

General Information

We offer a full catering service to any department or faculty in the University. We can supply everything from simple coffees and sandwiches for meetings to sophisticated canapés and champagne for large-scale receptions and parties.

We are able to provide catering suitable for most budgets from simple drop-off sandwich platters to a fully serviced buffet. Our friendly team provide an efficient, reliable service to over one thousand events in the University each year.

Our aim is to provide consistently good quality food and drink, efficient service and value for money. The team will co-ordinate and manage your event from the initial booking to sending the invoicing, making the process as easy for you as possible.

Fairtrade

We only serve Fairtrade coffee and ethically produced teas. We are also able to provide a range of Fairtrade biscuits, cakes and confectionery.

Special diets

We are able to cater for a range of special diets including vegetarian, vegan, coeliac and lactose intolerant, please discuss your requirements with the Conference Administrator Tel: (01223) 337752.

We regret that due to the multi-functional nature of our Kitchens we are unable to cater for those with severe allergies (for example anaphylaxis).

Halal and Kosher foods

We are able to source halal and kosher food from specialist providers and are happy to provide you with a quote for any events.

Ordering

The Event Catering Order Form should be completed for each order (unless the catering requirements are the same for a range of dates) and sent by email to conferences@unicen.cam.ac.uk

Please include a purchase order number with all bookings.

All orders will be confirmed by email within 1 working day with a reference number. If you need to amend and/or cancel a booking, please email to confirm quoting the reference number.

Bookings should be made wherever possible by Thursday for the following week. However we will always try to meet your requirements but we will normally require at least 2 working days notice.

If catering is required within 2 working days of an event please telephone first to ensure we are able to cater, after which we will require an email to confirm.

If you would like to discuss your requirements in more detail with a member of the catering team please do not hesitate to call the Conference Administrator Tel: (01223) 337752.

Please note the catering email is manned from 8.30am to 3.00pm, Monday to Friday. Any orders that come in after 3.00pm will not be answered until the following day.

Numbers

The minimum numbers to be catered for are as stated on the menus.

Final numbers are required at least 2 working days in advance.

Buffets may only be selected from more than one set menu with a minimum of 20.

Cancellations

Cancellations/significant reduction in numbers, less than 2 days before the delivery will incur a charge of 50% of full cost, less than 1 day before the delivery will incur the full cost.

Tariff

All prices are exclusive of VAT with the exception of alcohol.

Service Options

We offer three service level options.

Service Level 1

Please note that this service is no longer available.

Service Level 2

Delivered and set out – (suitable for small numbers where service staff are not required)

The catering will be delivered as per the order form, to your location, by the required time, all products labelled. All deliveries will be supplied with disposable cups, glasses, plates and napkins as standard. Tablecloths are not supplied as standard but can be provided if ordered at a cost of £1.50 per cloth.

Please ensure that a suitable location is selected for the catering ordered. Our team will present the catering if tables are provided; otherwise the delivery will be left for you to unpack. Should there be no access to the room on delivery the buffet will be left outside.

Service Level 3

Fully Served – (suitable for events with larger numbers and for all VIP events)

We will provide a fully serviced event using china, glasses and cutlery where appropriate from delivery to service and clear down.

We charge Monday to Friday *£20 per hour, Saturday and Sunday £30 per hour with a minimum of 3 hours per member of staff.

One member of staff is required for each twenty customers when food is required and one member of staff for each forty customers when drinks only are required.

For this service we require 5 working days notice. Please enquire at the time of booking.

Service Options (continued)

Out of Hours Charges

Standard delivery times are Monday to Friday 8.30am to 5.30pm.

Deliveries out of these times would be subject to a surcharge to cover additional costs, as follows:

After 5.30pm on a weekday - £25.00

Saturday 10.00am – 4.30pm - £30.00

After 5.30pm on Saturday & Sunday - £35.00

All food is delivered in temperature-controlled vehicles.

After the event we will try to collect all the equipment on the same day or by 10.00am the following day. We would appreciate all used non-disposable items being packed into the crates provided ready for collection. Should our Team be required to clear the delivery away before this a charge will be levied.

Out of hours charges only cover the delivery of items only (not the final clear).

Out of hours events have to either have service level 3 (not including of the nibbles and drinks package at £5.90pp where staff will be on hand to clear away) or there is a charge of £25 per hour commencing from the time of the start of the event.

Orders under £50

For service delivery levels 2 and 3, orders under £50 will incur a £15 delivery charge.

Invoices

We aim to send the invoice within one week of the event, and will include the purchase order number.

Feedback

As we continually strive to improve the quality of our service we would welcome your feedback. We will be sending out comment form with the invoice and we welcome emails and telephone calls.



Tea, Coffee & Drinks Selection

Service Level 2 food and drink will be provided with disposable cups etc and the food served on disposable serving platters. **Service Level 3** will be served with china crockery (where there is reasonable access) food will be served on traditional serving platters.

<i>Item - Tea, Coffee and...</i>	<i>Portion (Per Person)</i>	<i>Price PP IDN</i>	<i>Price PP Ext</i>
Biscuits (Individually wrapped packets of 2)	1 per person	£1.40	£1.90
Mini Croissants with Butter and Preserves	2 per person	£2.20	£2.60
Mini Danish Pastry	2 per person	£2.20	£2.60
Mini Muffins (assortment)	2 per person	£2.00	£2.50
Assorted Cakes	2 per person	£2.00	£2.50
Flapjacks	1 per person	£2.00	£2.50
Chocolate Brownies	1 per person	£2.00	£2.50
Cream Tea – Tea/coffee, scone with cream and jam	1 scone per person	£3.70	£4.50
High Tea – Tea, coffee, sandwich, fruit cake, scone with cream and jam	1 sandwich, slice of cake and a scone.	£5.75	£7.00
Tea and Coffee without an accompaniment is only available with Sandwich or Finger Buffet deliveries.		£1.15	£1.40

Service Level 2 Fairtrade Coffee and tea is delivered in insulated flasks with flasks of semi-skimmed milk, Fairtrade sugar and sweetener sachets

Service Level 3 Tea and Coffee services include: Flask of Fairtrade coffee, decaffeinated coffee sachets, flask of hot water, Dilmah <http://www.dilmahtea.co.uk/> herbal and traditional tea bags, semi-skimmed milk, milk jug, white and brown sugar and teaspoons.

Other Drinks

<i>Food is charged on a per person basis for a minimum of 5 people</i>	<i>IDN</i>	<i>External</i>
1ltr bottle Mineral water (please state still, sparkling or both)	£2.35	£3.00
500ml bottle Mineral Water (please state still, sparkling or both)	£1.15	£1.40
Soft Drinks (cans-330ml) per can	£0.70	£0.90
Fruit Juice: (Orange or Apple – please state which flavour)		
Individual carton	£0.50	£0.60
1 litre carton (serves 4 glasses)	£2.95	£3.50



Drinks Reception

<i>For Drinks Receptions</i>	<i>IDN</i>	<i>External</i>
*House Red or White per bottle (charged on consumption) per 75cl bottle	£7.60	£10.00
Pimms per jug	£10.00	£12.00
Champagne	£33.00	£40.00
*Sparkling Wine per 75cl bottle	£10.25	£15.00
Crisps (per person)	£0.80	£1.00
Mixed Nuts (per person)	£0.80	£1.00
Bowls 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	£2.80
Nachos with a variety of dips (per person)	£1.25	£1.50

<i>Nibbles and Drinks**</i>	<i>IDN</i>	<i>External</i>
Selection of Nuts, crisps and olives Drinks: fruit juice, still and sparkling water, red and white house wines	£5.90	£7.15

*Wine and champagne will be supplied with glassware at no extra charge.

**Nibbles and drinks package price is per person for a minimum of 30 people.
Price includes waiting staff for a maximum of 1.5 hours.

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).

Crockery is not provided with the drinks reception items, should you wish to have plates this is charged at an additional 50p per item.

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.


Finger Buffet Essential Extras

Finger Buffet Essential Extras

To increase the content of your sandwich lunch or buffet please find below a number of items individually priced. You are welcome to choose your own buffet selection from the list below.

<i>Item</i>	<i>Portion</i>	<i>Price</i>	<i>External</i>
Chicken Satay M	1	£0.80	£0.94
Spinach and Feta Goujons with Mayonnaise V	2	£1.15	£1.35
Hot and Spicy Prawns F	2	£1.30	£1.52
Garlic and Ginger Prawns F	2	£1.30	£1.52
Brie and Cherry Tomato Kebabs V	2	£1.00	£1.17
Cocktail Sausages with Spicy Tomato Dip M	2	£1.00	£1.17
Sausage Rolls/Cheese and Onion Rolls M/V	1	£0.80	£0.94
Cheese Straws V	2	£0.80	£0.94
Mini Vegetable Samosas with Mango Chutney V	2	£1.15	£1.35
Quiche Fingers M/V	1	£1.25	£1.47
Mini Spring Rolls with Sweet and Sour Sauce V	2	£1.00	£1.17
Tiger Prawns with Marie Rose Sauce F	2	£1.15	£1.35
Southern Fried Chicken with Salsa M	2	£1.25	£1.47
Crab Cakes with Sweet Chilli Sauce F	2	£1.60	£1.88
Prawn Crackers F	3	£0.30	£0.35
Sweet Chilli Chicken Pieces M	1	£1.00	£1.17
Mango and Brie Parcels V	1	£1.10	£1.29
Duck Spring Rolls M	1	£1.20	£1.46
Potato Wedges with Dips V	3	£1.20	£11.46
Lamb Samosas with Mango Chutney M	1	£0.80	£0.94
Cocktail Crolines M/V	1	£1.00	£1.17
Fruit Platter Vg	2	£1.30	£1.52
Crunchy Vegetable Crudités & Dips V	N/A	£0.95	£1.11
Assorted Mini Sweets V	2	£1.80	£12.11
Cheddar and Fruit Kebabs V	2	£1.00	£1.17

M=Meat F=Fish V=Vegetarian Vg=Vegan

