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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 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.

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. 8310.
How to book

Booking procedure

■ All bookings should be made using the online order form and must be of a minimum order value of £10.00. 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, one week notice for all food orders and 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. Orders cancelled within the minimum notice period above may be subject to cancellation charges.

■ 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 £7.00 per server per half hour.

Delivery and 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. To arrange furniture please contact southsec@essex.ac.uk for the Gateway Building or forumsec@essex.ac.uk for The Forum.

■ 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.
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, egg, 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. 8310.
BREAKFAST
SERVED FROM 7.30AM - 10.30AM DAILY
Breakfast

Breakfast Pastry Platter ........................................... £3.95/pp
(Eggs, Milk, Soya, Wheat)
(Minimum order of 6 people. We provide two pastries per person)
A selection of freshly baked croissant, pains au chocolate and pains au raisin served with freshly made coffee, teas and chilled orange juice.

Freshly Baked Mini Danish Selection .................. £1.20/per pastry
(Eggs, Milk, Soya, Nuts, Wheat, Barley)

Bacon Roll .................................................. £2.45/each
(Soya, Wheat)

Pork Sausage Roll ........................................... £2.45/each
(Soya, Wheat)

Vegan Sausage Roll ........................................... £2.45/each
(Wheat, Soya)
REFRESHMENTS, CAKES AND BISCUITS
Refreshments

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)

Cold Refreshments

Chilled Still Mineral Water ............................. £2.00/l
Chilled Sparkling Mineral Water ........................ £2.00/l
Orange Juice .......................................... £2.50/l
Apple Juice ........................................... £2.50/l
Cranberry Juice ........................................ £2.50/l

Cakes and biscuits

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)
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.
Wicked Cake Co. Selection ........................ £0.80/cake
(Wheat, Eggs, Milk, Soy, Nuts)
Scones served with strawberry jam
and fresh whipped cream .............................. £1.75/each
(Wheat, Eggs, Milk)
**Light lunch**

**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 Hoummous

**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
**Working lunch**

**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

**Why not add a selection from our savoury menu to your lunch choice?**

**Ginger & lemongrass chicken skewer** .................... £1.50

**Southern fried chicken Goujons x 2** (Gluten, Celery) ................................ £1.40

**Sausage roll** (Gluten, Soy, Milk, Sulphites) .................. £0.75

**Smoked salmon bagel** (Gluten, Egg, Fish, Milk) .......... £1.75

**Vegetarian tartlets x 2** (Gluten, Egg, Milk, Mustard) ........ £1.20
Meals – Cheese Board

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

Ideal as alternative to a dessert or as a fourth course

British Cheese Board
£35.00/ board

Serves 5 people

Somerset Camembert, Shropshire Blue, Oak Smoked, White Stilton and Extra Mature Cheddar accompanied by crackers, celery, grapes and chutney
Ideal to accompany your drinks reception, our selection is sure to have something for everybody’s taste.

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<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Serves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tortilla Chips .................</td>
<td>£6.00/bowl</td>
<td>10</td>
</tr>
<tr>
<td>(Gluten Free) with Chunky Salsa and Guacamole</td>
<td></td>
<td></td>
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<tr>
<td>Vegetable Crudités ..........</td>
<td>£12.00/platter</td>
<td>6</td>
</tr>
<tr>
<td>(Gluten Free) (Milk) with salsa, guacamole and soured cream dips</td>
<td></td>
<td></td>
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<tr>
<td>Lightly Salted Crisps ..........</td>
<td>£8.00/bowl</td>
<td>12</td>
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<tr>
<td>Kettle Vegetable Crisps ........</td>
<td>£5.50/bowl</td>
<td>5</td>
</tr>
<tr>
<td>Pretzels ......................</td>
<td>£5.00/bowl</td>
<td>5</td>
</tr>
<tr>
<td>(Wheat)</td>
<td></td>
<td></td>
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<tr>
<td>Sweet &amp; Salty Popcorn .........</td>
<td>£7.00/bowl</td>
<td>10</td>
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**ESSEX FOOD**
Wine

We are able to supply a selection of wines to suit your event.

Please contact us on ext. 8310 or email essexfoodsouthend@essex.ac.uk to discuss your requirements.