



University College London

Hospitality Brochure

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Our Hospitality Services

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.

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 issues 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.

Sustainable hospitality

Sodexo are proud of the efforts we have made to develop a more sustainable and suited for all Hospitality offer at UCL, To assist in the delivery of this for your event have you:-

- Ordered sufficient vegan and vegetarian options for your guests, we can offer recommendations if required.
- Informed us of any allergens or dietary needs. We can supply pre-wrapped Kosher products, Halal, Gluten Free and many other options if advised
- Requested "serviced" events to eliminate single use disposable ware.
- Ordered Fair Trade juice and asked about cakes / biscuits to accompany your Aspreto coffee.

Sodexo would like to draw your attention to the following –

- All our fresh meat served at UCL is of at minimum Red Tractor UK standard.
- All our shell eggs used a UCL are of Free Range Status, Sodexo also hold "The Good Egg " accreditation and have done so since 2012.
- Sodexo prefer to serve only MSC fish and seafood – please ask us for details in respect of your event as to options we can supply and offer that may be more sustainable.
- Sodexo purchase "Wonky" vegetables on a weekly basis which is both seasonal and preventing food waste – please ask us for your specific event what options we can suggest.



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

HOT DRINKS

	Hospitality Delivered	Hospitality Serviced
Tea and Coffee (per guest) <i>Including a selection of herbal teas, De -caffeinated coffee and hot chocolate.</i>	£1.25	£1.45

COLD DRINKS

Strathmore Water STILL 1L	£2.00	£2.00
Strathmore Water SPARKLING 1L	£2.00	£2.00
Selection of Canned Drinks 330ML	£1.20	£1.20
Orange Juice 1L	£2.95	£2.95
Apple Juice 1L	£2.95	£2.95
Cranberry Juice 1L	£2.95	£2.95
Elderflower 1L	£6.25	£6.25





Pastries and treats

Fresh baked mini pastries (2 per guest)	£2.00
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	
Mini 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
GF & Vegan Blackcurrant crumble slice	£2.20
Vegan apricot, orange & Almond slice	£2.20
GF Chocolate brownie	£2.20
GF Sultana Scones	£2.00
Biscuits and cookies	
Wrapped biscuit selection (2 per pkt)	£0.75
Freshly baked large cookie	£1.00
Gluten free biscuits (2 per pkt)	£1.40
Vegan Biscuits (2)	£1.00

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.

For all serviced events only

Sustainable salad box

£42.00

All salad boxes are 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),
- Moroccan spiced aubergine, turmeric yoghurt, and pomegranate molasses (V),
- 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).





Artisan sandwich selection

Created daily for UCL, by a local supplier, a range of artisan breads and fillings, all served in a plastic free box.

	Hospitality Delivered	Hospitality Served
<p>Artisan vegetarian deli platter</p> <p>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). (24 pieces. We recommend one platter for 5 guests).</p>	£26.00	£31.20
<p>Artisan meat deli platter</p> <p>British ham and mustard mayo mini roll, Roast chicken with basil pesto focaccia, Roast beef and rocket ciapini, Signature British pulled chicken salad on malted bread, Chicken Caesar tortilla wrap, hoi sin duck tortilla wraps. (24 pieces. We recommend one platter for 5 guests).</p>	£26.00	£31.20
<p>Artisan mixed deli sandwich platter</p> <p>Sunshine wrap (VE), Barbers mature cheddar and salad ciabatta (V), Chicken salad mini roll, Tuscan tuna focaccia, Signature smoked salmon and cream cheese on granary, Chicken Caesar tortilla wrap. (24 pieces. We recommend one platter for 5 guests).</p>	£26.00	£31.20

Sandwich selection

	Hospitality Delivered	Hospitality Serviced
Traditional vegetarian sandwich platter 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). (24 pieces. We recommend one platter for 5 guests).	£19.75	£24.95
Traditional meat sandwich platter Ham and mustard, Chicken and sweet corn, Beef and tomato, Chicken and stuffing, Ham and tomato; Chicken mayo. (24 pieces. We recommend one platter for 5 guests).	£19.75	£24.95
Classic fish and prawn sandwich platter Prawn Marie Rose, Tuna mayo and cucumber, Hot smoked salmon with dill, Smoked salmon and soft cheese; Prawn and lemon mayo. (20 pieces. We recommend one platter for 4-5 guests).	£21.85	£27.00
Luxury vegetarian sandwich platter 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) (20 pieces. We recommend one platter for 4-5 guests).	£21.85	£27.00
Classic meat sandwich platter BLT; Ham salad, Chicken and bacon; Chicken salad; Chicken and stuffing. (20 pieces. We recommend one platter for 4-5 guests).	£21.85	£27.00





Sandwich selection

	Hospitality Delivered	Hospitality Served
Luxury mixed sandwich platter Goats cheese and chargrilled peppers (V), Ham, cheese and ale chutney, New York deli, Salmon and horseradish soft cheese, BBQ chicken and bacon. (20 pieces. We recommend one platter for 4-5 guests).	£21.85	£27.00
Luxury mixed wrap platter Harissa houmous and falafel (V), Piri-Piri chicken, Hoi sin pulled pork, Chicken with yoghurt and mint crème fraiche, (We recommend one platter for 4 guests).	£19.75	£24.95
Vegan sandwich platter (20 pieces)	£19.75	£24.95
Halal chicken sandwich platter (20 pieces)	£19.00	£24.00
Gluten free mixed wrap platter (16 pieces)	£19.75	£21.85
Simple working 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 and Halal individually priced from	£4.10	
Selection of gluten free sandwiches available on request: (please contact the catering office to order these items)		
Individual salad bowls for special dietary requirements are available on request.	£4.60	



Artisan grazing table

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.

For serviced events only

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.

Antipasti grazing table

A selection of continental cured meats, char grilled artichoke hearts, fire roasted peppers, sun dried tomatoes, olives, tapenades, artisan bread and marinated feta cheese and flavoured oils.

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 bon bons and lollipops in chocolate soil.

Each table will serve 30 guests
Cost £300.00

This offer is available for serviced events only.



Grazing platter selection

	Hospitality Delivered	Hospitality Serviced
<p>Antipasti grazing platter European charcuterie, marinated chargrilled vegetable salad, sun blushed tomatoes, black olive tapenade crostini, pesto marinated feta, artisan bread. (We recommend one platter for 5 guests).</p>	£47.50	£52.50
<p>Cold vegetarian platter Caprese skewers, Crudités and hummus shot, Spiced egg croustade, Guacamole and tomato crostini, Individual sweet potato and squash frittata, Oriental style noodle salad in a charcoal tart. (We recommend one platter for 5 guests).</p>	£35.00	£40.00
<p>Cold grazing platter A Mini sausage rolls, Goats cheese and fig charcoal tart, Chicken tandoori skewer shot, Smoked mackerel and horseradish filo basket, Caprese skewers, Crudités and hummus shot. (We recommend one platter for 5 guests).</p>	£43.25	£48.25
<p>Cold grazing platter B Coronation chicken in a charcoal tart, Goats cheese and Parma ham tart, Prawn and cucumber canapé, Caprese skewer, Guacamole and tomato crostini, Roast vegetable and feta pin wheels. (We recommend one platter for 5 guests).</p>	£43.25	£48.25

Grazing platter selection

Hot grazing platter A (Serviced)

£49.95 per platter

Mini sausage rolls, duck spring rolls with sweet chilli sauce, chicken tikka skewers, prawn and chorizo tart, mini jacket potato with cheddar, individual sweet potato and squash frittata.

(We recommend one platter for 5 guests).

Hot grazing platter B (Serviced)

£49.95 per platter

Lamb and chorizo skewer, Cajun spiced chicken brochette, coconut prawn and sweet chilli, smoked salmon and chive tart, stilton and mushroom wonton, mini onion bhaji and mango chutney.

(We recommend one platter for 5 guests).

Vegetarian hot platter (Serviced)

£41.50 per platter

Caramelized red onion tart; Individual sweet potato and squash frittata; Mini jacket potatoes with cheddar; Stilton and mushroom wonton; Mini onion bhaji with mango chutney; Vegetable dumplings.

(We recommend one platter for 5 guests).

BBQ grazing platter (Serviced)

£49.95 per platter

Homemade pork and sweet chilli burgers; Mini sticky BBQ ribs; Indian spiced chicken skewers; Chargrilled corn on the cob; Baked sweet potato with chickpeas and tahini; Cajun coleslaw; Vegetarian Caesar salad; Chicken and chorizo skewer.

(We recommend one platter for 5 guests).



Grazing platter selection

European cheese grazing platter (Delivered) £25.25 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).

European cheese grazing platter (Serviced) £30.25 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:

Tomato and basil snacks (suitable for 5 guests) **£5.50 per bowl**

Mini pretzels (suitable for 5-8 guests) **£9.95 per bowl**

Vegetable crisps (suitable for 5 guests) **£4.50 per bowl**

Lightly salted Kettle crisps (suitable for 5 guests) **£4.50 per bowl**

Marinated olives (suitable for 5 guests) **£5.50 per bowl**

Chilli rice crackers (suitable for 5 guests) **£5.50 per bowl**

Parmesan bites (suitable for 5 guests) **£5.50 per bowl**

Cheddar and fennel biscotti (suitable for 5 guests) **£5.50 per bowl**

Popcorn **£5.50 per bowl**



Canapé selection

	Hospitality Delivered	Hospitality Serviced
Canapés (minimum 20 guests) Price per guest	£11.00	£11.20
Vegetarian Cold Canapé selection <i>(five canapes will be served per guest)</i>		
Fresh asparagus with sundried tomato & black olives; Mixed roasted pepper with red pepper pesto on ficelle; Waldorf salad in tortilla basket with apple & pecan tart.		
Mixed Cold Canapé selection	£11.00	£11.20
Fresh asparagus with sundried tomato & black olive (V); Mixed roasted peppers with red pepper pesto on ficelle (V); Waldorf salad in a tortilla basket with apple & pecan nut (V); Smoked salmon tartar with mascarpone on brown bread; Cocktail prawns & mixed peppers with spicy crab pate in a tortilla cup; Rolled omelette with smoked trout & keta; Peppered beef, beetroot & horseradish cream on crostini; Mini bagel of smoked chicken mousse & grapes; Glazed cut duck parfait on French brioche with fresh fig.		
Hot Canapé selection		£11.20
Tortilla cup of mushroom stroganoff (V); Mini vegetarian quiche (V); Smoked haddock fishcake with Hollandaise dip; Tail of king prawn tempura with sweet & sour sauce; Duck twist; Mini cheese beef burger with tomato relish.		
Dessert Canapé platter <i>(minimum 10 guests)</i> <i>(one of each canapé per guest)</i>	£6.75	£7.00
Selection of macaroons (pistachio, vanilla, coffee, lemon, chocolate & raspberry) Lemon meringue tartlet, Chocolate fudge brownie.		

*Other canapés available on request.



Cold fork buffet

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

£19.50 per guest

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

COLD FORK BUFFET

MAIN COURSES

Asparagus & blue cheese tart (V);
Sun blushed tomato, basil & courgette frittata (V),
Rare roast beef, parsnip crisp & horseradish cream;
Seared tuna with ginger, soy & lime;
Continental charcuterie selection;
Coronation chicken salad;
Smoked fish platter with trout;
Cornish mackerel, hot smoked salmon, roasted fennel & lime mayo;
Parma ham, fig & goat's cheese salad with honey.

SALADS

Greek feta, chilled watermelon & watercress salad;
Roasted squash, rocket & mixed grains with toasted pumpkin seeds;
Heritage tomato & basil salad;
New potato, rocket & spring onion with grain mustard dressing;
Chickpea and roasted Mediterranean vegetables;
Asian style slaw with chilli & coconut cream;
Seasonal leaf salad

DESSERT

Strawberry chocolate cup;
Apple & sultana crumble tart;
Chocolate mousse with ginger crumb;
Raspberry & forest fruit jelly;
Dark chocolate brownie





Hot fork buffet

Hot fork buffet
(minimum 20 guests)

£21.50 per guest

Choose three mains from the following:

VEGETARIAN

Tuscan bean casserole topped with mozzarella pearls, sage & parmesan;
Pesto pasta with toasted vegetables & goat's cheese;
Moroccan chickpea tagine, tomato, harissa & aubergine stew;
Indonesian pumpkin & spinach curry;
Broadbean & feta frittata;
Spice roasted cauliflower cheese;
Potato, sage & gruyere tart.

MEAT

Braised beef, baby button mushroom, silver skin onions, bacon & wine;
Five spice braised beef;
Braised beef with brown cap mushrooms & Dijon mustard;
Tarragon roasted chicken;
Chicken, chorizo, basil & plum tomato sauce;
Braised lamb Provencal with puy lentils;
Lamb, shallot & date tagine;
Grilled pork steak with gremolata;
Slow roasted pork belly with sage & apples.

FISH

Thai red prawn & coconut curry;
Smoked fish & prawn gratin;
Stir fry prawns, egg noodles & peppers with teriyaki & ginger;
Cajun baked salmon, lime & coriander mayonnaise;
Tandoori roasted salmon;
Grilled hake with olives & sun blushed tomatoes;
Sticky sesame seed cod with spring onions;
Roasted haddock with lemon & crispy caper berries.

DESSERT

Baked chocolate brownie with salted caramel drizzle;
Madagascan vanilla bean cheesecake;
Banoffee torte; Tiramisu; Apple & sultana crumble;
Lemon posset with ginger crumb

Contemporary bowl food

Bowl Food Menu *(minimum 20 guests)*

£16.00 per guest

This offer is for selected locations only

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

To commence:

Roasted winter squash & sage risotto & emmental lattice;
Hot Bloody Mary soup shot with English truffle oil & celery;
Soft boiled quail eggs with pancetta lardons;
Warm black pudding with crispy winter leaves;
Hot smoked Braden roast salmon, pickled heritage beetroots, mizuna salad & horseradish crème fraiche

To continue:

Wild foraged mushroom stroganoff with crème fraiche, smoked paprika & coriander infused rice (V);
Roasted squash, chickpea tagine with lightly spiced mixed grains, pomegranate & golden rice (V);
Slow braised ox cheek with pommery mustard mash & crispy shallots;
Rare breed sausages with bacon & leek mash, crispy sage & red wine onion gravy;
Aromatic Thai chicken with sticky jasmine rice topped with shaved coconut;
Malaysian style prawns with lemon grass & vegetable noodles.

To conclude:

Stem ginger & orange rice pudding with caramelised mango & pistachio;
Kentish apple & black fig crumble with old fashioned custard;
Bitter chocolate & marshmallow mousse;
Classic crème brulee





Formal dining

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

Starter

Veloute of leeks & new potatoes, parmesan gnocchi & red endive (V);
Orzo salad, artichoke hearts, tomatoes, chickpeas with a lemon & basil dressing (V);
Smoked trout with potato & shoot salad with caper mayonnaise;
Salmon parfait with beetroot gravlax & watercress centre;
Warm smoked pancetta, baby leeks & gruyere tart with wild rocket & balsamic dressing;
Confit pork & caramelised apple terrine with sourdough & pickled vegetables.

Main course

Pea, mint & broad bean risotto, wilted spinach & chive veloute (V);
Beetroot ravioli, wilted greens, sage & onion butter (V);
Corn fed chicken supreme with sage fondant, buttered leeks and port wine jus;
Pork belly with spring onion & maple mash, braised red cabbage, crackling & madeira jus;
Welsh lamb rump, wild garlic risotto & fava beans with lamb sauce;
Salmon two ways, crisp skinned fillet, dill potatoes, French beans & smoked salmon veloute;
Cod loin with roasted roots, roasted kale & lemon beurre blanc.

Dessert

Baked rice pudding with salted caramel drizzle & candied pistachio;
Lemon & elderflower yoghurt bavarois with mint tuille;
Scottish raspberry cranachan with broken meringue & raspberry sauce;
Ginger brulee tart with stem ginger & mint syrup;
Sticky toffee pudding with caramel sauce.

Fine dining

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

Starter

Chilli roasted halloumi with watermelon & mizuna & balsamic dressing (V);
Roasted squash soup with toasted sunflower seeds & curry oil (V);
A selection of charcuterie, honey pickled carrots, chard salad & mustard dressing;
Salad of duck breast with orange pine kernels & shoots;
Hot smoked salmon, curried cauliflower, almonds, coriander & micro shoots;
Blow torched Cornish mackerel, heritage tomatoes, lilliput capers & sweet basil.

Main course

Sautéed supreme of guinea fowl, apple risotto & buttered kale (V);
Mediterranean mille-feuille with roasted peppers, aubergine, rocket salad & tapenade cream cheese (V);
Autumn vegetable crumble, parmesan roasted potatoes & hispi cabbage (V);
Rump of Salt Marsh lamb, flageolet beans, slow roasted tomatoes, rich lamb jus (£2 per person extra);
Roast pork belly with anise carrot puree & balsamic glazed carrots & caraway creamed cabbage;
Roast line caught cod, wild mushroom orzo & langoustine sauce.

Dessert

Indian spiced rice pudding with poached pears;
White chocolate & stem ginger cheesecake;
Matcha green tea & raspberry delice;
Milk chocolate praline bar with kirsch soaked cherries & aerated sponge;
Apple & caramel mousse;
Passionfruit panna cotta with pistachio tuille & passionfruit pearls.



Conference package

The conference package is available in selected locations only

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:

BUFFET A

Tuscan bean casserole with mozzarella, sage & parmesan;
Selection of seasonal vegetables;
Thyme and garlic roasted potatoes;
Warm artisan breads;
Braised beef with mushroom, bacon, onion and red wine jus;
Baked chocolate brownie with salted caramel drizzle.

BUFFET B

A selection of seasonal vegetables;
Buttered parsley crushed new potatoes;
Warm artisan breads;
Chicken, chorizo with a basil tomato sauce;
Smoked fish & prawn gratin;
Banoffee torte.



Conference package

BUFFET C

A selection of seasonal vegetables;
Mashed potatoes;
Warm artisan breads;
Tandoori roast salmon;
Spiced roast cauliflower cheese;
Apple & sultana crumble.

BUFFET D

Indonesian pumpkin & spinach curry (V);
Mild chicken curry;
Raita;
Mango chutney;
Lime pickle;
Toasted coconut & dried fruit;
Pilau rice;
Warm mini naan bread;
Lemon posset with ginger crumb



Terms and Conditions

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

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 disposables and our team will collect any unused disposable equipment at the end of the event.

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

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

Generic (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.

The cost of the disposables for Delivered Hospitality, are all included in the Delivered Hospitality prices on line.

Terms and Conditions

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 disposables and 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

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