayo and cucumber, cheddar ploughmans, ham and cheese, ham salad, tuna and sweetcorn, cheese and onion or chicken mayo and sweetcorn.

Premium range £3.95
Treat your guests with this stylish range of sandwiches including Prawn mayo, falafel, smoked salmon and cream cheese, coronation chicken, cheese and red onion, BLT, beef and horseradish, free range egg and roasted tomato.

Wrap selection £3.95
Hoi sin duck, chicken Caesar, chicken fajita, mozzarella and tomato

Bonds working lunch menu £5.00
Classic selection of sandwiches, hand cut crisps or Penn State pretzels, piece of seasonal fruit.

Bonds packed lunch box £6.95
Classic sandwich, hand cut crisps or Penn State pretzels, piece of seasonal fruit, muffin and 500ml bottled water.

Hot add-on items
Pork sausage rolls x2 £1.50
Vegetarian tartlet x2 £2.50

Essex Business School delivered catering by Bonds terms and conditions

Due to location of the Essex Business School building, the following terms and conditions apply:

- Tea, coffee and biscuits/cakes orders are up to a maximum of 100 people.
- For orders that require a member of staff to serve, an additional charge of £6.00 per half hour applies.
- For all breakfast and lunch menus a maximum booking of 50 people applies. For orders over 50 people, catering will be delivered by the Essex Food team and will incur a delivery charge.
- Essex Business School delivered catering by Bonds’ hours of operation are 8am to 4pm. Orders delivered outside of these hours will be made by the Essex Food team and will incur a delivery charge.
How to book

Booking procedure
- 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 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 endeavor 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 £6.00 per server per half hour.

Delivery and collection
- 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.

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

- 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.
Important information

Food safety

- Essex Food uses nominated suppliers for all its food products and therefore we cannot accept responsibility for any food items purchased outside and consumed on campus. In accordance with the Food Safety Act, customers are strongly recommended not to undertake the preparation of food themselves.

- To ensure your food remains in perfect condition once it has been delivered please store it away from direct sunlight and heat sources, and keep it covered until it is required to ensure freshness.

- Food deteriorates when left out at room temperature for long periods. We advise that all food is consumed within two hours of delivery.

- Any leftover food will be collected by the Essex Food team.

Conferences

Essex Food works in partnership with Event Essex for internally organised events as well as those for external clients, which require the organisational skills and services of the Event Essex team. If you are planning an event with Event Essex, your catering requirements will be managed by them. Any queries regarding menus and pricing should be directed to eventessex@essex.ac.uk.