

## Room hire and equipment

*Room Hire*

<i>Room name</i>	<i>Full Day</i>
Boardroom A	£250
Boardroom B	£200
Hicks Room	£350
Cormack Room	£350
Meade Room	£350
Barker Room	£200

*Delegate Rate*

**£34** per person including VAT.

Our eight-hour delegate rate is an all-inclusive package that helps you control your costs.

*The delegate rate includes:*

Room hire
Morning coffee, tea and biscuits
Lunch in the Main Dining Room (MDH)
Afternoon tea, coffee and biscuits
Mineral water
Flip chart and pens
OHP and screen

*Equipment Hire*

<i>Item</i>	<i>Price</i>
Flip chart, pads and pens	£20 (extra pad £10)
TV/video/DVD player	£50
Overhead projector and screen	£40
LCD projector	£175
35mm Carousel	£26
Screen	£30
PA system	£150 (extra microphone £20)
Water cooler	£25

*IDN*

<i>Room name</i>	<i>Full Day</i>	<i>Half Day</i>
Boardroom A	£150	£85
Boardroom B	£100	£60
Hicks Room	£250	£130
Cormack Room	£250	£130
Meade Room	£250	£85
Barker Room	£100	£60

*(for University departments paying by Internal Debit Note)*

*Minimum numbers for the inclusive package*

Boardroom A	9
Boardroom B	9
Hicks Room	30
Cormack Room	30
Meade Room	30

<i>Item</i>	<i>Price</i>
Technician (per hour)	£30
Staging	£50
Dance floor	£50
Lectern	£10

*Please contact our Conference Administrator if you require any equipment not listed here.*

**01223 337766**



## Refreshments and Drinks Receptions

## Refreshments *All prices include VAT*

Item	Portion PP	Price PP (IDN)	Price PP (External)
Biscuits (individually wrapped packets of 2)	1 per person	£1.90	£2.25
Mini Croissants with butter and preserves	2 per person	£2.70	£3.10
Mini Danish Pastry	2 per person	£2.70	£3.10
Mini Muffins (assortment)	2 per person	£2.50	£2.90
Assorted Cakes	2 per person	£2.50	£2.90
Flapjacks	1 per person	£2.50	£2.90
Chocolate Brownies	1 per person	£2.50	£2.90
Cream Tea - Tea, coffee, scone with cream and jam	1 scone per person	£3.70	£4.35
High Tea - Tea, coffee, sandwich, fruit cake, scone with cream and jam	1 sandwich, slice of cake and scone per person	£5.75	£6.75
Tea and Coffee (without an accompaniment is only available with Sandwich or Finger buffets)		£1.70	£2.00
1litre bottle Mineral Water (state still, sparkling or both)		£2.35	£3.00
500ml bottle Mineral Water (state still, sparkling or both)		£1.15	£1.35
Soft Drinks (330ml cans)	Per can	£0.70	£0.83
Fruit Juice (Orange or Apple - please state which flavour)	Individual carton	£0.50	£0.59
1 litre carton	Serves 4 glasses	£2.95	£3.47

## Drinks Reception *All prices include VAT*

Our reception menus are suitable for afternoon or early evening events of around 1.5 hours, when you want to provide something light. All prices are per person for a minimum of 30 people. All options include waiting staff. Drinks should be selected from our wine menu and are charged on a consumption basis except for the nibbles and drinks package which includes 2 drinks per person. *The IDN price is for University Departments paying by Internal Debit Note.*

Item	IDN	External
*House Red or White per 75cl bottle (charged on consumption)	£10.00	£12.00
Pimms per jug	£10.00	£12.00
Champagne	£25.00	£33.00
*Sparkling Wine per 75cl bottle	£12.00	£14.50
Crisps (per person)	£0.80	£0.95
Mixed Nuts (per person)	£0.80	£0.95
Bowl of Olives (per person)	£1.00	£1.20
Crunchy Crudités with a selection of dips (per person)	£1.25	£1.50
Cheese Board (served with biscuits and grapes (per person)	£2.25	£2.65
Nachos with a variety of dips (per person)	£1.25	£1.50
<i>Nibbles and Drinks Package</i>	<i>IDN</i>	<i>External</i>
A selection of Nuts, Crisps and Olives	£5.90	£6.95
Drinks: fruit juice, still and sparkling water, red and white house wines (2 drinks per person)		

\* We will estimate the number of bottles of wine required unless you tell us otherwise. Drinks are only offered on a "Sale or Return" basis for Drinks Receptions (with wine). A wider selection of wines, canapés and event menus is available on request. Please note we require two weeks notice for specific wines as we hold a limited stock



## Hot Fork Buffets

## Hot Fork Buffet *All prices include VAT*

These menus are ideal for large informal gatherings of over 12 people. All prices are per person.

**The IDN price is for University Departments paying by Internal Debit Note.**

### Salmon Buffet *IDN External*

*£14.00 £16.50*

Chargrilled Scottish Salmon

*with coriander noodles*

Porcini Mushroom Risotto

*with pesto sauce and shaved Parmesan (V)*

Salads::

Green Leaf, Pickled Vegetables,

Three Tomato Salad with Red Onion

Desserts: choose two desserts from our selection

Coffee

### Haddock Buffet *IDN External*

*£15.50 £18.50*

Haddock Fillet

*with a Herb Crust and a watercress cream sauce*

Roasted Vegetable Lasagne

*with a tomato and black olive sauce (v)*

Paprika Potatoes

Salads:

Feta Cheese, Olives, Peppers and Courgette

Frissee and Lambs Lettuce with Mustard Oil

Desserts: choose two desserts from our selection

Coffee

### Chicken Buffet *IDN External*

*£14.00 £16.50*

Chargrilled Chicken

*with paprika, sultanas, saffron and cumin sauce*

Mediterranean Roasted Vegetables

*with farfalle and shaved parmesan (v)*

Rosemary Roast Potatoes:

Salads:

Tabbouleh, Endive and Radicchio

Chicory with Walnut Oil

Dessert: choose two desserts from our selection

Coffee

### Lamb Buffet *IDN External*

*£14.00 £16.50*

Turkish Lamb Casserole

*with apricots, figs, aubergines, tomato, honey*

*and cinnamon sauce*

Roasted Butternut Squash and thyme

*with creamed spinach and nutmeg*

Parmentier Potatoes with Cumin Seeds

Salads:

Lollo Rosso, Lollo Biondie,

Mizuna with Tarragon Olive Oil

Roast Tomato with Balsamic Oil

Dessert: choose two desserts from our selection

Coffee



## Hot Buffets

## Hot Buffets *All prices include VAT*

These menus are ideal for large informal gatherings of over 12 people. All prices are per person.

**The IDN price is for University Departments paying by Internal Debit Note.**

*Hot-Pot Chicken*      IDN      External  
£14.00      £16.50

Hot-Pot Chicken

with roasted shitake mushrooms,

balsamic sweet onions and pancetta lardoons

Three Cheese Pasta In a pesto and cream sauce

Oven Baked Potatoes

Salads:

Oak Leaf, Red Chard, Iceberg,

Radicchio with Citrus Dressing

Chickpea, Lentils and Garden Pea

Desserts: choose two desserts from our selection

Coffee

*Fricassee Buffet*      IDN      External  
£15.50      £18.50

Fricassee of Salmon, Monkfish, Haddock and Prawns  
in a saffron and lemon butter sauce

Pan Fried Sweet Potato, Yam and Ginger Cakes (v)  
with sweet chilli jam

Wild Rice

Salads:

Potato, Shallots, Sorrel Mayo

Mushroom Provencal

Desserts: choose two desserts from our selection

Coffee

## *Bourguignon Buffet*

IDN      External  
£15.50      £18.50

Slow-Cooked Beef Bourguignon in red wine with root vegetables and thyme

Borlotti, Kidney and Flageolet Bean Cassoulet and Peppers (v)

Oven Baked Potatoes

Salads: Beetroot, Grated Carrot, Glazed Orange Endive

Pear and Roquefort

Desserts: choose two desserts from our selection

Coffee



## Finger Food and Cold Finger Buffets

## Finger Food *All prices include VAT*

Our sandwich lunch options are ideal for small informal meetings of groups of more than 5 people. All prices per person.

**The IDN price is for University Departments paying by Internal Debit Note.**

### Working Lunch 1

IDN	External
£6.50	£7.50

1½ rounds of assorted Traditional Sandwiches (M/F/V)

Packet of Crisps

Selection of Muffins

Fresh Fruit Platter

### Working Lunch 2

IDN	External
£6.50	£7.50

2 Small Rolls with Traditional fillings (M/F/V)

Packet of Mini Cheddars

Flapjack

Fresh Fruit Platter

## Cold Finger Buffets

Cold finger buffets are ideal for large, informal receptions of over 12 people or for when food needs to be available over a long period of time.

### Finger Buffet 1

IDN	External
£6.50	£7.50

Selection of Sandwiches (M,V&F)

Quiche Fingers (M&V/1)

Mini Vegetable Samosa with Mango Chutney (V/2)

Double Gloucester & Fruit Kebab (V/2)

Fresh Fruit Platter (Vg/2)

### Finger Buffet 2

IDN	External
£6.50	£7.50

2 cut Baguettes with assorted fillings (M,V,F)

Pizza Triangles (V/2)

Southern Fried Chicken with salsa (M/2)

Selection of Crolines (M&V/1)

Fresh Fruit Platter (Vg/2)

### Finger Buffet 3

IDN	External
£7.00	£7.95

Selection of Sandwiches (M,V&F)

Skewered Chicken Breast with Pesto (M/2)

Crab Cakes with Sweet Chilli Dip (F/2)

Honey & Mustard Sausages (M/2)

Crunchy Vegetable Crudités & Dips (V)

Fresh Fruit Platter (Vg/2)

### Finger Buffet 4

IDN	External
£7.00	£7.95

2 cut Baguettes with assorted fillings (M,V,F)

Sesame Chicken Strips & Sweet Chilli M/2

Mozzarella, Cherry Tomato & Olive Kebab (V/2)

Vegetable Dim Sum with Plum Sauce (V/3)

Potato Wedges with Dips (V/3)

Fresh Fruit Platter (Vg/2)



## Cold Finger Buffets

## Cold Finger Buffets *All prices include VAT*

Cold finger buffets are ideal for large, informal receptions of over 12 people or for when food needs to be available over a long period of time. All prices per person.

**The IDN price is for University Departments paying by Internal Debit Note.**

### *Finger Buffet 5*      *IDN*      *External* £10.00      £11.20

Mini Filled Rolls (M,V&F/2)

Mango & Brie Parcels (V/1)

Assorted Mini Naan Breads with Chicken Tikka  
and Houmous with Red Pepper (M&V/1)

Tiger Prawns with Marie Rose Dip (F/2)

Roasted Vegetable Kebabs (V/2)

Duck Spring Roll (M/1)

Kettle Chips, Olives (V & Vg)

Mini Sweets (V/2)

### *Finger Buffet 6*      *IDN*      *External* £10.00      £11.20

Tortilla Wraps with various fillings (M,V&F/1/2)

Sweet Chilli Chicken Pieces (M/1)

Assorted Crostinis (M&V/2)

Smoked Applewood on Oat Cakes with

Onion Marmalade (V/1)

Smoked Salmon and Chive Tart (F/2)

Italian Sausage & Sundried

Tomato Skewer (M/2)

Mini Sweets (V/2)

### *Vegetarian Buffet*      *IDN*      *External* £7.00      £7.95

1 Round of Assorted Sandwiches

Quiche Fingers (V/1)

Crunchy Vegetable Crudités & Dips (V)

Mini Vegetable Samosa

with Mango Chutney (V/2)

Smoked Applewood on Oat Cakes with

Onion Marmalade (V/1)

Fresh Fruit Platter (Vg/2)



## Finger Buffet Essential Extras

## Finger Buffet Essential Extras *All prices include VAT*

To increase the content of your buffet please find below a number of items individually priced.

**The IDN price is for University Departments paying by Internal Debit Note.**

<i>Item</i>	<i>Portion</i>	<i>IDN</i>	<i>External</i>
Chicken Satay M	1	£1.30	£1.52
Spinach and Feta Goujons with Mayonnaise V	2	£1.65	£1.93
Hot and Spicy Prawns F	2	£1.90	£2.23
Garlic and Ginger Prawns F	2	£1.90	£2.23
Brie and Cherry Tomato Kebabs V	2	£1.90	£2.23
Cocktail Sausages with Spicy Tomato Dip M	2	£1.90	£2.23
Sausage Rolls/Cheese and Onion Rolls M/V	1	£1.30	£1.52
Cheese Straws V	2	£1.30	£1.52
Mini Vegetable Samosas with Mango Chutney V	2	£1.65	£1.93
Quiche Fingers M/V	1	£1.75	£2.05
Mini Spring Rolls with Sweet and Sour Sauce V	2	£1.50	£1.76
Tiger Prawns with Marie Rose Sauce F	2	£1.75	£2.05
Southern Fried Chicken with Salsa M	2	£1.85	£2.17
Crab Cakes with Sweet Chilli Sauce F	2	£2.30	£2.70
Prawn Crackers F	3	£0.45	£0.52
Sweet Chilli Chicken Pieces M	1	£1.50	£1.76
Mango and Brie Parcels V	1	£1.60	£1.88
Duck Spring Rolls M	1	£1.70	£1.99
Potato Wedges with Dips V	3	£1.70	£1.00
Lamb Samosas with Mango Chutney M	1	£1.30	£1.52
Cocktail Crolines M/V	1	£1.50	£1.76
Fruit Platter Vg	2	£1.80	£2.11
Crunchy Vegetable Crudités & Dips V	N/A	£1.45	£1.70
Assorted Mini Sweets V	2	£2.30	£2.70
Cheddar and Fruit Kebabs V	2	£1.50	£1.76



## Formal Dining at the University Centre

We offer a comprehensive range of lunch and dinner menu's suitable for groups of 12 or more. We recommend that smaller groups book a table in the Riverside Restaurant. You may create your own menu for the group by choosing your starter, main course and dessert followed by coffee. All dishes are priced to enable you to keep within budget. Whilst we offer vegetarian alternatives, we do ask that you select a menu for the whole group to ensure a swift service.

**The IDN price is for University Departments paying by Internal Debit Note.**

### Starters

<i>Item</i>	<i>IDN</i>	<i>External</i>
Jerusalem Artichoke and Truffle Soup with a lightly poached egg	£4.00	£5.00
Grilled Tiger Prawn Skewers with charentais melon and beetroot oil	£6.00	£7.50
Smoked Tomato Tart with parmesan, grilled crottin and basil dressing	£6.00	£7.50
Panfried wild Mushroom with wilted endive and potato rosti, balsamic dressing	£10.00	£12.00
Roast Scallops with braised baby fennel, fennel puree & lemon olive oil	£6.50	£8.50
Home-made pigeon terrine with crusty organic bread	£7.20	£8.00
Venison sausage. Grilled with pear, potato and ginger salad	£7.50	£9.00

### Main Courses *All main courses are served with potatoes and a selection of seasonal vegetables*

<i>Item</i>	<i>IDN</i>	<i>External</i>
Caramelised Red Onion and Balsamic Tart with Goats' Cheese	£8.50	£10.00
Potato Gnocchi with wild mushrooms and parmesan	£8.50	£10.00
Roast Fillet of Sea Bass with braised lettuce and red wine sauce	£14.00	£16.50
Whole Grilled Dover sole with lime, ginger and coriander butter	£15.00	£18.00
Roast Fillet of Organic Salmon with lime, red pepper and vermouth sauce	£10.50	£12.75
Roast Pigeon wrapped in Pancetta with buttered cabbage, potato galette and wild mushroom sauce	£13.50	£16.00
Rump Steak and Pheasant with red wine, whole baby onion and mushroom sauce	£10.50	£12.75
Pan-fried Loin of Denham Estate Venison with fondant potatoes, cranberry compote with port and juniper sauce	£12.50	£15.00
Roast Chateaubriand, sautéed ceps and Madeira sauce	£16.00	£19.00
Roast Rump of Lamb, split pea and mint puree and balsamic vinegar sauce	£11.50	£14.00
Panfried Breast of Corn Fed Guinea Fowl with salsify, leeks and a garlic cream sauce	£11.00	£13.00



## Formal Dining at the University Centre

The IDN price is for University Departments paying by Internal Debit Note.

### Desserts

<i>Spring/Summer selection</i>	<i>IDN</i>	<i>External</i>
	£3.50	£4.50
Eton Mess. Meringue, whipped cream & strawberries		
Strawberry tart with mascarpone cream		
Chocolate and Vanilla Panacotta with shortbread finger		
Elderflower Rhubarb Compote with shortbread		
Crème Brulee and Strawberries		
Honey and Apricot Cheesecake with double cream		
Summer Pudding with wild berry and cassis sauce		
British Cheeseboard including long clawson, cornish yarg, somerset brie, Quicke's mature cheddar, ticklemore goat		

### Desserts

<i>Spring/Summer selection</i>	<i>IDN</i>	<i>External</i>
	£3.50	£4.50
Tart Tatin with crème fraîche		
Bitter Chocolate Brulee with raspberries		
Chocolate and Chestnut Torte with vanilla cream		
Tiramisu with amaretto cream		
Sticky toffee pudding with vanilla bean ice cream		
Lemon Panacotta with tuille biscuits		
Pear in Spiced Wine Jelly with frozen cardamom parfait		
British Cheeseboard including long clawson, cornish yarg, somerset brie, Quicke's mature cheddar, ticklemore goat		

Coffee

Petits fours