

Delivered Catering





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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 goal 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.

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 bottling system.



WELCOME

Our friendly team will be on hand to deliver what you want, when you want it. Our normal hours 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, 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!

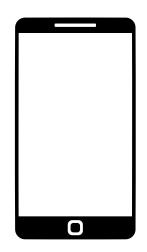


We look forward to being a part of your next event.



HOW TO ORDER







Online

- 1. Download and fill in the online order form
- 2. Email the completed form to:

Catering@essex.ac.uk

Phone

Our booking team are on hand 8:00am - 4:00pm Monday - Wednesday and 8:30am - 5:00pm Thursday - 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 questions through to Catering@essex.ac.uk and one of our team will happily respond to any queries.



Important tips

Book early

Our diary works months in advance so why not book your meeting early so that you can put your mind at ease knowing it's all sorted. Booking in advance also ensures you have a higher 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 state 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 the booking, or at the point of service. However, due to food being freshly prepared in our kitchens, all 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.



Served from 8am - 11am 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 mini croissants, pains au chocolate and pains au raisin served with freshly made Lavazza coffee, Clipper teas and chilled juice		
Gluten Free Croissant£1.95/per pastry (Wheat, Egg, Milk)		
Vegan Raspberry Croissant£1.60/per pastry (Gluten-Wheat)		
Freshly Baked Mini Danish Selection£0.95/per pastry		

Grilled Bacon R	oll	£	2.75/each
(Soya, Wheat)			, i

Warmed Scotch Morning Roll filled with two rashers of back bacon served with Heinz Tomato Ketchup and HP Sauce

Grilled Pork Sausage Roll.....£2.75/each (Soya, Wheat)

Warmed Scotch Morning Roll filled with two pork sausages served with Heinz Tomato Ketchup and HP Sauce

Grilled Portobello Mushroom Roll.....£2.75/each (Soya, Wheat)

Warmed Scotch Morning Roll filled with grilled Portobello Mushroom (Vegan) with Heinz Tomato Ketchup

Chef's Seasonal Fruit Pot	
Chef's Granola Pot	£2.85/each
Fresh Fruit Skewer	£1.75/each
Freshly prepared and served with Yoghurt and Honey Di	ip
Fruit Basket£0.7	75/per piece

Add as many individual pieces of fruit as required





REFRESHMENTS

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 Cottee±1.95	/pp
Tea, Coffee, and Border Biscuits£2.50	/pp
(Oats, Wheat, Eggs, Milk, Soya)	
Tea, Coffee, and Nairn's Gluten Free Vegan Biscuits£2.70	/pp
(Oats, Wheat, Eggs, Milk, Soya)	
Tea, Coffee, and Tiptree Cake£3.25,	pp
(Wheat, Eggs, Milk, Nuts, Sulphates)	
Tea, Coffee, and Vegan Tiptree Cake£3.25	/pp

Cold Refreshments

Chilled Filtered Still Water	£2.00/L
Orange Juice	£2.50/L
Apple Juice	
Cranberry Juice	
Bottlegreen Sparkling Elderflower Presse.	£5.75 [/] L
Juiceburst Orange Juice	.£1.95/330ml
Juiceburst Apple Juice	
Lipton's Iced Tea	

Refreshment package.....£3.80/pp

Minimum order of 5

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



(Wheat, Nuts, Sulphites)



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 sweet or to make a statement at your next executive meeting.

Border Biscuit Twin pack£0.60/pack (Oats, Wheat, Eggs, Milk, Soya)	Fresh Fruit Skewer with a yoghut dip£1.50/each
(Oats, Soya)	Tiptree Patisserie Scones
Mrs Crimble's Chocolate Macaroons£1.20/each (Eggs, Soya) Mini Chocolate eclairs (2 per portion)£1.20	Tiptree Patisserie Afternoon cake selection£1.70/slice (Gluten, Eggs, Milk, Nuts, Sulphites)
(Eggs, Milk, Wheat) French Macaroons (2 per portion)£1.80	Tiptree Patisserie Vegan cake selection£1.70/slice (Wheat, Soya, Almonds)
(Eggs, Milk, Nuts, Soya, Barley) Gluten free & Vegan Salted Caramel Brownie£2.00/each	Gluten free Carrot Loaf Cake£3.00/slice (Eggs, Milk, Nuts, Sulphites)
(Oats)	



CAKES AND BISCUITS

Tiptree Whole Round
Cake Selection

£42.50 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, Nuts)

Gluten free Whole Round Cake Selection

Pre-cut in 14
Choose from our Selection

Carrot Cake (Eggs, Milk, Nuts) £45.00

Chocolate Cake (Eggs, Milk, Soya) £50.00





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.

Mixed Premium Platter.....£22.00/platter
(Gluten - Wheat, barley, Faa, Fish, Milk, Mustard, Sulphites) - 5 Sandwich quarters each of

Cauten – Wheat, barley, Egg, Fish, Milk, Mustara, Sulphites) – 3 Sanawich quarters each C Pastrami & Emmental, Cheese ploughmans, Coronation Chicken, and Smoked salmon

Mixed Vegetarian Platter.....£22.00/platter

(Gluten - Wheat, barley, Egg, Mustard) - 5 Sandwich quarters each of Egg & Slow roasted Tomato, Brie & Grape, Mozzarella & Tomato, and Red Leicester & Coleslaw

Mixed Classic Platter......£22.00/platter
(Gluten - Wheat, barley, Egg, Mustard, Crustacean) - 5 Sandwich quarters each of Prawn



Mixed Wrap Platter.....£20.00/platter (Wheat, Egg, Barley, Mustard, Milk, Soya, Sesame) – 4 Wrap quarters of each – Chicken Caesar, Duck & Hoisin, Falafel & Sweet potato and BBQ Southern Fried Chicken

Chef's Nutritious Vegan & Gluten Free Homemade soups......£15.00/flask (Celery) - Serves 6 people

Leek & Potato, Tomato & Basil, Carrot & Corriander

Premium Sandwich Range.....£4.50/round

A selection of meat, vegetarian, and fish sandwiches

Example Fillings include BLT, Chicken & Bacon, Cheese Ploughmans and Egg & Cress

Vegan Sandwich Range.....£4.50/round

Gluten Free Sandwich Range.....£4.75/round

xample Fillings include Cheese & Onion and Chicken & Bacon

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 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	.£5.95/pp
Gluten Free Working Lunch	.£6.25/pp
A gluten free sandwich, a packet of Fairfields Farm crisps and an individual piece of fruit	711
Vegan Working Lunch	.£5.95/pp
A vegan sandwich, a packet of Fairfields Farm crisps and an individual piece of fru	iit
Lunch on the go	f7 95/nn
A packed lunch consisting of a premium range sandwich, packet of Fairfields Farm crisps, piece of fresh fruit, flapjack, and a carton of juice delivered in a paper bag	
A packed lunch consisting of a premium range sandwich, packet of Fairfields Farm	
A packed lunch consisting of a premium range sandwich, packet of Fairfields Farm crisps, piece of fresh fruit, flapjack, and a carton of juice delivered in a paper bag Homemade Soup and Sandwich Lunch (6 portions)	£19.00
A packed lunch consisting of a premium range sandwich, packet of Fairfields Farm crisps, piece of fresh fruit, flapjack, and a carton of juice delivered in a paper bag Homemade Soup and Sandwich Lunch	£19.00

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)



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

Menu B

Selection of filled wraps (Gluten, Milk, Fish, Eggs)

Asparagus Quiche (Gluten, Milk, Eggs)

Chicken Satay (Nuts, Peanuts)

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

Hummus & Caramelised Red Onion Bruschetta (Gluten)

Chicken Caesar Salad Tarts (Gluten, Eggs, Milk)



Strawberry Tarts (Gluten)







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 platter are perfect.

Italian Cured Meat

Antipasti Platter

(Milk, Eggs, Wheat, Sulphites)

£65.00/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)

£55.00/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)

£85.00/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, Celery, Gluten)

£55.00/board

Mature Cheddar, Double Gloucester, Schropshire 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.





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 our Chef's newly added homemade items.

Chef's Homemade Vegetarian Tartlet of the Day£1.50/each (Gluten, Eggs, Milk)	Red Thai Chicken Skewer£1.50/each
Chef's Homemade Piri Piri Chicken Skewer£1.50/each	Vegetable Crudités Platter with Dip Selection (minimum order 6 people)£2.00/pp
Chef's Home cooked Pork Sausage Roll£1.30/each (Gluten, Eggs)	(Milk) Served with salsa, guacamole and soured cream
Chef's Home cooked Cheese, Onion & Pepper roll£1.30/each (Gluten, Milk, Wheat)	Smoked Salmon Bagel £1.95/each (Fish, Gluten, Milk)
Chef's Freshly prepared Cherry Tomato & Mini Mozzarella Skewer£1.60/each (Milk)	Fairfields Farm Crisps£1.20/pack A variety of flavours of crisps grown and fried locally in the Colne Valley at Fairfields Farm Lightly Sea Salted (Gluten free) (Vegan)
Vegan Buffet Sausage Roll Selection(2 per portion)£1.00	Cheese & Onion (Gluten free) (Milk)
Southern Fried Chicken Goujons (2 per portion)£1.40 (Wheat)	Sea Salted & Aspall Cyder Vinegar (Gluten free) (Vegan) Sweet Chilli (Gluten free) (Vegan) Sea Salt & Black Pepper (Gluten free) (Vegan)
Mini Peppered British Steak Pie£1.60/each	Bacon and Tomato (Gluten free) (Vegan)
Vegetarian Sushi Platter£15 for 30 pieces (Gluten free) (Vegan)	Kettle Vegetable Crisps£1.50/pack (Gluten free) (Vegan)



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

£13.50/pp

Grilled Lemon & Herb Chicken Breast

Poached Fillet of Salmo (Gluten free) (Fish)

Chargrilled Mediterranean Vegetable (Vegan) (Gluten free)

Crisp Mixed Leaf Salad (Vegan) (Gluten free)

Potato and Spring Onion Sala (Vegan) (Gluten free)

Quinoa and Roast Vegetable Sala (Vegan) (Gluten free)

> Freshly Baked French Bread (Gluten)





CANAPÉ SELECTION

Add that little something special to your evening reception or event. All of our canapés 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 canapés per variety

Savoury

Mature Cheddar & Bacon Tartlet

Mediterranean Vegetable Salsa

Broad Bean, Ricotta & Mint

Bruschetta

Smoked Salmon & Cream Cheese

Chicken Caesar Salad

Stilton, Pear & Walnut Blinis

Aubergine, Chickpea & Harissa Cup

Goat's Cheese & Golden Beetroot Crostini

£1.50/each

Smoked Mackerel & Horseradish pate

Parma Ham, Cream Cheese & Sun-dried

Tomato Crostini

Hummus & Roasted Pepper

Crostini

Marinated Tomato & Mozzarella Skewer

Chicken Satay Skewer

(Gluten free) (Peanuts, Nuts)

Onion Bhaji & Mango Chutney Cup

Vegetarian Selection Platter

(Gluten free) (Vegan)

£15/30 pieces



Lemon Tart

Chocolate Brownie topped with whipped

cream and raspberry

Strawberry Tart





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

£9.50/pp

Selection

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

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

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

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

Lemon Tart.....£4.50/pp

(Gluten, Milk, Eggs, Soya, Nuts)

Chocolate Truffle Torte.....£4.50/pp

(Gluten, Milk, Eggs, Soya)

Strawberry Cheesecake.....£4.50/pp

(Gluten, Milk, Soya)

Raspberry White Chocolate Cheesecake.....£4.50/pp

(Gluten, Milk, Soya)

Iced Bakewell Tart....£4.50/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





NIBBLES AND SNACKS

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





WINE

WHITES

Vamonos Sauvignon Blanc, Chile £15.00 per bottle

Thenose is fresh and lemony with herbaceous notes. A elegant, juicy, and fresh wine, with tropical notes and grapefuit on the palate, and a soft finish.

Casa De Rossa Pinot Grigio, Italy £19.00 per bottle

A bright straw-yellow wine that is fruit with a characteristic bouquet. Dry and balanced, with an inviting fruity flavour.

Artis Chardonnay 0% £12.00 per bottle

A delicious alcohol-free beverage. Starting with a Chardonnay white wine, the alcohol is carefully removed to create this appealing drink. The technical description is 'dealcoholized fermented grape-based drink'.

SPARKLING WINE

Tosti Prosecco, Italy £22.00 per bottle

Well balanced and refreshing, with a delicate almond note.

La Gioiosa 0% Sparkling wine £13.00 per bottle

A delicious and fresh sparkling wine alternative with notes of elderflower, juicy apple and pear

ROSÉ

Casa De Rossa Pinot Grigio Blush, Italy £15.00 per bottle

A lovely pink colour this wine is silky and smooth on the palate, with crisp and raspberry flavours.

REDS

Vamonos Merlot, Chile £15.00 per bottle

Easy to drink and crowd-pleasing, this Merlot is filled with flavours of redcurrant, plum, black cherry, and vanilla, all held together by sweet ripe tannins.

Tooma River Shiraz, Australia £19.00 per bottle

Shiraz has found its natural home in the sun kissed Australian vineyard, where it produces a ripe, fruit forward style loved for its immediate approachability. This Reserve Shiraz is no exception, with a rich nose redolent with red and black berry aromas and a smooth, textured palate dripping with juicy dark fruits, hints of chocolate and lively spices

Artis Merlot 0% £12.00 per bottle

A delicious alcohol-free beverage. Starting with a Merlot Red wine, the alcohol is carefully removed to create this appealing drink. The technical description is 'dealcoholized fermented grape-based drink'.



Things to Remember

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 have not received your order.

We require 48 hours' notice (Not including weekends) for all drink orders. We require one weeks 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 It is the customer's responsibility order, please contact us as soon as possible. Cancellation charges and to organise the provision may apply.

All charges will be processed after your event, using the expenditure code you 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 drink at a rate of £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.

to book an appropriate room 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 related to special dietary requirements.

Please note that 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 aim to replace it with a similar item and will endeavour to let you know 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 be paid for. The charge is dependent on the item and will be added to the order 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/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 £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 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 2 hours for food safety reasons

Terms & Conditions (Cont.)

- Please note that for deliveries to Parkside we have a minimum order value of £50 per delivery. Due to logistical challenges we have introduced set delivery slots for this building: 8:30am-9am, 10:30am-11am, 12:30pm-1pm, and 2:30pm-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