



University of Brighton

hospitality *In*Haste **2010**

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Guidelines for ordering hospitality

This brochure provides a range of hospitality options including the current wine list. We are sure that you will find exactly what you require, but if you wish to discuss alternative options or would like advice on booking procedures please do not hesitate to contact the relevant catering officer. Details of all contacts can be found on page 10 of this brochure.

New for 2010

Those of you that are familiar with the hospitality brochure will find we have made improvements to the menu's we offer. We have looked at new options for the finger and cold fork buffets, an alternative working lunch option and introduced a fantastic new range of canape menus.

As always if you can't find something to suit your meeting or event contact us and we will discuss your requirements. This year we have also achieved Vegetarian Society accreditation - please see page 2 for more information.

Please be aware that in line with the current economic climate we have maintained our 2009 prices.

Menus

Menus are grouped by type with each given an appropriate sub-heading. This will allow you to go to the relevant section which applies to your request. Each section is individually coded to make ordering more convenient.

Price

Alongside each option is a price which is based, where appropriate, upon one person. If you choose to discuss alternative requirements with a member of the catering team you will be advised of the price per head prior to confirming your order.

As mentioned above we have maintained our 2009 pricing structure.

Ordering

To order you will need to fill out a hospitality request form and send it to your site catering officer or the catering officer on the site where the hospitality is required. To request blank forms please contact the central catering office on ext. 3120. Please also read our **terms and conditions** on page 10 prior to ordering your hospitality.

Vegetarian Society approved caterers

Catering services are an approved Vegetarian Society caterer.

This is in recognition of the work to ensure all products, including those served as part of the hospitality service meet the standards set out by the Society. In a nutshell it provides customers with reassurance that no foods labelled as vegetarian will contain any trace of meat, fowl, fish or shellfish. It also means that all eggs are free range and stocks and fats used for vegetarian foods are entirely meat, fowl and fish free.

Special diets

All set buffet and sandwich options have been developed to cater for both meat and fish eaters and vegetarians. If you would like your choice to be rebalanced either way please contact the relevant catering officer. We can also cater for special dietary requirements, advice on which can again be sought from your catering officer.

Nut and shellfish allergies

All hospitality food items are prepared in an environment where other foods, such as nuts and shellfish may be present. If you require any further information please email **catering@brighton.ac.uk**.

Deliveries

The customer must ensure that the delivery location has access via a lift if it is higher or lower than ground floor level. If requested 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 access to the located room for delivery, the food/beverages will either be left outside the room or returned to the kitchen.

We advise that orders will be delivered 15 minutes before they are actually required. Please note that on exceptionally busy days deliveries may be made up to 30 minutes prior to your requested time. Please allow for early deliveries when making your room booking.

Storage

When your food has been delivered, please store it carefully away from direct sunlight or heat sources, such as radiators, and draughts. Keep your food covered until it is required to ensure its freshness. We strongly advise that you consume your food within 2 hours of delivery.

Collection

We will endeavour to collect all of the equipment on the same day or by 9.00am the following day. The customer is responsible for all equipment once delivered, i.e. flasks, cups etc and any equipment which is lost or damaged may be charged for.

Customer feedback

Should you wish to comment on any part of the hospitality service please email **catering@brighton.ac.uk** or alternatively contact your local site catering team.



Our menus

The menus presented in this brochure are just a taste of what you can order. All our site teams have extensive experience of planning and producing food and beverage services to a wide range of functions and events. Whether it's a small canapé reception or a celebratory gala dinner we have the expertise to deliver services to your satisfaction.

If you wish to discuss catering for an event or you want to consider a bespoke service please contact your local site catering officer.



Can't see a choice that suits your event?

Please do not hesitate to contact us to discuss bespoke menu options.

Beverages

A range of hot and cold beverage options to suit your event, or to compliment your order.



We provide an appropriate volume of tea and coffee based upon the numbers booked for an event. For morning bookings these beverages will be weighted towards coffee whilst afternoon bookings will be weighted towards tea. If you have a specific request for more tea or coffee please contact your local catering team.

All our coffee, tea, orange juice and sugar is **FAIRTRADE**.

b1	£1.15 per person	Tea, coffee and speciality teas (v)
b2	£1.70 per person	Tea, coffee, speciality teas and premium assorted biscuit (v)
b3	£1.90 per person	Tea, coffee, speciality teas and FAIRTRADE biscuits (v)
b4	£2.25 per bottle	Chilled litre bottle of FAIRTRADE orange juice (v)
b5	£1.75 per bottle	Mineral water (1 litre bottle - 6 servings) (v)

For our wine list see page 9

Morning items

An excellent addition to your meeting requirements, particularly for those early morning starts.

m1	£1.40	Mini viennoise selection (2 per person) (v)
m2	£1.40	Selection of danish pastries (1 per person) (v)
m3	£1.40	Cheese scone and butter/flora (1 per person) (v)
m4	£1.40	Flowerpot muffin (1 per person) (v)
m5	50p per piece	Fruit basket (v)
m6	£2.00 per person	Fresh fruit platter (v)



Working lunches

Great for sustaining energy when working through the lunch break.

We supply meat, fish and vegetarian choices unless otherwise specified when you order.
We can provide vegan and wheat

w1
£5.95 per person

Classic sandwich
A selection of sandwiches from across our range

Served with:
Crudite garnish
Vegetarian baked crisps
Fresh fruit platter
FAIRTRADE orange juice
Mineral water

w2
£5.95 per person

Mini filled rolls
A selection of mini filled rolls

Served with:
Crudite garnish
Vegetarian baked crisps
Fresh fruit platter
FAIRTRADE orange juice
Mineral water



mm
add 75p per person

Bite sized cakes
add bite sized cakes to your lunch selection

**Can't see a choice that suits your event?
Please do not hesitate to contact us to discuss bespoke menu options.**



Day delegate

The perfect one stop order option for day long events.

All day delegate lunches are based upon one of our finger buffets, see page 6 for details.

dd1

£13.50 per person

Standard Option

The day delegate option includes:

- Tea and coffee on arrival.
- Mid morning tea, coffee with danish pastries.
- Finger buffet lunch (please choose one option - see page 6 for choices) which includes **FAIRTRADE** orange juice, mineral water and fresh fruit platter. The lunch is also served with an additional selection of cold desserts.
- Afternoon tea, coffee and biscuits.



Can't see a choice that suits your event?

Please do not hesitate to contact us to discuss bespoke menu options.

Finger buffets

Perfect for shorter training events, presentations or meetings where you want to stop for lunch. *All options available as part of the day delegate package.*

We supply meat, fish and vegetarian sandwiches unless otherwise specified when you order.

- f1** Selection of sandwiches **(vegetarian choice)**
Selection of mini frittata **(vegetarian choice)**
Sweet potato and curry bites **(v)**
Breaded salmon goujons with tartar sauce

Served with:

Crudite garnish
Fresh fruit platter
FAIRTRADE orange juice
Mineral water

-
- f2** Selection of sandwiches **(vegetarian choice)**
Salmon skewers with lemon mayonnaise
Mini vegetable puff pastry parcels **(v)**
Tortilla chips with dip **(v)**

Served with:

Crudite garnish
Fresh fruit platter
FAIRTRADE orange juice
Mineral water

-
- f3** Selection of sandwiches **(vegetarian choice)**
Selection of filled mini bagels **(vegetarian choice)**
Crispy coated chicken
Mini vegetable samosas with chutney **(v)**

Served with:

Crudite garnish
Fresh fruit platter
FAIRTRADE orange juice
Mineral water

-
- mm** **Bite sized cakes**
add 75p per person add bite sized cakes to your lunch selection



Can't see a choice that suits your event?

Please do not hesitate to contact us to discuss bespoke menu options.



Cold fork buffets

A more substantial offering, good for events where there's the space and time to sit down and enjoy your lunch.

**cf3
Ploughmans
lunch**

£9.95 per person

Variety of cheeses (cheddar, stilton and brie) **(v)**
Selection of traditional bread rolls with butter or flora **(v)**
Coleslaw **(v)**
Pickled onions, crudite and chutney **(v)**
Mixed leaf salad with cherry tomatoes and cucumber **(v)**

Served with:

Selection of salad dressings
Selection of cold desserts
FAIRTRADE orange juice
Mineral water



These buffets offer just a taste of what can be achieved. If you would like to discuss alternative menu items, or particular service requirements, please do not hesitate to contact your local site catering officer, or alternatively, email catering@brighton.ac.uk

Canape and reception menu

Whatever the occasion we have a choice to suit. These options are perfect for leaving parties, celebrations, inaugural lectures and private views. You may also book service staff for your event, the cost of which will be charged to your final account.

If you would like an alternative selection please do not hesitate to contact your local site catering team.

Individual menu items may be subject to change to utilise seasonal ingredients.

**g1
Nibbles**
£2.65 per person

Olives (v)
Breadsticks (v)
Premium potato crisps (v)
Assorted nuts (v)

**g2
Locally sourced
cheese board**
£5.25 per person

Selection of cheeses (v)
Savoury biscuits (v)
Black and green olives (v)
Fruit skewers (v)

**g3
Classic**
£6.50 per person

Black and green olives (v)
Gherkins (v)
Tortilla chips with guacamole and salsa (v)
Bread sticks (v)
Smoked salmon and dill cream cheese roule
Chicken sate sticks with dip



For our canape menus if you require more vegetarian options contact your local site catering officer, or alternatively, email catering@brighton.ac.uk.

**g4
Premier canape
menu 1**
£9.25 per person
Minimum of 25

Char-grilled asparagus and sun-blushed tomato crostini (v)
Smoked salmon and trout omelette rolls
Roasted red pepper and white bean bruschetta with fennel pesto (v)
Crab and lemon arancini with lemon and herb mayonnaise
Roasted fillet of beef, yorkshire pudding, watercress and horseradish cream
Mini chocolate cupcakes with cream cheese (v)

**g5
Premier canape
menu 2**
£9.25 per person
Minimum of 25

Crab and avocado tartare
Smoked salmon and sweet and sour cucumber forks
Spanish style sweet potato and roasted red onion tortilla with seared chorizo
Chilli and garlic artichoke bruschetta (v)
Griddled aubergine with red lentil dhal with tahini and mint yoghurt dressing (v)
White chocolate and raspberry tarts (v)

**g6
Premier canape
menu 3**
£9.25 per person
Minimum of 25

Indian spiced cheese and crayfish toast
Wood smoked artichokes with pumpkin seed pesto bruschetta and cheddar crisps (v)
Little chicken caesar salads
Wild mushroom tarts with maple bacon and thyme
Red onion and oxford blue tarts (v)
Éclairs and choux buns (v)

**g7
Premier canape
menu 4**
£9.25 per person
Minimum of 25

Stilton and port rarebit with pickled walnut relish (v)
Black pudding, crispy bacon with bubble and squeak spoons
Smoked haddock scotch eggs with homemade salad cream
Indian-spiced butternut squash and sweet potato samosa with mango, lime and chilli salsa (v)
Beetroot, dill, mustard and vodka marinated salmon
Almond pistachio and ginger rochers (v)

Wine list

White

Fontenoy Sauvignon Blanc **House white**

France £8.75

Light and refreshing, with dry grassy aromas and snappy citrus acidity

Cielo Pinot Grigio

Italy £10.75

From the Alpine foothills, this has honey spiced hints and fresh flavours of apples and pears balanced with a characteristic acidity and silky overtones.



Ormer Bay Chenin Blanc

South Africa £11.25

A FAIRTRADE wine, zesty and upfront in true New World style. Lime, lemon and grapefruit are much in evidence on the nose. The palate is fuller and rounder with white peach, lychee and crisp green apple.

De Martino Organic Sauvignon Blanc

Chile £12.25

Elegant and expressive, with clean grassy, citric and white peach notes. The big fruit flavours are nicely balanced with a crisp texture and vibrant acidity. Good long finish.

Domaine Talmard Macon Uchizy

France £15.25

This Chardonnay offers a treat of floral aromas and good fruit with ripe peaches and roasted pears, offset by a clean crisp finish.

Red

Fontenoy Merlot

France £8.75

A deep velvety red with a soft bouquet of cherries and ripe berry fruits



Ormer Bay Cabernet Pinotage

South Africa £11.25

A FAIRTRADE wine. The nose of cherries, cloves and nutmeg is complemented by ripe raspberries and plums. The black fruits of the Cabernet and the bitter dark chocolate flavours of the Pinotage grape are beautifully balanced on the palate.

De Martino Organic Cabernet Sauvignon

Chile £11.95

A well-integrated wine offering ripe dark fruits, blueberries and blackberries, softened with spices and velvety tannins. Long and intense finish.

Chapoutier Côtes du Rhône Belleruche

France £12.95

Bio dynamic and hand harvested, this exceptional wine offers aromas of Morello cherries. Complex, well-structured and fruit driven with sustained tannins. 'V'

Louis Latour Valmoissine Pinot Noir

France £14.25

A vivid excellent wine of elegance and finesse packed with fruit. Plums and blackcurrants on the nose, it is smooth and silky in the mouth with subtle hints of cherries, cinnamon and rich spices. One of the greatest Vin de Pays ever!

Sparkling and champagne

De Bortoli Sacred Hill Brut NV

Australia £10.95

With fine persistent bubbles and hints of acacia blossom, this is a delicious, dry and easy drinking sparkler, ideal mixed as a cocktail or just enjoyed for itself.

Sarcey NV Champagne

France £25.95

The only House Champagne with the royal coat of arms, this is made to perfection with playful floral and sherbet aromatic aspects, and a jazzy apple freshness and honeyed ripeness on the palate.

In addition to those listed we can source a huge variety of wine to compliment your function or event. Equally, if you have a wine preference that is not listed we can source that wine for you. Please contact your local catering team for more advice and guidance.

Terms and Conditions

1 We require booking notice as follows

1 - 30 guests	two clear working days prior to the event
31 - 99 guests	five clear working days prior to the event
100 + guests	ten clear working days prior to the event

We require final numbers as follows

1 - 30 guests	two clear working days prior to the event
31 - 99 guests	three clear working days prior to the event
100 + guests	five clear working days prior to the event

2 All cancellations must be made in writing to the relevant unit catering officer. Cancellations received within less than the period specified below will be charged at 25 per cent of the estimated account.

1 - 9 guests	one clear working day prior to the event
10 - 49 guests	two clear working days prior to the event
50 - 99 guests	three clear working days prior to the event
100 + guests	five clear working days prior to the event

3 Accounts will be on either the final number ordered in advance or on the number of customers served whichever is the greater.

4 The catering charges outlined are subject to periodic review and all items are subject to availability.

Some menu items may be changed without notice where ingredients or products are unavailable. Prices shown are exclusive of VAT, which will be added to external bookings at the standard rate in force at the date of the function. A current change in VAT rules may in the future result in internal functions becoming subject to the tax. Fruit juice, mineral water and wine are priced inclusive of VAT.

Prices are based on the assumption that your requirements are within normal working hours and are based on a minimum of six persons. Please ask for a quotation for any other service. A charge will be added to your final invoice if service staff are required. Please contact the relevant catering officer for advice.

A surcharge of 10% (or £3.00 whichever is greater) for numbers under 6 persons will be added to the final invoice. A delivery charge will be applied for hospitality required at a venue external to the university. Charges will be subject to the nature and distance of the delivery. Please contact the relevant site catering officer prior to confirming the order.

5 It is recommended that all foods are consumed within 2 hours of delivery. The University of Brighton Residential and Catering Services will not be held responsible for foods removed from its control and stored in unsafe conditions.

6 Customers may be charged for loss or damage to service equipment. If equipment, which includes crockery and serving platters, is removed from the point of delivery catering services must be informed of the new location. Catering services cannot be held responsible for the safekeeping of equipment if notification of the change of venue is not provided.

Contacts

Hastings site

In Haste Cafe (ext. 3658 or 4625)

Stephen Lambert (Senior Catering Officer)

Liz Mitchell (Deputy Catering Officer)

Tanya Livick-Child (Supervisor Mon-Wed)

Hayley Brooker (Supervisor Thu-Fru)