

20
BEDFORD
WAY

EVENTS /
MEETINGS /
PERFORMANCE /

 UCL
Institute of Education

Hospitality Menu



Welcome to our hospitality menu. We hope that you will be able to find exactly what you require for your event with us.

Our menus have been designed to meet a wide range of tastes and budgets and to provide as much flexibility as possible. However, if you do not find what you are looking for please do call us.

We will be delighted to prepare a bespoke menu and quotation for you.

Our food is freshly prepared from quality ingredients every day and we make a point of featuring seasonal produce when we can. We work closely with our suppliers to ensure we source our ingredients in an ethical and sustainable way so you can have confidence in the quality of the food you are eating.

Our hospitality team believes in providing first class service and looks forward to welcoming you on the day of your event.

How to make your booking

External Clients

We invite our external clients to contact the conference office directly on:

Telephone: 020 7612 6143

Email: venuehire@ioe.ac.uk

UCL Institute of Education Colleagues

A resource is available on the UCL Institute of Education intranet to enable our internal customers to place their orders.

For any internal queries please contact the Catering Manager on:

Telephone: 020 7612 6405

Email: ioe.catering@ucl.ac.uk



Refreshments

A welcome range of drinks and snacks to fuel your meeting or event. Prices are shown per person.



Tea and Coffee Packages

Fairtrade coffee and a selection of fairtrade teas and herbal infusions	£1.80
With biscuits	£2.35
With indulgent cookies	£3.25
With mini flapjack and brownie bites	£3.75
With Danish pastries	£3.50
With mini muffins	£2.95

Something Extra?

Brownies and flapjacks	£1.95
Mini pack of biscuits	£0.65
Flowerpot muffin	£3.00
Indulgent cookies	£1.50
Gluten free shortbread biscuits	£0.95
Gluten free cookies	£1.50
Filtered still or sparkling water served in our own 1 litre glass bottles	£2.00
Chilled fruit juice, served in 1 litre jugs (choose from orange, cranberry or apple)	£2.40





Breakfast

Said to be the most important meal of the day – why not start the day with our range of healthy or indulgent morning treats? Prices are shown per person.

Flowerpot muffin	£3.00	Fresh fruit salad with natural yoghurt	£3.10
Grilled back bacon or premium pork sausage bap served with tomato ketchup	£3.25	Fresh fruit	£0.85 per piece
Cheese croissant.....	£2.30	Fresh fruit smoothie	£3.10
Cheese and ham croissant.....	£2.60	Don't forget to order your drinks. See page 5	

Working Lunches

Some of our most popular meeting food, designed to be easy to serve and eat without disrupting your event. All prices are shown per person.



Traditional Sandwich Lunch £9.25

One and a half rounds of sandwiches with a wide variety of traditional favourite fillings and breads. Served with a fresh fruit bowl, fruit juice and filtered still and sparkling water.

Premium Working Lunch £11.25

Selection of premium sandwiches, wraps and bridge rolls. Served with tortilla chips and dips, fruit juice and filtered still and sparkling water.

Simple Sandwich Lunch £6.65

One round of sandwiches served with a piece of fruit and filtered still and sparkling water.

Healthy Lunch (Gluten and dairy free) £13.20

Minimum order 20 guests.
Tuna Niçoise, chargrilled chicken or lentil, quinoa, squash and roasted pepper. Accompanied by tomato, red onion and basil salad, mixed green salad, ranch slaw, fresh fruit and filtered still and sparkling water served in our own 1 litre glass bottles.

Grab and Go

For larger events in the Logan Hall we offer a range of grab and go menu solutions. These offer a flexible lunch option which may be enjoyed either indoors or outdoors or on the move.

Traditional Grab Bag £7.40

One round of sandwiches, a piece of fruit and a bottle of mineral water.

Premium Grab Bag £8.40

One round of premium sandwiches, a packet of Walkers crisps, mineral water and a piece of fresh fruit.

Luxury Grab Bag £11.25

A boxed salad, please choose from the following: tuna Niçoise, Greek salad, couscous, falafel and houmous or chicken and basil dressed pasta salad. Accompanied by a packet of kettle crisps, a piece of fruit, a bottle of mineral water and a healthy snack bar.





Buffet Lunches

Prices are shown per person and a minimum order number of 10 guests applied unless otherwise stated.

Premium Finger Buffet

A selection of your favourite sandwiches (one round per person) accompanied by your choice of 4 items from our selector below. Please choose 4 for your whole party.

Jerk chicken skewers

Minted lamb kofta with yoghurt sauce

Ham & cheese quiche

Southern fried chicken strips

Salmon, dill & crème fraiche tart

Crispy plaice goujons with tartare sauce

Thai fishcakes with sweet chilli dip

Roasted vegetable tart

Ancini bites

Mozzarella & tomato skewers

Battered halloumi strips with Tzatziki dip

Chocolate brownie

Strawberry meringue

Served with fruit juice and still and sparkling filtered water £14.65



Standard Finger Buffet

One round of sandwiches per person and four or six snacks of the Chef's choosing.

This will include items such as:
Hot and spicy chicken wings

Popcorn chicken

Tempura King prawns

Crispy plaice goujons

Onion bhaji with riata

Oriental mini spring rolls and samosas with sweet chilli dip

Tomato and mozzarella pizza squares

Jalapeño poppers

Falafel bites with houmous dip

Camembert bites

Served with fruit juice and still and sparkling filtered water.

4 items £11.80

6 items £12.80

Evening Finger Food

A minimum order of 20 guests applies to the below options.

Please choose 6 items from the menu below.

Hot and spicy chicken wings

Popcorn chicken

Tempura King prawns

Crispy plaice goujons

Onion bhaji with riata

Oriental mini spring rolls and samosas with sweet chilli dip

Tomato and mozzarella pizza squares

Jalapeño poppers

Falafel bites with houmous dip

..... £7.50 per person

Premium Canape Selection

A delicious and elegant selection of six pieces per guest, examples may include:

Chicken liver parfait on toasted brioche with apple chutney

Seared chorizo on potato tortilla

Quails egg on celery stick

Thyme, beetroot and goats cheese on parmesan shortbread

Poached dill salmon crepe with lemon and caviar

King prawns with cardamom, coriander and orange

..... £17.35

Please contact the catering team for a full list: catering@ioe.ac.uk

Cold Fork Buffet

Please choose three main courses from the list below for your whole group.

These will be served accompanied by a selection of salads, fresh rolls and butter, still and sparkling filtered water and fruit juice. Price is shown per person and a minimum order number of 20 guests applies.

Menu

Curried chicken breast with coronation mayonnaise

Chipotle spiced chicken breast with sweetcorn & coriander salsa

Seared beef with sesame vegetable noodles

Honey & mustard roasted ham

Poached salmon with watercress & lime dressing

Smoked trout nicoise

Smoked salmon & prawn platter

Caramelised shallot, leek & mature cheddar tart

Middle Eastern couscous with falafel & houmous

Mediterranean vegetable & feta filo parcel

..... £18.25





Hot Fork Buffet

A range of great value favourites!

Please choose **two** main dishes from the list below for your whole party. All main dishes are served accompanied by a selection of seasonal salads or vegetables, fresh rolls and butter, still and sparkling filtered water and fruit juice. Price is shown per person and a minimum order number of 20 guests applies. For order numbers over 50 guests, a selection of three choices are available.

New menu choices

Beef rump steak stroganoff with wild mushrooms & cornichons

Traditional lamb moussaka

Thai green chicken curry with lime rice

Cornfed chicken supreme with mushroom, tarragon & cream sauce

Chicken, leek & ham hock pie with thyme pastry

Cod supreme in lemon & caper sauce

Soy glazed salmon on oriental noodles

Mediterranean roast vegetable lasagne

Butternut squash, red pepper & baby spinach tagine with dried apricots

Mushroom & courgette stroganoff

Aubergine parmigiana

Spiced sweet potato, courgette & lentil dhal with naan bread

..... £18.25

Why not add a dessert?

Espresso mousse in chocolate cup

Cut fruit platter

Strawberry & cream tart

Crème brulee cheesecake

..... £2.95

Conference Packages and Day Delegate Rates

A choice of three popular full day and meeting packages have been developed for your convenience. Prices are shown per person and full details of the lunch options shown can be found in the preceding pages. A minimum order number of 20 guests applies.

Silver

Freshly brewed tea, coffee and fresh pastry on arrival

Tea, coffee and biscuits mid morning

Premium Working Lunch served with fruit juice and still and sparkling filtered water

Tea, coffee and biscuits mid afternoon
..... £17.60

Gold

Freshly brewed tea, coffee and fresh pastry on arrival

Tea, coffee and biscuits mid morning

Premium finger buffet lunch served with fruit juice and still and sparkling filtered water

Tea, coffee and biscuits mid afternoon
..... £20.80

Platinum

Freshly brewed tea, coffee and pastry selection on arrival

Tea, coffee and biscuits mid morning

Hot or cold fork buffet lunch served with fruit juice and still and sparkling filtered water

Tea, coffee and biscuits mid afternoon
..... £23.95

Additional Choices

Choose from a tempting dessert range and add a little extra to your event?

Cold Dessert selection

Please choose one of the options below for your whole group.

Price is shown per person and a minimum order number of 10 guests applies.

£2.95

Espresso mousse in chocolate cup

Cut fruit platter

Strawberry & cream tart

Crème brulee cheesecake

Private Dining

We welcome your enquiries for private dinners and functions. We have a wide range of menus to suit most events but, as a guide, we offer a three course dinner from around £60.00 per person. Please contact us and we can help you create exactly the event you are looking for.

A minimum order number of 10 and a maximum of 50 currently applies to all served private dining menus.

For larger numbers, why not consider a hot fork buffet?

Please be aware that for some larger functions, a bespoke quotation may be required to incorporate equipment hire.

Please do contact our catering manager to discuss your requirements further and arrange a suitable time to meet.



Wine List

To accompany your events, we have selected a range of carefully balanced wines: good for drinking on their own or perfect to complement your meal. If you have a particular favourite or a requirement not shown below, please do speak to us and we will be happy to work with our suppliers to meet your needs.



White wines

Nyala Sauvignon Blanc	£11.95	Moonriver Pinot Grigio	£17.00
Acacia Tree Chenin Blanc	£16.50	Picpoul de Pinet Coteaux du Languedoc (2014)	£25.00
		Sancerre Blanc Domaine de la Chezatte (2015)	£27.50

Red wines

Nyala Cabernet Sauvignon	£11.95
Acacia Tree Chenin Pinotage	£16.50
Moonriver Danube Pinot Noir	£17.00
Chateau L'Eglise fut (2013)	£23.00
Cotes du Rhone Rouge Haut de Brun Alain Jaume (2013)	£25.00

Rose wine

San Abello Rose (2015)	£15.50
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Sparkling wine

Marquis de Valette Brut NV	£23.00
Marquis de la Tour Brut Rose	£25.00

Champagne

De Nauroy De Nauroy Brut	£38.00
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Bottled Beers

Lager 330ml (Peroni or Stella)	£3.25
Magners Cider 330ml	£3.25
Meantime Ale	£3.25

Terms and Conditions

Hours of Operation

Catering deliveries will be made between the hours of 8am and 6pm, Monday to Friday inclusively. Any deliveries made outside these hours will incur a service charge dependent on number of delegates.

Cancellations

Please inform the Catering Manager by email (ioe.catering@ucl.ac.uk) or in writing as soon as possible. Cancellations on the day of the event will be subject to full charge. Any other cancellations will be discussed individually and a charge made if it is not possible to cancel orders or production.

Special Dietary Requirements

Please do notify us of any special dietary requirements that you or your guests may have as soon as possible to ensure that we can accommodate your requirements. We cater regularly for vegetarian or vegan dishes but we would advise conference organisers to include vegetarian options when catering for any event. We are able to provide Kosher, coeliac and halal food but do require advanced notice of at least 72 hours and these special menus may incur an additional charge.

Pricing

All prices are correct at time of publication and for the following 6 months, any bookings made more than 6 months in advance may be subject to change. All pricing is subject to the addition of VAT for external bookings and alcoholic drinks for both internal and external bookings.

Minimum numbers

In order to offer value for money, catering tariffs are based on minimum number requirements; full details are shown on the above menus. Orders falling below these minimums may be subject to a surcharge. Please note that remote sites near to Bedford Way main campus will incur a minimum of £10 per delivery.

Maximum numbers

It is currently necessary to impose maximum numbers on some hot food and served menus. Please see details against each of the relevant menus. If you are arranging a larger event (100 and over) we suggest you contact the Catering Manager directly to discuss the best available options.

Hire charges

For some specific menus or larger events, especially where hot food is required, it may be necessary to incur hire charges for additional or specialist equipment. The Catering Manager will always be happy to discuss options/alternatives in these instances and no charge will be incurred without prior arrangement.

Corkage

Corkage will be charged at £5.50 per bottle if wine is provided by the function host. Glass hire may also be applied for larger events – we will advise at the time of booking.

Please note

It is our policy for the catering department to supply all food and drinks within the premises, including outlying buildings.



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www.20bedfordway.com
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