## 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.

## ESSEX <br> F00D

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!


## ESSEX FOOD

## http:// <br> 

## 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 - nam daily

## BREAKFAST

Breakfast Pastry Platter.
(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.

 (Gluten-Wheat)Freshly Baked Mini Danish Selection.
(Eggs, Milk, Soya, Nuts, Wheat, Barley)
Grilled Bacon Roll.
(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.

 £2.75/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
$\mathbf{£ 3 . 9 5 / p p}$ Chef's Seasonal Fruit Poł. $\qquad$ $. £ 2.00 / \mathrm{each}$
An individual pot filled with freshly prepared seasonal fruit

## Chef's Granola Pot.

.£2.85/each
(Milk, Nuts, Oats)
Natural yoghurt with crunchy granola and fresh berries
Fresh Fruit Skewer.
£1.75/each
(Milk)
Freshly prepared and served with Yoghurt and Honey Dip
Fruił Baskeł.
Add as many individual pieces of fruit as required



# REFRESHMENTS 

We serve a range of hoł 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 ..... £1.95/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, Egos, Milk, Soya)
Tea, Coffee, and Tiptree Cake

$\qquad$

3.25/pp(Wheat, Eggs, Milk, Nuts, Sulphates)
Tea, Coffee, and Vegan Iipiree Cake. ..... £3.25/pp
Cold Refreshments
Chilled Filtered Still Water ..... £2.00/L
Orange Juice ..... £2.50/L
Apple Juice. ..... 52.50/L
Cranberry Juice ..... 52.50/L
Boittlegreen Sparkling Elderflower Presse. ..... $£ 5.75 / \mathrm{L}$
Juiceburst Orange Juice ..... $51.95 / 330 \mathrm{~m}$
Juiceburst Apple Juice. ..... $.51 .95 / 330 \mathrm{ml}$
Lipton's leed Tea ..... £ $1.70 / 500 \mathrm{ml}$

Refreshment package....................................£3.80/pp

## Minimum order of 5

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


## 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. (Oats, Wheat, Eggs, Milk, Soya)

Nairn's Gluten free and vegan Oat biscuit triple pack. (Oats, Soya)
Mrs Crimble's Chocolate Macaroons.
(Eggs, Soya)

Mini Chocolate eclairs (2 per portion). £1.20
(Eggs, Milk, Wheat)
French Macaroons (2 per portion).
(Eggs, Milk, Nuts, Soya, Barley)
Gluten free \& Vegan Salted Caramel Brownie. $\qquad$ £2.00/each

Fresh Fruit Skewer with a yoghut dip. $£ 1.50 /$ each (Milk)
Tiptree Patisserie Scones. $\qquad$ £2.95/each
Tiptree Patisserie scones with Tiptree strawberry jam and fresh whipped cream
Tiptree Patisserie Afternoon cake selection....................................70/slice (Gluten, Eggs, Milk, Nuts, Sulphites)

Tiptree Patisserie Vegan cake selection....................................f1.70/slice (Wheat, Soya, Almonds)
Gluten free Carrot Loaf Cake $. £ 3.00 /$ slice (Eggs, Milk, Nuts, Sulphites)
(Oats)





# 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, Egg, Fish, Milk, Mustard, Sulphites) - 5 Sandwich quarters each of Pastrami \& Emmental, Cheese ploughmans, Coronation Chicken, and Smoked salmon

Mixed Vegetarian Platter. $\qquad$ .£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.

$\qquad$ £22.00/platter (Gluten - Wheat, barley, Egg, Mustard, Crustacean) - 5 Sandwich quarters each of Prawn


## Mixed Wrap Platter

$\qquad$ £20.00/platter (Wheat, Egg, Barley, Mustard, Milk, Soya, Sesame) - 4 Wrap quarters of each - Chicken Caesar, Duck \& Hoisin, Falafel \& Sweet potato and BBO Southern Fried Chicken

## Vegan Selection Platter.

£35.00/platter
(Wheat, Sesame, Barley, Mustard, Soya) - 8 Sandwich quarters of Roast tomato \& Houmous, 4 sandwich quarters each of Vegan New York Deli and Coronation chickpea, with 8 wrap quarters of Falafel \& Sweetpotato and 4 Wrap quarters of Houmous and Greens
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.
. $\mathbf{4 . 5 0 / \mathrm { round }}$
Example Fillings includes Falafelicious and Cheeze \& Pickle
Gluten Free Sandwich Range
£4.75/round
Example Fillings include Cheese \& Onion and Chicken \& Bacon

# WORKING LUNCH 

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

## Working Lunch.

$£ 5.95 / \mathrm{pp}$
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.
.£6.25/pp
A gluten free sandwich, a packet of Fairfields Farm crisps and an individual piece of fruit
Vegan Working Lunch. .£5.95/pp

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

## Lunch on the ge

£7.95/pp
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
(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


## ESSEX FOOD

## EXECUTIVE LUNCH

Are you looking for a menu to impress? Perfect for your Hxecutive 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)


## Menu B

£12.45/pp
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 <br> Antipasti Platter <br> (Milk, Eggs, Wheat, Sulphites) <br> £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 <br> (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

## SALAD BOWLS <br> 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)<br>$. . £ 11.00 /$ bowl (Gluten free) (Mustard)<br>Balsamic Lentil, Red pepper and Cucumber Salad..................£11.00/bowl (Vegan) (Gluten free)<br>Quinoa and Roast Vegetable Salad...........................................f11.00/bowl<br>(Vegan) (Gluten free)<br>Chicken Caesar Salad...........................................................£22.50/bowl<br>(Eggs, Milk, Wheat)

Poached Salmon, new potato and watercress salad............£25.00/bowl
(Gluten free)
Served with a lemon vinaigrette

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)
Chef's Homemade Piri Piri Chicken Skewer.
$\qquad$.£1.50/eachChef's Home cooked Pork Sausage Roll.51.30/each
(Gluten, Eggs)
Cheft's Home cooked Cheese, Onion \& Pepper roll.

$\qquad$
£1.30/each
(Gluten, Milk, Wheat)
Chef's Freshly prepared Cherry Tomato \& Mini
r. ..... £1.60/each
(Milk)Vegan Buffet Sausage Roll Selection(2 per portion).£1.00
Southern-Fried Chicken Goujons (2 per portion). ..... §1.40
(Wheat)
Mini Peppered British Steak Pie. £1.60/each
Vegetarian Sushi Platter

$\qquad$
$\$ 15$ for 30 pieces
(Gluten free) (Vegan)Red Thai Chicken Skewer...£1.50/each
Vegetable Crudités Platter with Dip Selection(minimum order 6 people)£2.00/pp
(Milk)
Served with salsa, guacamole and soured cream
Smoked Salmon Bagel.£1.95/each
(Fish, Gluten, Milk)
Fairfields Farm Crisps $1.20 / \mathrm{pack}$
A variety of flavours of arisps grown and fried locally in the Colne Valley at Fairfields Farm
Lightly Sea Salted (Gluten free) (Vegan)
Cheese \& Onion (Gluten free) (Milk)
Sea Salted \& Aspall Cyder Vinegar (Gluten free) (Vegan)
Sweet Chilli (Gluten free) (Vegan)
Sea Salt \& Black Pepper (Gluten free) (Vegan)Bacon and Tomato (Gluten free) (Vegan)
Ketile Vegetclole Crisps.
$\qquad$.£1.50/pack
ESSEX
FOOD

# 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


# CANAPÉ <br> SKLECTION 

## 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 <br> local and seasonal ingredients where possible. <br> Available daily from 4.pm with a minimum order of 12 canapés per variety

## Savoury

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)

## ESSEX <br> FOOD

## $£ 1.50$ /each

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)
Hummus \& 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)
Vegetarian Selection Platter
(Gluten free) (Vegan)
£15/ 30 pieces

## Sweet

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 <br> Available daily from 4PM with a minimum order of 8 portions per dish <br> £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 Eree)

Jerk Chicken, Rice \& Peas
(Gluten Free)
Jerk Quorn Fillets, Rice \& Peas

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


> All our desserts are served with Fresh Cream
$\qquad$

## NIBBLES AND SNACKS

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




## WHITES

## Vamonos Sauvignon Blanc, Chile £15.00 per bottle

Thenose is fresh and lemony with herbaceous notes. An 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 REDS

## Tosti Prosecco, Italy <br> £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.
-

## 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 to book an appropriate room as possible. Cancellation charges 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. 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 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 $\not \subset C_{C}$ 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 8 am and between 5 pm 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 $\not \mathscr{E}$ 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-1 pm, 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

