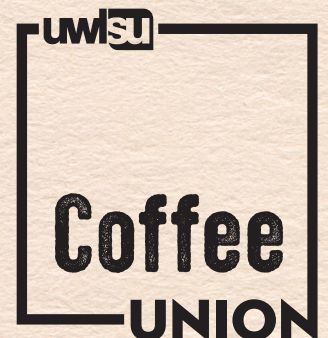
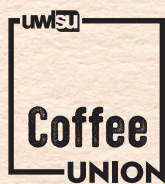


# CATERING SERVICES



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# INTRODUCTION

## **STAFFED BY STUDENTS**

We're led by students and a team of professional staff to support our work. By hiring students to undertake work - we're offering opportunities to learn skills, reinforce our sense of community, and provide a valuable source of income to student staff - and we're a 'real living wage' employer too!

## **TAILOR MADE SERVICE**

This brochure shows our most popular options. If these don't meet your event requirements - please just ask, and we will be delighted to adjust and provide alternatives

We offer a bespoke, tailor-made catering service for your event and will always provide alternative options for those with allergies and intolerances. We offer vegetarian/vegan, halal, and gluten-free options as standard. Other dietary requirements are available on request.

## **ETHICALLY SOURCED**

We buy all our products from reputable suppliers to ensure they meet student-defined ethical requirements, working with them to improve their practices. This ensures that students' purchasing power is harnessed for social change.

## **GREEN IS GREAT!**

From August 2024 we want to continue to reduce our reliance on single use items. In line with this, where single use items (cups, cutlery, plates etc) are a requirement, a levy will be imposed for these items. Even though we source fully compostable items, the production and transport of these items is still significant - please help us to help the environment.

# WHERE WE WORK

Did you know, we work across the entire UWL estate?  
Our offering varies from campus to campus, but if you're unsure about what we can offer – please ask!

## EALING - ST MARY'S ROAD

Our main hub is at St Mary's Road, and includes our lounge Freddie's, and our two main coffee shops - Coffee Union. At SMR we can provide all catering services in a variety of spaces including the SU Gallery in the Park Building, Weston Hall, Lawrence Hall, Dr William Barry Lecture Theatre and all other classrooms and lecture spaces. For public lectures in Dr William Barry Lecture Theatre, we're able to offer a bar service from the Lady Byron Coffee Union by request.

We're also able to offer limited services to Drama Studio London colleagues, and basic refreshments at Vestry Hall.

## EALING - UXBRIDGE ROAD

Not only is Uxbridge Road home to our portable coffee shop 'Little Coffee Union', we're able to offer catering services here in both Century and Cavendish House.

## BRENTFORD - PARAGON HOUSE

We're able to offer a full catering service at Paragon House, with some minor restrictions, please ask us if you're unsure.

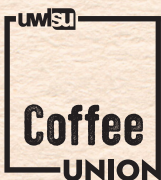
## READING - FOUNTAIN HOUSE

From September 2024 we have a permanent member of staff based in Reading, and we're able to offer some basic catering facilities here - please see the matrix below.

## OXFORD - RUSKIN COLLEGE

We're able to offer some basic catering facilities here, subject to minimum spend requirements- please see the matrix below.

CATERING SERVICES	EALING SMR	EALING UXB	PARAGON HOUSE	FOUNTAIN HOUSE	RUSKIN COLLEGE
Tea, Coffee & Biscuits	X	X	X	X	
Pastries/Breakfast Goods	X	X	X		
Buffet Service	X		X		
Bar Service	X		X		
Conference/DDR Packages	X	X	X		
Seated Lunches/Dinners	X				
Packed Lunches	X	X	X	X	X
3rd Party Provision	X			X	X



# WHERE WE WORK

## FREDDIE'S

Our social lounge Freddie's is available for all sorts of activities. At certain times we're able to offer exclusive use for receptions and events, as well as private hire for personal functions (whilst ensuring that the student experience remains our top priority).

Freddie's has a full lighting and sound system, including stage, 4K Projector and giant screen, and further equipment may be sourced by university departments from the MRC.

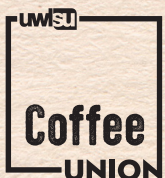
Please email us at [commercial.su@uwl.ac.uk](mailto:commercial.su@uwl.ac.uk) to discuss your request for the space. Note that bookings for key events are fixed up to 12 months in advance and availability is limited.



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## COFFEE UNION (PARK BUILDING)/GALLERY SPACE

The seating area in the Park Building Gallery Space and the area surrounding Coffee Union is managed by the SU. If your event takes place during Coffee Union opening hours, plans must be confirmed by the UWL Events Team and with us, too.



# HOW TO ORDER

It couldn't be simpler to order catering with UWLSU...

You can request a quotation online [here](#).

Or alternatively scan the QR code.



We'll get back to you with a quote within 3 working days. If you need catering with less than 2 weeks' notice, please make sure you check the box on the form. You can also give us a call via SU Reception - 0208 231 2276 and ask to speak to a member of the commercial team, or visit us at the SMR Campus, in PK.GF.009.

Our team work outside of standard office hours, and as such we request that orders are placed a minimum of 5 working days prior to your event, preferably 10. This will enable us to ensure that suppliers can deliver in time, and that we deliver the best service possible.

## PAYING FOR YOUR ORDER

If you're a UWL department, you, or someone within your university department, will need to raise a Purchase Order on Parabalis. We must have this in advance of the catering delivery or event, so please ensure you provide this once approved by the budget holder.

If you're a UWL 3rd party (such as Equans or partner institutions) please provide a purchase order if your organisation requires. Please ensure that you provide the full trading name and accounts email address for our invoice.

Private clients will receive a sales invoice 30 days prior to your event (or on confirmation if sooner than 30 days), payment should be made no later than 3 days prior to the event, to allow cleared funds to be confirmed by the finance department.

Internal SU departments should complete an internal transfer form via the finance tracker, and have this authorised by the budget holder. Societies and Sports Teams should check with their lead coordinator prior to booking.

# TERMS & CONDITIONS

## CANCELLATIONS POLICY

If you wish to cancel your booking, you should notify us as soon as possible. This should be done in writing to [commercial.su@uwl.ac.uk](mailto:commercial.su@uwl.ac.uk).

These terms apply to internal catering bookings, and separate terms are in place for private bookings, please refer to your confirmation agreement.

NOTICE	PENALTY
>1 Week Notice	No Charges Incurred
>48 Hours Notice	50% Charge of Total
48 Hours Notice	75% Charge of Total
24 Hours Notice	100% Charge of Total

Some items may not be able to be cancelled less than 48 hours where special orders are placed with suppliers. Due to the nature of food supply chain we are unable to return fresh foods, and as such a charge may still be levied.

Cancellation terms apply to reduction in numbers, and where numbers are reduced after the point of confirmation, the above terms will continue to apply.

The notice period applies to standard working days, Monday to Friday.

## SUBSTITUTIONS

On rare occasions it may be necessary for us to substitute a product due to availability from suppliers outside of our control. We endeavour to inform you before the event, however, this may not always be possible. Substitutions will always be of an equal or greater quality.

## MISSING/BROKEN EQUIPMENT

Where equipment is delivered, customers are responsible for its security whilst in their charge.

Any damages or losses will be invoiced post event where appropriate. This may include items such as display trays, glassware and chinaware. Where this is hired specifically for an event, a further surcharge may apply.

# COURSE, CAREER & COMMUNITY ENHANCEMENT ACTIVITIES

These events (previously known as CBAs) are run by the Partnership & Engagement team at UWLSU, in collaboration with course leaders and Heads of School.

The team put on a whole range of activities for students to enjoy, all within your timetabled lectures. Here's just a short list of some of the things we can do...

- Daytrip to successful workplaces for an inside look into how they function
- Workshops and guest lectures from industry professionals
- Social events for course bonding and celebrations
- Trips to museums and exhibitions

These events are often catered, and can be fully or partly funded by the SU in some cases. Formats are completely flexible around your planned activity, and the SU team members below will help advise based on previous events.

If you have an activity that you think your course students would love, email the relevant contact for your school to see if we can sort it out for you:

## **SUSAN KAPOOR**

[susan.kapoor@uwl.ac.uk](mailto:susan.kapoor@uwl.ac.uk)

School of Law

London Geller College of  
Hospitality and Tourism

Claude Littner  
Business School

## **SARA POURVASTEGAR**

[sara.pourvastegar@uwl.ac.uk](mailto:sara.pourvastegar@uwl.ac.uk)

London College of Music

Drama Studio London

School of Medicine and  
Biomedical Sciences

## **OLGA MAMCIC**

[olga.mamcic@uwl.ac.uk](mailto:olga.mamcic@uwl.ac.uk)

Institute of Policing Studies

School of Human and Social  
Sciences

London School of Film,  
Media and Design

## **CALLIE JEWELL**

[callie.jewell@uwl.ac.uk](mailto:callie.jewell@uwl.ac.uk)

School of Computing and  
Engineering

College of Nursing,  
Midwifery and Healthcare

International student  
activities

## **EMMA SHORNEY**

[emma.shorney@uwl.ac.uk](mailto:emma.shorney@uwl.ac.uk)

College of Nursing, Midwifery and Healthcare (Reading)



# STUDENT GROUPS

## ARE YOU A SOCIETY, SPORTS TEAM OR OTHER STUDENT GROUP?

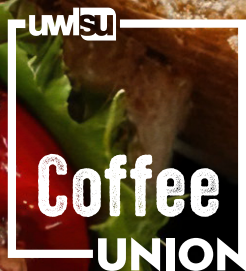
You're able to book a space, including Freddie's and Coffee Union (as well as other options depending on your activity) and whether you're hosting a small catch up, a regular meeting or an end of term party, we've got you covered. From individual tables to takeovers, get in touch with [SU.StudentGroups@uwl.ac.uk](mailto:SU.StudentGroups@uwl.ac.uk), or speak to your lead coordinator for more information - you can find their contact information on the committee hub site, [here](#).

You can pay individually (through our ticketing site) or from group funds - remember, any expenditure over £50 needs to be authorised by the Community & Belonging Team. If your event features alcohol, please be aware that this cannot be paid for out of group funds.





# OUR MENU OPTIONS



# DRINKS

## HOT DRINKS

**Filter Coffee 2.00**

**Tea 2.00**

English Breakfast  
Tea & Herbal Infusion Selection

## SOFT DRINKS

**Juice Pitchers (serves 6) 4.50**

*Choose from*  
Orange, Apple,  
Pineapple, Cranberry

**Mineral Water 2.00**

Still and/or Sparkling

**Soft Drinks 330ml Cans 1.50**

Coca Cola, Diet Coke, Coke Zero,  
Dr Pepper, Sprite, Fanta Orange

## BOTTLED BEERS & CIDERS

Peroni, Asahi, Corona, Budweiser, Fruit Ciders From 4.00

## ALCOHOL FREE BOTTLED BEERS & CIDER

Becks Blue, Corona Cero, Fruit Ciders From 3.50

## WINES

All wines are available by the glass (standard 175ml serving) or bottle.  
Below is our recommended selection, other grape selections  
are available by request.

### WHITE

Fiori Sul Muro Catarratto Pinot Grigio 5.00/20.00  
Central Monte Sauvignon Blanc 6.00/22.00

### RED

Central Monte Merlot 5.00/20.00  
Central Monte Cabernet Sauvignon 6.00/22.00

### ROSÉ

Fiori Sul Muro Rosato 5.00/20.00  
Sea Change Pinot Grigio Rose 6.00/22.00

### SPARKLING

Primi Soli Prosecco 6.00/25.00  
Charles Vercy Cuvee De Reserve Champagne 40.00

*Wines may be substituted subject to availability*

## COCKTAILS

From 7.00

A selection of cocktails and mocktails are available,  
subject to minimum numbers depending on venue.

A wide selection of spirits and mixers are also available, with an even  
wider list available to us through our extensive supplier list.  
Just ask for a bespoke list and quotation.

# BREAKFAST

## WORKING BREAKFAST SELECTION

Includes  
Tea, Coffee, Fresh Fruit Bowl, Mixed Pastries, and Juice 6.00

## BREAKFAST ROLLS

served in a floured bap or brioche bun 2.50

Choose from  
Pork Sausage, Bacon, Vegan Sausage

## FILLED CROISSANTS & PASTRIES

Filled Croissants 3.00

Choose from  
Ham & Cheese/Cheese & Tomato

Mini Danish Selection 2.00



# LUNCH

## **SANDWICH LUNCH**

Sandwich Platters - (4 Quarters per guest) 6.00 per head

Selection of sandwich quarters  
choose from Vegetarian, Meat, Seafood, Halal

All Served with Crisps

## **LUXURY SANDWICH PLATTERS**

Luxury Sandwich Platters - (4 Quarters per guest) 7.00 per head

Selection of sandwich quarters  
choose from Vegetarian, Meat, Seafood, Halal

Served with crisps and fresh fruit bowl

## **PACKED LUNCHES**

Packed lunches are perfect for CEAs, Excursions  
and days when it's just too busy - such as open days

Packed lunches include as standard:

Sandwich Wedge (Halal, Vegetarian, Vegan and GF options available)  
Packet of Crisps Chocolate Bar or Flapjack  
Fresh Fruit and a Bottle of Water

8.50



# BUFFET

## LUNCH & EVENING

### CLASSIC 14.00

A selection of sandwiches, crisps, mini quiches, mini samosas/spring rolls, fruit platter & selection of sweet treats.

### PREMIUM 22.50

A selection of sandwiches and wraps, crisps, nibbles, cheese selection, chicken/vegetable skewers, mini samosas/spring rolls, fruit platter and selection of sweet treats.

### BESPOKE BUFFET

8 items per person  
we suggest 3 meat, 3 veg and 2 sweet 7.50

12 items per person  
we suggest 4 meat, 5 veg and 3 sweet 10.00

MEAT	VEGETARIAN & VEGAN (VE)	SWEET
Hoisin Duck Spring Rolls	Mini Margherita Pizza Bites	Mini Scones
Chicken Skewers (Sweet Chili, Bbq, Katsu Sauce Options)	Vegetable Samosa	Mini Cakes
Chicken Goujons	Vegetable Spring Rolls	Brownie Bites
Fish Goujons	Onion Bhajis	Flapjack Bites
Chicken Gyoza	Cheese & Onion Goujons	Mini Eclairs
	Vegan Nuggets (Ve)	Churros
	Vegetable Gyoza	Macarons

### SOMETHING SWEET

Choose From:

Fresh Cut Fruit Platter 2.00 per head

Whole Cakes (serves 16) 30.00

Dessert Canapés (5 per person) 7.50

# PIZZA

We serve over 2,500 pizzas each year in the SU, it's our speciality!

## OUR PIZZA SECTION

All our pizza is served on crispy vegan friendly sourdough bases.  
Gluten Free bases are available by request.

### MARGHERITA

7.50

### BBQ CHICKEN (HALAL)

8.50

### VEGAN MARGHERITA

7.50

### AMERICAN HOT (HALAL)

8.90

### VEGETABLE SUPREME

7.50

### PEPPERONI (HALAL)

8.50

### PESTO AND SUNDRIED TOMATO

7.50

### GARLIC PIZZA BREAD

6.00



# DAY DELEGATE PACKAGES

Where you are catering for people throughout the day, our day delegate packages represent the best value for money.

## **FULL DAY** 25.00 per head

### **On Arrival**

Pastries & Juices

### **Throughout the day**

Tea, Coffee and Water

### **Mid-morning Break**

Fresh Cookies

### **Lunch**

Sandwich working lunch, with Fruit and Crisps, Juices and Soft Drinks.

### **Afternoon Break**

Cake Bites

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## **HALF DAY AM** 16.00 per head

### **Throughout the day**

Tea, Coffee, Water

### **On Arrival**

Pastries & Juices

### **Lunch**

Sandwich working lunch, with Fruit and Crisps, Juices and Soft Drinks.

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## **HALF DAY PM** 18.50 per head

### **Throughout the day**

Tea, Coffee, Water

### **Lunch on Arrival**

Sandwich working lunch, with Fruit and Crisps, Juices and Soft Drinks.

### **Afternoon Break**

Cake Bites



# CANAPÉS

Our canapé selection comprises a delicious mix of small bites, which are available on a 'mix and match' basis.

4 items per person  
7.00

6 items per person  
10.50

8 items per person  
14.00

10 items per person  
17.50

12 items per person  
21.00

MEAT	VEGETARIAN & VEGAN (VE)	SWEET
Smoked Salmon and Cream Cheese Blini	Red Pepper Hummus and Cucumber Boats (VE)	Cinder Toffee Brownie Bite (VE and GF)
Garlic and Chilli Prawn on a bed of Mango Salsa	Bruchetta Topped with Tomatoes in a Balsamic and Olive Oil Glaze (VE)	Chocolate Eclairs
Cream Cheese and Prosciutto Tartlet (GF)	Caramelised Onion and Goats Cheese Tartlet (GF)	Passionfruit Tartlet
Lamb Kofta Naan with Mint Yoghurt	Mini Quiche	Strawberry and Cream Scone
Hoisin Duck on a Cucumber Base, topped with Spring onions	Garlic and Herb Cream Cheese and Sundried Tomato on a Cucumber Base (GF)	Raspberry Cheesecake



# DINNER

All our buffet menus suit an evening reception.

For events in Weston Hall, we're able to provide various dinner options, all of which come with a bespoke menu to suit your needs. Here are some options:

## TWO OR THREE-COURSE SEATED DINNER

Choose from Starter/Main, Main/Dessert or all three  
FROM 20.00

## HOT BUFFET

Substantial plated options served buffet style  
FROM 18.50

## 'FAMILY STYLE' MEALS

Substantial plated options served sharing dishes, guests share at the table  
FROM 15.00



# VENUE HIRE

Need a space to hold your event? We also do venue hire.

## **FREDDIE'S**

Our versatile space offers removeable seating arrangements and is thoughtfully equipped with amenities to elevate your experience.

We have various TV screens strategically placed behind the bar and near the staging area, accompanied by a built-in music system to set the perfect mood. Elevate the ambiance with a variety of lighting solutions, adding a touch of flair to your memorable occasion.

We also have fully serviced bar available to you with a range of products from soft drinks to wine and beers on tap.

**Monday - Friday (£50 per hour)**

**Saturday and Sunday (£75 per hour)**



