



# University College London

## *Sustainable Hospitality Brochure*

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## *Sustainable hospitality*

The Sodexo hospitality team at UCL have drawn upon their years of experience and expertise to offer you a varied selection of innovative menus of the finest ingredients suitable for all occasions. Our aim is to provide something to suit all tastes and dietary requirements, from breakfast meetings, small informal working lunches, day delegate conferences, fork buffets, canapé receptions and formal dinners. Whilst our menus are styled to be symbiotic with a range of events, they are by no means fixed and we offer a bespoke event consulting service to those clients who require this.

As part of our continuous commitment to sustainability, we have developed a brochure which includes only vegan and vegetarian menu using seasonal produce, free ranged eggs as well as triple certified coffee, Fairtrade and organic wine, Fairtrade and vegan cakes and biscuit selection; all delivered on reusable plates and glasses..

We appreciate that everyone's needs are different when organising meetings and events and as such we are able to offer our clients the following three types of services:

**Serviced hospitality\*** is presented on china and glassware with a dedicated member of our team. This service represents a more sustainable way of delivering your catering needs across UCL.

**Delivered hospitality** is a "drop off and go" service to the location of your choice.

**Bespoke hospitality** is an option for clients whose events are a little more complex in planning, therefore requiring the guidance of our onsite event managers. We will tailor the menus and event service just for you, which will help create the perfect dining experience for you and your guests.

\*hot food is available in certain locations only.





**SINGLE USE  
PLASTIC FREE  
HOSPITALITY**

Plastic pollution Is one of the biggest issue endangering our planet. As the main caterer at UCL, we have identified a few ways we can tackle this environmental problem within our hospitality services.

In 2020, you will be able to order single-use plastic free hospitality for your delivered event. We are currently testing the new equipment at certain events.

# ASPRETTO

## **Great Coffee that does great things.**

*100% Fair-trade Arabica beans,*

*100% Organic certified.*

We use first crop Organic Arabica beans, which are the best beans around for quality and taste. Our coffee is Triple Certified by the Fair-trade Foundation, Rainforest Alliance and Soil Association, which means it'll do great things for the places where it grows and the people who grow it too. The Rainforest Alliance ensures our beans help to conserve nature and protect wildlife. The Fair-trade Foundation checks that we pay a fair price to the farmers who grow our coffee, which means they are guaranteed a price that covers their production costs and an extra premium is paid to invest in their local community.

Organic farming reduces environmental pollution and the release of greenhouse gases from food production by restricting the use of artificial chemical fertilisers and pesticides. These farms rely on developing a healthy, fertile soil and growing a mixture of crops.

Great tea that does great things 100% of our tea is organic certified. The USDA checks that our farmers reduce environmental pollution by swapping artificial fertilisers and pesticides for natural farming that builds a healthy, fertile soil.



# Refreshments

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### HOT DRINKS\*

Tea and Coffee (per guest) £1.45  
*Including a selection of herbal teas,  
De -caffeinated coffee and hot chocolate.*

### COLD DRINKS

Strathmore Water STILL 1L £2.20  
Strathmore Water SPARKLING 1L £2.20  
Selection of Canned Drinks 330ML £1.50  
Orange Juice 1L £2.95  
Apple Juice 1L £2.95  
Cranberry Juice 1L £2.95  
Fentiman's Elderflower 275 ml £1.40  
Fairtrade Orange Juice 500ml £2.75  
Fairtrade Apple Juice 500ml £2.75



\*All our teas, coffee and sugar are Fairtrade.



## Wine selection

### White

Alto Bajo Chardonnay (VE)	£9.00
Conto Vecchio Pinot Gricio del Venezia (VE)	£10.00
Tuffolo Gavi DOCG (VE)	£12.95
Kleine Rust Fair trade Chenin Sauvignon* (VE) (FT)	£17.50
Huia Sauvignon Blanc 2017 (VE) (O)	£20.00
Sancere Les Chasseignes Domaine Fouassier 2017 (VE) (O)	£28.00

### Red

Alto Baja Merlot (VE)	£9.00
La Picoutine Carignan Grenache Vin de France (VE)	£10.00
Kleine Rust Fair trade Pinotage Shiraz* (VE) (FT)	£17.50
Argento Malbec (VE)	£19.50
Huia Pinot Noir 2015 (VE) (O)	£25.00

### Rose wine

Petit papillon Grenache Rose Vin de France (VE)	£8.65
Chateau D'Astros provence Rose (VE)	£16.50
Kleine Rust Fairtrade rose (VE) (O)	£17.50

### Sparkling

Torre del Gall Cava Brut Reserva (VE)	£19.50
Jeio Bisol Prosecco (V)	£23.00
Champagne Jacquart Brut (V)	£35.00

VE - Vegan • V - Vegetarian • FT - Fairtrade • O - Organic

\*A selection of white and red wine is Fairtrade.



# Pastries and treats



**Freshly baked mini pastries (2 per guest)** £1.25  
A selected mix of mini croissant, pain au chocolate and pain au raisin.

**Seasonal fresh fruit**  
Cut fruit platter (serves 5 guests) £11.00  
Classic fruit bowl (6 pieces of seasonal fruit) £6.10  
Individual fruit pots £1.80

**Treats**  
Classic afternoon tea cakes (1 per guest) £2.00  
Fruit scones and jam (1 per guest) £2.10  
Flower pot muffin (1 per guest) £2.20  
Tray bakes and slices (2 per guest) £2.20  
Chocolate brownie\* (FT) £2.45  
Vegan tray bake (VE) £2.20

**Biscuits and cookies**  
Wrapped biscuit selection (2 per pkt) £0.75  
Freshly baked large cookie £1.00  
Gluten free biscuits (GF) (2 per pkt) £1.40  
Fairtrade Cookie £1.45  
Biscuits (VE)(2) £1.00

VE - Vegan • V - Vegetarian • FT - Fairtrade

\*Chocolate brownie is Fairtrade



# Sustainable salad box

As part of our commitment to sustainability, we have included in our offer environmentally friendly, reusable salad boxes to reduce disposable packaging waste.

### Sustainable salad box

£42.00

All salad boxes accompanied by mixed leaves, dressings and artisan breads.

**(We recommend a salad box for 6-8 guests).**

### Salads:

- Char grilled tender stem broccoli, black rice, quinoa, roasted red pepper (VE),
- Za'atar spiced chickpea and freekeh salad (VE),
- Sumac roasted cauliflower and chick pea salad (VE),
- Roasted squash, seeds and basil salad (VE),
- Cumin roasted carrot, sweet potato and spinach salad (VE),
- Green bean, sweet potato, nigella and chilli oil (VE),
- Barley, barrel aged feta, roasted pepper salad (V).
- Moroccan spiced aubergine, turmeric yoghurt, and pomegranate molasses (V),

VE - Vegan • V - Vegetarian





## Artisan sandwich selection

	Hospitality Delivered	Hospitality Served
<b>Artisan vegetarian deli platter</b> Sunshine wrap (VE), Houmous and falafel flatbread wrap (VE), Free range egg and mustard cress mini rolls (V), Garden vegetable Croxton manor cream cheese focaccia (V), Barbers mature cheddar and salad ciapini (V), Signature British free range egg and Heinz salad cream on malted brown (V). <b>(24 pieces. We recommend one platter for 5-6 guests).</b>	£26.00	£31.20

VE - Vegan • V - Vegetarian

# Sandwich selection

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	Hospitality Delivered	Hospitality Serviced
<b>Classic vegetarian sandwich platter</b>	£19.75	£24.95
Cheese and tomato (V), Egg and tomato (V), Egg and watercress (V), Cheese and pickle (V), Soft cheese and cucumber (V), Two cheese and onion (V).		
<b>(24 pieces. We recommend one platter for 4-5 guests).</b>		
<b>Traditional vegetarian sandwich platter</b>	£21.85	£27.00
Harissa hummus and falafel (VE), Bombay egg and mango chutney (V), Cheddar and slow roast tomato salad (V), Feta, olive and slow roast tomato pesto (V), Egg and watercress (V).		
<b>(20 pieces. We recommend one platter for 4-5 guests).</b>		



VE - Vegan • V - Vegetarian



## *Sandwich selection*

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	Hospitality Delivered	Hospitality Serviced
<b>Vegan sandwich platter</b> Bhaji bonanza (VE) Falafelicious (VE) Shabby chickpea (VE) <b>(20 pieces. We recommend one platter for 4-5 guests).</b>	£19.75	£24.95

**Simple pack lunch (per guest)** £6.00

Simple Working lunch includes a simple sandwich wedge, packet of crisps, a piece of fruit and a canned soft drink / bottle of water (500ml)

**Gluten free**  
individually priced from £4.10  
Selection of gluten free sandwiches available on request:  
(please contact the catering office to order these items).

VE - Vegan • V - Vegetarian



## *Artisan grazing table*

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Our grazing tables are the perfect way to make a statement at your next event, whether it's an intimate gathering or a larger shindig, we can design each table perfectly to suit your needs. Enjoyed during lunch or dinner, they make life easy, bring guests together and create conversation and lasting memories.

### **Artisan cheese grazing table**

A selection of artisan cheeses to include Stilton, Cornish brie, Quickies cheddar, sour dough breads, grapes, figs, crackers, snacks and chutneys.

### **Dessert grazing table**

A selection of mouth-watering desserts to include, mini jam beignets, kiss meringues, brownies, raspberry and almond slice, chocolate tarts, mini cupcakes, chocolate bonbons and lollipops in chocolate soil.

**Each table will serve 30 guests**

**Cost £300.00**

**(£10 for every additional guest)**



## *Grazing platter selection*

### **Cold vegetarian platter**

**£40.00 per platter**

Antipasti skewer (VE),  
Plum tomato bruschetta (VE),  
Crudité and hummus shot (VE),  
Oriental style noodle salad in a charcoal tart (VE),  
Spiced egg croustade (V),  
Individual sweet potato and squash frittata (V).  
**(We recommend one platter for 5 guests).**

VE - Vegan • V - Vegetarian

# Grazing platter selection

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## Vegetarian hot platter (Serviced)

£41.50 per platter

Spinach and sweet potato pakoras (VE),  
Mini onion bhaji with mango chutney (VE),  
Individual sweet potato and squash frittata (V),  
Mini jacket potatoes with cheddar (V),  
Stilton and mushroom wonton (V),  
Red onion and goats' cheese tart (V),  
**(We recommend one platter for 5 guests)**

## European cheese grazing platter (Serviced)

£30.00 per platter

A selection of four European cheeses served with chutney, dried  
fruits, celery, grapes and crackers.  
**(We recommend one platter for 5-8 guests)**

## Nibbles:

<b>Tomato and basil snacks</b> (suitable for 5 guests)	<b>£5.50 per bowl</b>
<b>Mini pretzels</b> (suitable for 5-8 guests)	<b>£9.95 per bowl</b>
<b>Vegetable crisps</b> (suitable for 5 guests)	<b>£4.50 per bowl</b>
<b>Lightly salted Kettle crisps</b> (suitable for 5 guests)	<b>£3.75 per bowl</b>
<b>Marinated olives</b> (suitable for 5 guests)	<b>£5.50 per bowl</b>
<b>Chilli rice crackers</b> (suitable for 5 guests)	<b>£5.50 per bowl</b>
<b>Parmesan bites</b> (suitable for 5 guests)	<b>£5.50 per bowl</b>
<b>Cheddar and fennel biscotti</b> (suitable for 5 guests)	<b>£5.50 per bowl</b>

VE - Vegan • V - Vegetarian



# Canapé selection

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## Canapés (minimum 20 guests)

£11.20 per guest

Please choose five canapés. Minimum order for twenty guests. One of each canapé will be provided per guest. Please note, hot canapés are not available in satellite buildings.

### Cold canapés:

Roasted vine tomato, pesto and shallots salsa on grilled zucchini (VE, GF),

Fresh asparagus with sundried tomato and black olive (VE),

Carrot cup with grated celeriac salad and red pepper (VE, GF),

Caviar d'aubergine on rosti potato (VE, GF),

North African minted couscous on carrot (VE),

Mixed roasted pepper with red pepper pesto on ficelle (VE),

Waldorf salad in a tortilla basket with apple and pecan nut (V).

### Hot canapés:

Tortilla cup of mushroom stroganoff (V),

Mini vegetarian quiche (V).

## Dessert canapé platter (minimum 10 guests)

£6.75 per guest

One of each canapé per guest:

Selection of macaroons,

Lemon meringue tartlet,

Chocolate fudge brownie.

\*Other canapés available on request.

VE - Vegan • V - Vegetarian • GF - Gluten free



# Cold fork buffet

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## **Cold Fork Buffet** **(minimum 20 guests)**

Your choice of three main courses served with three salad options and two choices of dessert.

### **Mains courses**

Carrot and cumin falafel (VE, GF),  
Sumac roasted cauliflower steak (VE, GF),  
Antipasti board (VE, GF),  
Asparagus and blue cheese tart (V),  
Sun blushed tomato, basil and courgette frittata (V),  
Oxford blue cheese and watercress quiche (V),  
Roasted vegetable tart (V).



**£19.50 per guest**

### **Vegan and vegetarian salads**

Tabbouleh salad (VE),  
Asian slaw with pomegranate and cashew dressing (GF, VE),  
Yeast roasted cauliflower and pecan salad with a sumac herb dressing (GF, VE),  
Spiced beetroot and baby spinach salad (VE, GF),  
Saffron rice with chopped herbs and sultanas (GF, VE),  
Baby spinach with pickled onions and hazelnut pangragatta (V),  
Caesar salad (V).

### **Desserts**

Strawberry chocolate cup (V),  
Apple and sultana crumble tart (V),  
Chocolate mousse with ginger crumb (V),  
Raspberry and forest fruit jelly (V),  
Dark chocolate brownie (V).

VE - Vegan • V – Vegetarian • GF – Gluten free



## Hot fork buffet

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**Hot fork buffet**  
**(minimum 20 guests)**

**£21.50 per guest**

**Choose three mains from the following:**

Indonesian pumpkin and spinach curry (VE),  
Aubergine tagine with black olives and preserved lemons (VE),  
Sweet potato and lentil dhal (VE, GF),  
Roasted butternut squash quinoa with rocket and salsa Verde (VE, GF),  
Tikka roasted cauliflower with mint yogurt and toasted almonds (V, GF),  
Roasted vegetable stacks with halloumi, tomato and basil olive oil dressing (V),  
Pesto pasta with roasted vegetables and goat's cheese (V),  
Spiced roasted cauliflower cheese (V),  
Organic bean curd & apricot tagine, mint yoghurt (V),  
Ras el hanout slow roasted mushrooms with haloumi and parsley (V, GF),  
Aubergine Parmigiana (V, GF),  
Wild mushroom pasta bake (V).

**Choose one dessert from the following:**

Apple and hedgerow fruit crumble (VE),  
Dark chocolate aquafaba & raspberry mousse (VE),  
Lemon posset with shortbread (V),  
Rich Belgian chocolate tart with Chantilly cream (V),  
Tiramisu slice (V),  
Sticky toffee pudding (V),  
Chocolate brownie (V),  
Apple and sultana crumble tart (V).

VE - Vegan • V - Vegetarian • GF - Gluten free

# Contemporary bowl food

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## **Bowl Food Menu** **(minimum 20 guests)**

**£16.00 per guest**

This offer consists of your choice of mini tasting bowls, one starter, one main and one dessert.

### **Starters**

Roasted Mediterranean vegetable salad, basil oil (VE),  
Feta and watermelon salad (V),  
Roasted winter squash and sage risotto and emmental lattice (V),

### **Hot Mains**

Cauliflower & chick pea sliders with houmous and crispy shallots (VE),  
Roasted sweet potato with maple & pecan with baba ganoush (VE),  
Pulled char sui jackfruit bao buns with pickled vegetable (VE),  
Saffron arancini, paprika mayo (V).

### **Cold Mains**

Mediterranean vegetables, roasted pepper houmous, khobez (VE),  
White gazpacho, lemon, basil oil (VE),  
Roasted squash, chicory, pesto dressing (VE),  
Heritage beetroot, whipped local goats cheese, pickling liquor,  
burnt onion pearls (V).

VE - Vegan • V – Vegetarian

## **Desserts**

Chocolate mousse, raspberry, pistachio (VE),  
Mixed melon, mint syrup, candied lemon (VE),  
Lemon Cake, mascarpone cream, blueberry compote (V),  
Cranachan, honeyed whiskey cream, toasted oats, honeycomb (V),  
Buttermilk panna cotta, poached strawberries, meringue (V),  
Set white chocolate brulee, blackberry puree (V).





## Formal dining

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This offer includes tea, coffee and petits fours.  
Suitable for minimum 6 guests up to 120 guests.  
All guests will have the same starter / main / dessert.

**Two course seated event** **£27.50 per guest**

**Three course seated event** **£33.75 per guest**

### Starters

Charred tender stem broccoli, toasted almonds, lemon & caper dressing (VE),  
Beluga lentils, summer vegetables, miso & tamarind dressing (VE),  
Pan roasted figs, mizuna, Capricorn goats cheese, honey (V),  
Burrata, baby rocket leaves, orange, lavender oil (V),  
Pumpkin Velouté, wild mushrooms, truffle, chives (V).

### Mains

Tikka spiced cauliflower, coconut cream, coriander, pomegranate (VE),  
Mushroom and fennel risotto, wilted spinach, parmesan cream (V),  
Lemon and ricotta tortellini, spinach, black olives, burnt butter (V),  
Miso roasted aubergine, feta gnocchi, roasted heritage tomatoes, puy lentils (V),  
Pea & mint ravioli, grilled lettuce, parmesan cream, black olive crumb (V).

### Desserts

Chocolate & avocado mousse, red berries, granola (VE),  
White chocolate and poached pear cheesecake (V),  
Rhubarb and ginger mousse (V),  
Coconut and lemongrass bavarois (V),  
Orange and polenta sponge pudding, classic custard (V).

VE - Vegan • V - Vegetarian

# Fine dining

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This offer includes tea, coffee and petits fours.  
Suitable for minimum 6 guests up to 40 guests.  
All guests will have the same starter / main / dessert.

## Three course seated event

£33.75 per guest

### Starters

Caramelised Jerusalem artichoke soup, burnt pear & white truffle oil (VE),  
Cauliflower puree, pickled purple cauliflower, sultanas, adzuki beans, puffed wild rice (VE),  
Sous vide fennel, orange and quinoa salad (V),  
Caramelised Jerusalem artichoke soup, burnt pear (V),  
Beetroot, Oxford blue cheese, watercress, hazelnut Pangratatta (V).

### Mains

Roasted beetroot wellington, beetroot ketchup, greens (VE),  
Braised mushrooms, spelt, baby gem, tofu dressing and pumpkin seed pesto(VE),  
Spice roasted cauliflower steak, Lilliput capers, pomegranate dressing (VE),  
Butternut squash ravioli, burnt butter, sage, pecorino (V),  
Spiced woodland mushroom & puy lentil hot pot, cavolo nero & anise heritage carrots (V).

### Dessert

Chocolate & avocado mousse, red berries, granola (VE),  
White chocolate and poached pear cheesecake (V),  
Rhubarb and ginger mousse (V),  
Coconut and lemongrass bavarois (V),  
Orange and polenta sponge pudding, classic custard (V).





# Conference package

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## Half day delegate

**£20.45 per guest**

This offer consists of a welcome break of tea, coffee, water and biscuits followed by a three option set buffet from the four choices below served with tea, coffee and water. Please select from the hot fork buffet below.

## Full Day delegate

**£24.95 per guest**

This offer consists of a welcome break of tea, coffee, water, juice and pastries, a mid-morning break of tea, coffee, water and biscuits followed by a three option set buffet from the four choices below served with tea, coffee and water. Your afternoon break will consist of tea, coffee, water and two mini scones with jam and cream per guest.

### Please select from the menu below:

#### Choose three mains:

Indonesian pumpkin and spinach curry (VE),  
Aubergine tagine with black olives and preserved lemons (VE),  
Roasted vegetable stacks with halloumi, tomato and basil olive oil dressing (V),  
Pesto pasta with roasted vegetables and goat's cheese (V),  
Spiced roasted cauliflower cheese (V).

#### Choose one dessert:

Apple and hedgerow fruit crumble (VE),  
Lemon posset with shortbread (V),  
Rich Belgian chocolate tart with Chantilly cream (V),  
Tiramisu slice (V),  
Sticky toffee pudding (V),  
Classic lemon tart with raspberries (V),  
Chocolate brownie (V).

\*hot food is available in certain locations only.

VE - Vegan • V - Vegetarian

# Terms and Conditions

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## Bookings

Our hospitality team are available between the core hours of 9.00am and 5.00pm, Monday to Friday. Please feel free to contact us with any enquiries you may have, via the email addresses and telephone numbers on our contact us page.

To ensure we provide you with the most efficient service, please place your catering orders through our on-line UCL Hospitality booking system.

Please ensure that when booking your event you have your Room Booking reference number and a valid PTAE code to hand, as these will be required for you to place and confirm your order.

Please note that the system will not confirm your booking until you have provided a valid PTAE code, Room booking reference and have confirmed that you have read and agreed to our terms and conditions.

Once your order has been received, our team will check the information provided and contact you should they have need any further information. As soon as they have all the information required, our system will send you an automated email notification to say the booking is now confirmed.

## Room Set Ups, Cloakrooms and Audio Visual

If you require your room to be set up in a specific way for your meeting or event i.e. cabaret style, class room style or theatre style or you require additional furniture such as cocktail tables, contrails, lecterns or small stages for your meeting, you will need to contact UCL Room Bookings who will be able to assist in arranging this for you as we do not provide this service within the hospitality department.

If you require Audio visual equipment, plasma screens, projectors, microphones etc then please inform UCL Room Bookings when you book your room and they will be able to assist you and inform you of any applicable charges.

Should you require a cloakroom attendant for your meeting or event, then we are able to provide this for you at an additional charge of £15.00 per hour per guest required for a minimum of 4 hours.

Please be advised that for all serviced formal lunches and dinners, the host is required to provide a table / seating plan to hospitality 24hrs before the event takes place, highlighting which is the top table and the positions the guests with dietary requirements are seated in.

# Terms and Conditions

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The organiser is also required to provide name cards for each guest attending the meal which should be given to the Hospitality team 24hours prior to the event taking place. Should the organiser insist on an open seating event, then pleased be advised that this will take longer to facilitate as the catering team will have to speak to each individual guest to establish their meal choices.

## **Services Available:**

**Serviced hospitality** is presented on china and glassware with a dedicated member of our team. This service represents a more sustainable way of delivering your catering needs across UCL.

**Delivered hospitality** is a “drop off and go” service to the location of your choice. All items will be delivered on reusable catering equipment to reduce waste.

**Bespoke hospitality** is an option for clients whose events are a little more complex in planning, therefore requiring assistance in selecting the right food format for a particular event and guidance of our onsite hospitality manager and executive chef. We will tailor the menus and event service just for you, which will help create the perfect dining experience for you and your guests.

## **Please state in your booking which type of service you require:**

### **Delivered or Serviced**

Please note that not all services are available in all locations throughout the UCL estate. The services available per location can be viewed via the bookings system or alternatively by contacting the catering office via the “Contact us” page.

### **Ordering Times and Cut Off Times**

A minimum notice of 24 hours is required for all Hot and Cold beverage orders (Monday - Friday).

For Delivered beverage services to satellite buildings across the UCL estate, the minimum number of guest we deliver for is 5 guests.

A minimum notice period of 3 working days is required for all simple food orders such as sandwiches, fork buffets and canapé receptions. (Working days being Monday– Friday)

A minimum notice period of 7 working days is required for Formal dining, Conferences and Bespoke events. (Working days being Monday – Friday)

# Terms and Conditions

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We will always endeavour to accommodate last minute requests, however, all of our menus may not be available at short notice, our team on the day will be able to advise what we are able to offer, if you contact the relevant catering Office via our "Contact us" page.

## **Dietary Requirements**

Please inform us at the time of booking of any special dietary requirements that your guests may have, particularly allergies. Once we receive this information, our chefs will compose an alternative menu for those guests, taking into consideration their requirements. For guests requiring Kosher meals, please be advised that there is an additional charge for this option and a minimum notice of 5 working days is required ('working days' being Monday - Friday).

Please be advised that in all our kitchens throughout the UCL estate we use nuts and nut derivatives, please advise your guests of this when requesting dietary requirements from them.

For all Formal Dining events, unfortunately, due to the logistics of service within the UCL estate, we are unable to offer an À la carte style service. As such all guests are required to have the same starter, same main course and same dessert. We will of course take into consideration those guests with special dietary requirements.

## **Equipment Costs and Staffing**

Black linen for buffet tables, formal dining tables and portable bars, standard crockery, standard glassware and standard silverware costs are all included within the Serviced Hospitality prices on line.

Should you require additional black linen for reception tables or poseur tables, then there is an additional charge of £4.00 per cloth required.

Should you prefer white linen for your Formal Dining or Bespoke event, then the following charges apply: Table cloths £8 each and Linen napkins £1 each

Should you wish to have coloured linen or a different style of china, silverware or glassware for you event then the costs of these will be discussed with you when you are organising your event with the catering team.

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We use a sustainable re-usable glass bottle for water services here at UCL and we have a dedicated delivery and collection team who will collect all the bottles after your event. Please be advised that the bottles are the property of Sodexo and there is a charge of £3.95 per bottle, for non-returned bottles which will be added to your PTAE code. The cost of labour is essentially included within our Serviced Hospitality prices, when arranging your event, we will advise you on the level of staffing that we would recommend for your event based on our experience. Should you prefer a higher level of staffing to what we recommended, then an additional labour charge for staffing will be incurred at the rate of £12.50 per guest per hour.

## Additional Charges

Additional charges may apply if the catering equipment is lost at the point of our collection.

The following corkage charges apply to alcoholic drinks not brought through Sodexo: £1 per bottle of beer, £3.50 per bottle of wine and £5.00 per bottle of sparkling wine, prosecco or champagne.

On many events, clients often request that they have a cash bar facility available for their guests, in order to facilitate this offer there is an additional charge. For events of 1-80 guests the charge is £50 and this provides you with 1 bar waiter, for events 81-160 guests the charge is £100 and provides you with 2 bar staff.

Sodexo are the holders of the liquor licence for events here at UCL and are permitted in designated areas to serve alcohol from 10.00hrs until

23.00hrs Monday – Saturday and from 10.00hrs until 22.30hrs on Sundays. Should you wish to extend the hours of service for your event, please contact the catering office, as we will need to apply for a Temporary Event Notice (TEN) from the local council. Please be advised that all charges incurred in the application of the TEN will be borne by the event organiser and not Sodexo. For your information, it can take up to 4 weeks in busy times for a TEN to be granted by the council but they can also be declined, in such cases any charges incurred by Sodexo will still pass to the event organiser.

Cancellation charges: 0% charge on 3 working days or more notice, 50% charge with 2 working days' notice and 100% charge with less than 2 working days' notice.

For all enquires or to arrange a meeting with an event manager please call **0207 679 2153** or email [sodexo-hospitality@ucl.ac.uk](mailto:sodexo-hospitality@ucl.ac.uk)