

DELIVERED CATERING/ MENU



01227 82 (8000)
Internalcatering@kent.ac.uk
www.kent.ac.uk/catering

University of
Kent

Conferences
and Events

DELIVERED CATERING/ MENU

Our award-winning team delivers catering across campus. If you require catering between 9am and 6pm Monday to Friday for up to fifty people, you can use our online booking system. Register your details at www.kent.ac.uk/catering where you can order, amend and cancel your bookings up to five working days before the event.

If you require catering in the evening, at weekends or for more than fifty people, email us at internalcatering@kent.ac.uk a minimum of five working days prior to your event with details of your requirements and a member of the team will be happy to assist. Ideally, please book these events with as much notice as possible, as this will enable to organise the team and place our orders. If you keep us updated regularly with guest numbers, final details can be advised by midday five working days before the event. We offer a free delivery for orders above £100.

Should you need to make any amendments or cancellations within five working days of the event, please email internalcatering@kent.ac.uk quoting the reference number. Any bookings cancelled less than 72 hours before the event will be subject to cancellation charges.

Please note that with the exception of alcohol, the menu prices below are VAT exempt and VAT does not need to be added if you are paying with a University cost-code.



DELIVERED CATERING/ MENU

Our team will deliver your refreshments directly to your room. They will require lift access if your room is not on the ground floor; we can arrange for your room to be assessed if we have not delivered there before. Please ensure the room or foyer is booked with timetabling during termtime and conference office in vacation. We may deliver your catering a little earlier or later than your requested time during our busy periods. Please let us know what time the room is booked until, this will assist the team with clearing your delivery. It is not always possible for our team to do so before the next room booking. We would be grateful if you could pack the remains into the box provided and leave it just outside the room ready for collection. If you wish to take the left overs back to your offices please let us know so we can arrange for any equipment to be collected and ensure you will not be charged for what's missing.

Refreshments

Hot drinks

Coffee and tea *	£1.50
Hot chocolate *	£1.60

Bottles 500ml

Still or sparkling mineral water	£1.30
Diet coke or lemonade	£1.50
Coke	£1.70
Fairtrade orange juice	£1.90
Fairtrade apple juice	£1.70

One litre jugs

Orange, apple or cranberry	£3.25
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Treats

Biscuit	£0.50 each
Home baked cookie *	£0.60 each
Packet of crisps	£1.00 each
Fresh fruit *	£1.10 each
Chocolate, blueberry or toffee apple muffin *	£1.65 each
Home baked cupcake *	£1.65 each
Scone with jam and cream *	£1.95 each
Danish pastry *	£2.10 each
Cake *	£2.10 each

Canapés

A selection of chef's choice canapés: *

4 per person	£8.80
8 per person	£11.00
10 per person	£13.20

Alcoholic drinks

There are a number of licensing laws that affect the provision of alcohol. Our prices include a fully serviced drinks reception providing the total spend exceeds £100. If the reception is before or after a lecture, please let us know the time and location of the lecture.

Ale and lager

Bottled ale 500ml	£4.50
Bottled lager 330ml	£3.75

White wine

Hardy's Riddle Chardonnay-Semillon South-Eastern Australia	£20.00
San Giorgio Pinot Grigio, Delle Venezie, Italy	£20.00

Red wine

Hardy's Riddle Shiraz-Cabernet South-Eastern Australian	£20.00
San Giorgio Montepulciano D'Abruzzo, Italy	£20.00

Sparkling

Fantinel Extra Dry, Prosecco, Italy, 11.5%	£22.00
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* All for a minimum order of six people

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Breakfast

We can deliver to your door in Keynes, Rutherford or Darwin. Just let us know how many meat or vegetarian options you require. If you would prefer, a full English breakfast can be arranged if you contact us directly.

Traditional bacon option – £4.95 per person *

Freshly baked bread rolls filled with crispy back bacon, served with tomato ketchup and brown sauce

A selection of English breakfast tea, herbal infusions, filter coffee and fruit juices

Cumberland sausage option – £5.50 per person *

Freshly baked bread rolls filled with a Cumberland sausage, served with tomato ketchup and brown sauce

A selection of English breakfast tea, herbal infusions, filter coffee and fruit juices

Danish Pastry Option (v) – £5.25 per person *

A selection of Danish pastries

A selection of English breakfast tea, herbal infusions, filter coffee and fruit juices

Healthy Option (v) – £5.25 per person *

A selection of yoghurt with granola, nuts and seeds

A selection of English breakfast tea, herbal infusions and filter coffee

A selection of fruit juices

Sandwiches

Our sandwiches are based on one sandwich per person. If you prefer your sandwich without mayo or dressing, try one of our simply-filled sandwiches.

Simply-filled cut sandwich with white or wholemeal bread (no dressing) *	£3.30
Bloomer sandwich with white or wholemeal bread *	£3.45
Home baked baguette *	£3.45
Selection of Italian breads (ciabatta and focaccia) *	£4.15

* All for a minimum order of six people



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Savoury and sweet platters

All of our platters are based on six people sharing and are intended in addition to sandwiches or rolls. If you are unsure of the quantities or are looking for something bespoke, please contact our team who will be happy to advise you. We are able to provide gluten free or vegan platters, just ask at the time of booking.

Savoury platters

The vegetarian platter (v) – £15.95

Includes items such as:

Crudités – carrot, cucumber, peppers, cherry tomatoes and celery with a cheese, chive and pesto yogurt dip

Mini mozzarella balls with cherry tomatoes and basil

Mediterranean vegetable bruschetta

Mini vegetable samosas with mint yogurt dip

Brie and tomato pick-up quiche

Spinach and feta bruschetta

Vegetable pakora and mini onion bhaji with a mango chutney dip

The meat platter – £19.80

Includes items such as:

Lime and coriander chicken kebabs

Mini pork pies with pickle

Homemade grain mustard sausage rolls

Mini tandoori spiced chicken breast kebabs with a mint yogurt dip

Chicken tikka split sticks

Mild chicken tikka skewers

Mini duck and hoisin spring rolls

Breaded southern style chicken goujons with a barbeque dip

Mini chicken and bacon pies

Chicken and chorizo skewers

Mini buffet eggs with chutney

The fish platter – £17.60

Includes items such as:

Mini smoked salmon and cream cheese bagels

Filo prawns with fresh limes

Thai seafood dim sum selection

Mini prawn cocktail with shredded lettuce and Marie-Rose sauce

Taramasalata and pitta bread

Rollmop herrings with beetroot chutney and sour cream

Mini oriental crab cakes with sweet chilli sauce dip

Smoked salmon and cream cheese roulade

Sweet platters

Sweet canapé platter – £19.80

Based on three per person. Includes items such as:

Black forest gâteau

Victoria sandwich

Mini bread and butter pudding

Fruit platter – £19.80

Includes items such as:

Pineapple, melon, orange, apple, pears and grapes

Mini French pastry platter – £13.20

Based on three per person. Includes items such as:

Coffee and chocolate éclair

Praline and vanilla choux pastry

Chocolate tartlets

Lemon tartlets

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Finger buffets

Our buffets are based on one round of sandwiches per person. Please choose one menu per delivery, our chefs are happy to take any dietary requirements into consideration, just let us know in advance.

The classic buffet one – £10.45 per person *

A selection of cut sandwiches and home baked baguettes with chef's choice of filling.

Lime and coriander chicken kebabs

Smoked salmon and cream cheese bagels

Homemade grain mustard sausage rolls

Crudités – carrot, cucumber, peppers, cherry tomatoes and celery (v)

The classic buffet two – £10.45 per person *

A selection of cut sandwiches and home baked baguettes with chef's choice of filling.

Homemade grain mustard sausage rolls

Mini oriental crab cakes with sweet chilli sauce dip

Mini duck and hoisin spring rolls

Indian selection with mango chutney (v)

The classic buffet three – £10.45 per person *

A selection of cut sandwiches and home baked baguettes with chef's choice of filling.

Lime and coriander chicken kebabs

Filo prawns with fresh limes

Mini chicken and bacon pies

Brie and tomato pick-up quiche (v)

* All for a minimum order of six people

The premium buffet – £17.05 per person *

A selection of cut sandwiches and home baked baguettes with chef's choice of fillings.

Filo prawns with fresh limes

Thai vegetable dim sum (v)

Southern style chicken goujons with a barbeque dip

Homemade grain mustard sausage rolls

Mini mozzarella balls with cherry tomatoes and basil (v)

Smoked salmon and cream cheese roulade

Fresh fruit platter

Mini dessert selection

Afternoon tea

The March hare – £11.00 per person *

Traditional finger sandwiches with ham and cucumber, free range egg and cress, Scottish smoked salmon, cheese and tomato

Scones with strawberry jam and clotted cream

Afternoon cake: a selection of lemon drizzle, chocolate, coconut, chocolate brownie, cupcakes, doughnuts and fondant squares

Filter coffee and tea

The mad hatter – £15.40 per person *

A glass of Champagne

Finger sandwiches with ham and cucumber, free range egg and cress and Scottish smoked salmon

Scones with strawberry jam and clotted cream

Afternoon cake: a selection of lemon drizzle, chocolate, coconut, chocolate brownie, cupcakes, doughnuts and fondant squares

Filter coffee and tea



TERMS AND CONDITIONS

Please note that with the exception of alcohol, the menu prices below are VAT exempt and VAT does not need to be added if you are paying with a University cost-code.

Ordering

There are no delivery charges for orders above £15 on weekdays and £100 at weekends. A surcharge will be added to any orders with lower values than £15/£100 respectively.

At least five working days' notice is required for bookings or any amendments or cancellations.

Please note that any orders made with less than five working days' notice will be subject to a late order administration charge of £10.

Amendments and cancellations

If you need to make any amendments or cancellations within five working days of the event, please email internalcatering@kent.ac.uk quoting the reference number.

The full cost will be charged for any booking cancelled within 24 hours of the delivery time and 50% of the total booking value will be charged 72 hours prior to the event. Events cancelled more than 72 hours before the event is due to start will not be charged cancellation fees.

Room bookings

Before making your catering booking, please check to ensure that the room being used is one in which catering is permitted. Please ensure that the room is booked with Timetabling during term-time and the Conference Office during vacation periods.

Where possible, we advise booking a separate room for catering deliveries to minimise disruption to your meeting.

Delivery to you

For any rooms above or below ground level, please ensure that the delivery location has access via a lift.

Our staff will lay out the catering if tables are provided; otherwise the delivery will be left for you to unpack. Should there be no delivery access to the specified room, the food/beverages will either be left outside the room or returned to the kitchen.

We advise that orders should be requested for 15 minutes before they are actually required. On exceptionally busy days deliveries may be made up to 30 minutes prior to your requested time. Please therefore allow for early deliveries when making your room booking. Crockery/cups and utensils will be delivered for the numbers booked.

Storage

When you have received your delivery, please store it away from direct sunlight or heat sources, such as radiators and draughts.

To ensure freshness, please keep your food covered until needed.

We strongly advise that you consume your food within 3 hours of delivery. Any food not consumed within this period must be disposed of.

Collection

We will endeavour to collect the equipment on the same day or by 9am on the following day. At the time of booking, please indicate when the items will be available for collection.

Please ensure that all the items are packed in the box and left outside the room ready for collection at the end of your event. It is your responsibility to ensure that all delivered items are returned (i.e. flasks, cups, bowls etc) and you will be charged for any lost or damaged equipment.

Drinks Receptions

We require a minimum spend of £100 to provide a fully serviced drinks reception. Should the amount fall below this figure, a surcharge will be applied up to £100.

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