DELIVERED CATERING/MENU

01227 82(8000) Internalcatering@kent.ac.uk www.kent.ac.uk/catering
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/catering. You can order, amend and cancel your bookings using this system up to two 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 with details of your requirements and a member of the team will be happy to assist. We offer a free delivery for orders above £100. Ideally, please book these events a few weeks in advance, which gives us plenty of time to organise the team and place our orders. If you keep us updated regularly with guest numbers, final details are only required by midday three working days before the event.

We realise on occasion you may need to book refreshments at short notice. Email us with less than 2 working days’ notice and our team will do our best to accommodate you. There will be a late order administration charge of £10.

Should you need to make any amendments or cancellations within 2 working days of the event, please email internalcatering@kent.ac.uk quoting the reference number. Any bookings cancelled less than 48 hours before the event will be subject to cancellation charges; please see our full terms and conditions for details.

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.
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 haven’t delivered there before. Please ensure the room or foyer is booked with timetabling for the Canterbury campus and Medway room bookings for the Medway campus. 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 leftovers 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**
- Fairtrade coffee and tea * £1.35
- Fairtrade hot chocolate * £1.45

**Bottles 500ml**
- Still or sparkling mineral water £1.30
- Coke, diet coke or lemonade £1.30
- Fairtrade orange or apple juice £1.50

**One litre jugs**
- Orange, apple or cranberry £2.95

**Treats**
- Biscuit £0.35 each
- Home baked cookie * £0.45 each
- Packet of crisps £0.75 each
- Fresh fruit * £1.00 each
- Chocolate, blueberry or toffee apple muffin * £1.50 each
- Home baked cupcake * £1.50 each
- Scone with jam and cream * £1.75 each
- Danish pastry * £1.90 each
- Cake * £1.90 each

**Canapés**
A selection of chef’s choice canapés: *
- 4 per person £8.00
- 8 per person £10.00
- 10 per person £12.00

**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 £3.75
- Bottled lager 330ml £2.95

**White wine**
- Hardy’s Riddle Chardonnay-Semillon South-Eastern Australia £13.50
- San Giorgio Pinot Grigio, Delle Venezie, Italy £13.50
- Kleine Zalze Bush Vines Chenin Blanc, Stellenbosch, South Africa £14.20
- Bolla Pinot Grigio delle Venezie, Italy £16.30

**Red wine**
- Hardy’s Riddle Shiraz-Cabernet South-Eastern Australian £13.50
- San Giorgio Montepulciano D’Abruzzo, Italy £13.50
- Sangiovese di Toscana, Trambusti, Italy £14.50
- Kleine Zalze Cabernet Sauvignon, Coastal Region, South Africa £15.00
- Fantinel Extra Dry, Prosecco, Italy, 11.5% £19.00

* All for a minimum order of six people
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 – £4.50 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 – £5.00 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) – £4.75 per person *

A selection of Danish pastries

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

Healthy Option (v) – £4.75 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) * £3.15

Bloomer sandwich with white or wholemeal bread * £3.30

Home baked baguette * £3.30

Selection of Italian breads (ciabatta and focaccia) * £4.00

* All for a minimum order of six people
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.

Savoury platters

The vegetarian platter (v) – £14.50
Includes items such as:
- Crudité – 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 – £18.00
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 – £16.00
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 – £18.00
Based on three per person. Includes items such as:
- Black forest gateau
- Victoria sandwich
- Mini bread and butter pudding

Fruit platter – £18.00
Includes items such as:
- Pineapple, melon, orange, apple, pears and grapes

Mini French pastry platter – £12.00
Based on three per person. Includes items such as:
- Coffee and chocolate éclair
- Praline and vanilla choux pastry
- Chocolate tartlets
- Lemon tartlets
DELIVERED CATERING/MENU

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 – £9.50 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 – £9.50 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 – £9.50 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)

The premium buffet – £15.50 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 – £10.00 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 – £14.00 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

* All for a minimum order of six people
TERMS AND CONDITIONS

Please note prices exclude VAT.

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 two working days’ notice is required for online bookings or any amendments or cancellations.

Larger orders for more than 49 people should be made by emailing internalcatering@kent.ac.uk with at least two working days’ notice.

Please note that any orders made with less than two 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 two 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 48 hours prior to the event. Events cancelled more than 48 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 the Timetabling Office for the Canterbury campus and Medway room bookings for the Medway campus. Where possible, we advise booking a separate room for catering deliveries to minimise disruption to your meeting.

During vacation periods, rooms must be booked through the Conference Office.

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 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.