



University Catering Service Hospitality Brochure 2019



UNIVERSITY OF
CAMBRIDGE



CONTACT US

University Catering Services

The Conference and events office is open from 09:00-17:00 Monday to Friday

For all event catering enquiries

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Web: www.unicen.cam.ac.uk/conference-and-events/university-catering-service

THE UNIVERSITY CENTRE ROOM BOOKINGS

The University Centre is the perfect central events venue for hosting both internal and external events. Boasting five conference rooms, alongside Grads café, Main Dining Hall, fitness suite, Riverside Restaurant and Cambridge Wine Merchants bar. We have facilities to cater for a wide range of requirements. With an extensive range of conference equipment available to hire and ability to provide basic office support throughout your day we can offer a whole package. Once you have chosen your meeting room please browse through our hospitality brochure for quality, nutritious and sustainable catering for your event. Please click on link for details of room prices and sizes. www.unicen.cam.ac.uk/files/new_brochure_feb_18.pdf

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BACKGROUND TO OUR FOOD

Quality, variety and choice are the essentials of our food we offer, complemented by a professional and friendly service. The University Catering Service (UCS) won the University's first Green Gown Sustainability Award in the Food and Drink Category and The University Caterers Association Sustainability Award 2018 (TUCO) this is something we are immensely proud of.

The focus of the award-winning UCS catering team is on the sustainability and quality of the food offering, with locally sourced British produce. All meat is from farms which satisfy UK animal welfare standards. We have eliminated the use of fish from the Marine Conservation Society's 'Fish to Avoid' list and any with a high MSC Sustainability rating.

We only use Vegware disposables which are processed with food waste by anaerobic digestion. We do not send any waste to landfill.

The catering team is fully equipped to deal with any allergen or dietary requirements and are consistently finding new and innovative ways to accommodate these requirements. We believe food and drink are essential to the success of any event. Please contact the Hospitality Administrator if you have a food allergy or intolerance and require information about ingredients.



TERMS & CONDITIONS

Required from our customers

Complete the attached event enquiry form, please include specific details such as any dietary requirements, delivery location and timings. Please book your order to arrive 30 minutes before it is required and make sure there is suitable access to the room and a table provided for it to be set up on.

Confirming your booking

Once your order has been confirmed you will be sent a booking sheet detailing the items ordered and the delivery details. **Please check that all of the information on the booking sheet is correct.** We do ask that when booking you give as much notice as possible, preferably 3 working days, but we understand that occasionally bookings need to be made at the last minute. We will do our best to deliver at short notice but this may affect the items you are able to order and may incur a surcharge.

Allergens and special dietary requirements

We have a full list of ingredients and allergen information for all. We can cater for most dietary requirements just let us know what they are at the time of booking and our team will go through the alternatives available. Please note this may incur an additional cost.

Disposables

For all events we provide the disposables necessary, if you require china for your event please do state this on your booking form. We supply china up to numbers of 50 people to an easy accessible room within your designated building. To provide china above 50 there will be an extra charge.

Staff Charges

There are no delivery or setup charges for deliveries within our core operating hours, which are 8.00am to 5.00pm Monday - Friday.

For staff to stay and serve events during these hours charges are £20.00 per hour for a minimum of 3 hours. Please ask a member of team to help with a quote if service is required.

For food orders outside of these times please speak to a conference advisor who will be happy to supply you with a quote. The rates are

Mon-Fri outside core hours £20 per hour per member of staff for a minimum of 3 hours

Sat-Sun £40.00 per hour per member of staff for a minimum of 3 hours.

Delivery & Minimum Orders

Orders under £100 will incur a service fee of £25.00

Final Numbers

Please confirm numbers two working days before event. We understand that things can change and we will try to accommodate where possible, however increases/reductions may incur a charge.

Changes to your booking & Cancellations

If you need to amend an order prior to your event please call quoting your booking reference number. The booking will be amended where possible and a new contract emailed.

Cancellations must be confirmed by email and charges are as follows:

More than 48 working hours:	No charge
Between 24 and 48 working hours:	50% charge
Less than 24 working hours:	Full charge

Equipment Hire

Wine glass or Tumbler Hire		£1 per glass
Linen Table cloth's	Large 144" x 70"	£9.50 each
	Small 54" x 108"	£6.50 each
Linen Napkins		£2.00 each

Prices

Please be aware that all prices are subject to change throughout the year.

REFRESHMENTS

HOT BEVERAGES

All packages are for a minimum of 10 people

	IDN	External
Freshly brewed Fair trade Coffee or Tea	£1.80	£2.16
Coffee, Tea & Biscuits	£2.20	£2.64
Freshly brewed fair trade filter coffee		
Selected speciality tea		
Individually wrapped biscuits		
Coffee, Tea & Pastries	£3.50	£4.20
Freshly brewed fair trade filter coffee		
Selected speciality tea		
Mini Croissant / Pain au Chocolate / Pain au Raisin (2 per person)		
Coffee, Tea & Danish	£3.50	£4.20
Freshly brewed fair trade filter coffee		
Selected speciality tea		
Mini Pecan & Maple Twist / Custard crown / Raspberry Crown / Apple Lattice (2 per person)		
Coffee, Tea & Assorted Cakes	£4.65	£5.58
Freshly brewed fair trade filter coffee		
Selected speciality tea		
Assorted cake selection		
Coffee, Tea & Fruit Scone	£4.45	£5.34
Freshly brewed fair trade filter coffee		
Selected speciality tea		
Freshly baked fruit scone with clotted cream & jam		

Soya / Almond Milk is available on request



COLD BEVERAGES

	IDN	External
Thirsty Planet water still 750ml	£2.10	£2.52
Thirsty Planet water sparkling 750ml	£2.10	£2.52
Orange juice 1L	£3.10	£3.72
Apple juice 1L	£3.10	£3.72
Cranberry juice 1L	£3.10	£3.72
Belvoir 750ml	£5.50	£6.60

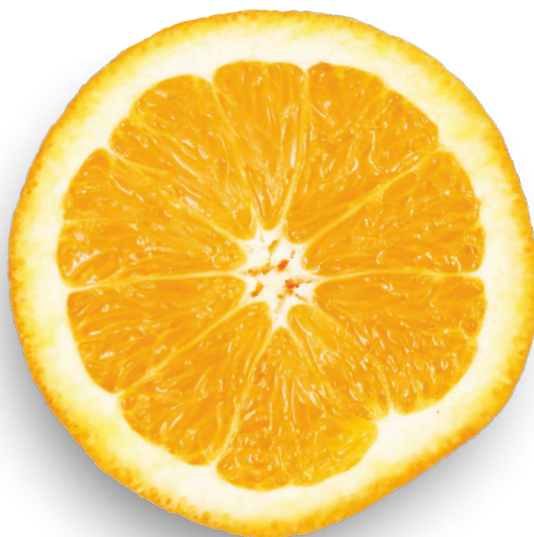
Please select from the Belvoir varieties below:

Elderflower Pressé

Raspberry Lemonade

Cloudy Lemonade

Other beverages are available on request



BREAKFAST

FRESH FROM THE BAKERY (price per person)	IDN	External
Bacon or Sausage Bap	£3.00	£3.60
Mozzarella & Field Mushroom Bap	£3.00	£3.60
Mini Pastries (2 per person) Mini Croissant / Pain au Chocolate / Pain au Raisin	£2.50	£3.00
Mini Danish selection (2 per person) Mini pecan & maple twist / Custard crown / Raspberry Crown / Apple Lattice	£2.70	£3.24
Freshly baked cookies (2 per person)	£1.50	£1.80
Gluten Free Danish (1 per person)	£2.00	£2.40
Vegan Croissant (1 per person)	£2.00	£2.40

HEALTHY OPTION (price per person)	IDN	External
Fruit Pot in natural juices	£2.00	£2.40
Standard Fruit Platter for 5 people Honeydew Melon, Orange, Grapes, English Strawberries, Peach	£9.00	£10.80
Luxury Fruit & Berry Platter for 5 people Kiwi, Watermelon, Blackberries, Apricots, Blueberries, Raspberries	£15.00	£18.00
Seasonal Fruit Bowl for 5 people	£5.20	£6.25



SANDWICH LUNCH (minimum order of 10 people, please ask if you require less than 10)

Customers can choose their own fillings from a list, or we will use our daily set list of options.

	IDN	External
Basic Sandwich Lunch	£4.80	£5.76
Freshly made sandwich (1 round)		
Piece of Fruit		
Crisps		
Standard Sandwich Lunch	£7.00	£8.40
Freshly made sandwich (1 and a half rounds)		
Fruit Pots		
Assorted cakes		
Crisps		
Standard Roll Lunch	£7.00	£8.40
Soft Filled Soft Roll (2 per person)		
Fruit Pots		
Assorted cakes		
Crisps		
100% Vegan Lunch	£6.75	£8.10
Freshly made sandwich (1 and a half rounds)		
Fruit Pots		
Vegan cakes		
Crisps		
Luxury Lunch	£9.25	£11.10
Soft Filled Roll (2)		
One item of your choice from Buffet Menu		
Standard Fruit Platter		
Mini Fruit Cheesecake Pots		
Gluten Free Roll Lunch (can be ordered individually)	£7.20	£8.65
Gluten free rolls (2 rounds)		
Fruit Pot		
Gluten Free Cake		
Crisps		
Dairy Free and Gluten Free Salad	£4.75	£5.70
Afternoon Tea	£12.95	£15.54
Freshly brewed fair trade filter coffee		
Selected speciality tea		
A round of classic sandwiches		
Mini scone served with clotted cream & jam		
Mini fruit tart		
Mini Fruit Cheesecake		
Cheese Straw		
Gluten Free Cakes and Scones		
Available on request but will incur an additional cost	extra £0.50	£0.60

Please speak to our conference team who will be able to advise you on our sandwich list.

Always tell us about any dietary requirements we do our best to meet them. However nut allergy's or intolerance's we can not guarantee 100% nut free products as we use nuts within our kitchen.



SHARING PLATTERS (minimum order of 6 people)

Gluten free available.

	IDN	External
Sandwich Platter Selection		
Sandwich Platter for 5 (1.5 rounds)	£22.00	£26.40
Soft Roll Platter for 5 (2 rolls each)	£22.00	£26.40
Antipasti Deli Board (price per person)		
A selection of Parma ham, Salami, Chorizo, Feta, Houmous, Tzatziki, sun blush tomatoes Green & Black Olives & Focaccia	£9.00	£10.80
Antipasti Vegetarian Deli Board (price per person)		
Feta, Mediterranean Vegetable Frittata, Vegetarian sausage roll, Falafel, Onion Bhaji, Artichokes, Tzatziki, Houmous, Sun blush tomatoes and Mozzarella Balls, Olives & Fresh Focaccia	£9.00	£10.80
Packed Lunches		
A boxed sandwich, still water, crisps, chocolate & fruit	£6.50	£7.80





HANDMADE PIZZERIA

	IDN	External
Price per pizza 12" (8 slices)		
Giardiniera Mixed Peppers, Caramelised Red Onion, Sun-blush Tomatoes & Mozzarella	£10.00	£12.00
Margherita Mozzarella, Tomato & Basil	£10.00	£12.00
Hawaiian Ham & Pineapple	£12.00	£14.40
Meat Feast Pepperoni, Ham, Salami & Mozzarella	£12.00	£14.40
Greek Supreme Feta, Olives, Red Onion & Tomato	£10.00	£12.00
Vegan Feast Heritage Tomatoes, Red Onion, Courgette Ribbons, Olives, Vegan Cheese	£10.00	£12.00
Gluten Free pizza bases are available, at an extra charge of	£1.00	£1.20

FINGER BUFFET ITEMS (minimum 10 of each item)

		IDN	External
Tomato, Basil & Red Pesto Tart	(1)	£2.75	£3.30
Brie & Red Onion Twist	(2)	£1.95	£2.34
Pancetta, Pea & Sweet Basil Tart	(1)	£2.20	£2.64
Caramelised Leek & Caerphilly Tart	(1)	£2.20	£2.64
Deep Fried Tortillas with Salsa, Guacamole & Sour Cream	(4)	£2.20	£2.64
Feta, Sweet Pea Mini Frittata	(1)	£2.20	£2.64
Seasonal Vegetable & Mozzarella Skewers with Pesto	(1)	£2.50	£3.00
2 Farmers Crisps		£1.20	£1.44
Spicy Rice Crackers		£1.95	£2.34
Smoked Paprika Chicken chorizo & pepper skewer with Chilli Jam	(1)	£2.95	£3.54
Meat /Vegetarian or Vegan Sausage Rolls with sticky pickle (please specify)	(2)	£1.95	£2.34
Chipolatas glazed with Honey & Mustard	(2)	£2.20	£2.64
Southern Fried Chicken Goujons with Chipotle Dip	(2)	£2.75	£3.30
Vegetable Crudites with Houmous & Salsa Dips	(4)	£2.45	£2.94
Seasonal Vegetable Kebabs with Chimi-churri (vegan)	(1)	£2.50	£3.00

SWEET TREATS

	IDN	External
Fruit Tarts	£2.45	£2.94
Whole Cakes (16 Slices)	£22.00	£26.40
Afternoon Cake Selection	£2.45	£2.94
Freshly baked Cookies (2)	£1.50	£1.80
Muffins	£2.15	£2.58
Mini Lemon Loaf Cake (vegan) (2)	£1.70	£2.04
Carrot cake (vegan)	£1.70	£2.04
Cranberry & Roasted Nut Bar (vegan)	£1.70	£2.04

HOT AND COLD FORK BUFFETS

Buffets either hot or cold can be created specifically for your needs. If you can let our conference team know your budget per person, how many people, location and any dietary requirements we can offer you a menu that is suitable.





DRINKS RECEPTIONS (Per person)

	IDN	External
Simply Drinks	£9.00	£10.80
Red & White House Wine (2 glasses)		
OR		
Peroni & Old Speckled Hen Bitter		
Orange & Apple juice		
Still & Sparkling Water		
Premium Drinks Package	£10.50	£12.60
Aloe tree Chenin Blanc 2017 & Aloe Tree Shiraz 2016 (2 glasses)		
Belvoir Drinks		
Still and sparkling water		
Spicy Rice Crackers, Mixed nuts, Crisps and Olives		
Summer Time PIMMS Package	£12.00	£14.40
Tall Glass of PIMMS & Lemonade (2 glasses)		
Fruit juice		
Still and sparkling water		
Spicy Rice Crackers, Mixed Nuts, Crisps and Olives		
Add in to the Packages (price per person, minimum of 10)		
Brie & Red Onion Twist	extra £1.95	£2.34
Deep Fried Tortillas with Salsa, Guacamole & Sour Cream	extra £2.20	£2.64
Just Canapes		
Five canapes are recommended per person please ask for a canape list	from £2.20	£2.64
Selection Pot Platter for 10 people		
Spicy Rice Crackers, Mixed nuts, Crisps and Olives	£15.00	£18.00

WINE LIST

	IDN	External
White		
Castillo del Moro 2016, Airen Sauvignon	£10.50	£12.60
<i>Crisp white demonstrates bright citrus characteristics on the nose, while offering deliciously vibrant apple flavours and a zesty twang. A long clean finish with hints of grapefruit.</i>		
Aloe Tree Chenin Blanc 2017	£16.00	£19.20
<i>Zesty, youthful white with a melange of ripe tropical fruit, offset with hints of green apple and fig.</i>		
Running Duck, Chenin Sauvignon Blanc 2017 (Vegan)	£18.90	£22.68
<i>An Organic white with lovely guava on the nose followed by a refreshing palate.</i>		
Red		
Castillo del Moro 2016, Tempranillo Syrah	£10.50	£12.60
<i>Ruby red colour with violet tints showing its youth. On the nose it is fresh and elegant with characteristic aromas of cherry and red fruits. Light harmonic and round on the palate with soft tannins.</i>		
Aloe Tree Shiraz 2016	£16.00	£19.20
<i>A juicy bright fruit filled red with bramble and cherry fruit intermingled with hints of spice and wood smoke.</i>		
Running Duck, Shiraz 2017 (Vegan)	£18.90	£22.68
<i>An organic lightly spiced and round.</i>		
Prosecco		
Calle	£19.95	£23.94
Contarini Prosecco Spumante Brut NV Treviso	£22.00	£26.40

BEERS

	IDN	External
Peroni	£3.45	£4.14
Old Speckled Hen	£3.45	£4.14

Wine and beers can be on sale or return.

A £75.00 consumption charge is added if the value of wine or beer sold is below £100.





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