



EVENTS

AT UCL

Autumn – Winter 2023/2024 Brochure

WHY USE US



EVENTS
AT UCL

- **Professional:** **Events@UCL** operates with a high level of professionalism. We provide a full service, including set up, clear up, and even assist with event organisation. Our team of event managers and head chef tailor their services to your specific needs and budget
- **Convenient:** Our events team takes care with all aspects of your events due to our convenience of being the preferred supplier for all **Events@UCL**, allowing you the organiser to plan your event headache free
- **Delicious:** **Events@UCL** is known for its creative, award-winning vegan and plant-based foods. We also offer low CO2 emission meat and fish options for those who prefer more variety. Our commitment to sourcing high-quality, locally produced ingredients ensures that the food we serve is not only sustainable but also delicious.
- **Ethical & Sustainable:** Our company places a strong emphasis on ethics and sustainability. We treat and pay our staff fairly and collaborate with social enterprises, promoting an ethical supply chain. The use of electric vans reduces our carbon footprint, and by supporting local business we minimise food miles. This commitment to ethical and sustainable practises is ideal for those who prioritise environmental and social responsibility and therefore are disposable free!
- **Safe:** **Events@UCL** takes allergens and food hygiene seriously, ensuring that all necessary precautions are taken to provide safe food options. This commitment to safety is essential for the well-being of event attendees

QUICK FINDS

[Why us](#) p.2

[Event info](#) p.4

[Tea, Coffee, Breakfast](#) p.5

[Lunches](#) p.6

[Buffet](#) p.7-8

[Something a little lighter](#) p.9-10

[Conference Package](#) p.11

[Finger food](#) p.12

[Canapes](#) p.13

[Something Sweet](#) p.14

[Afternoon Tea](#) p.15

[Sit down Dining](#) p.16

[Soft Drinks](#) p.17

[Beers and Cans](#) p.18

[Wine](#) p.19

[Bespoke](#) p.20

[Sustainability Tips](#) p.21

[T&Cs](#) p.22

[Vouchers](#) p.23





YOUR EVENT

How To Book

To book hospitality you'll need to log in to our booking system and have:

- A room booking reference number
- A valid PTAE code.

The Project, Task, Award and Expenditure (PTAE) codes must be separated by a hyphen (-) with no spaces in between. The expenditure code for food and drinks is 22151.

For example: XXXXXX-XXX-XXXXXX-22151

Please ensure that you have booked furniture and cleaning for your catering via the Room Bookings team. This is not something we provide.

To book, please visit <https://ucl.hospitalitybookings.com>

We kindly request the following notice for hospitality orders:

3 working days - beverages

5 working days - food

Dietary Requirements

Please let us know of any special dietary requirements, allergies and intolerances. All hospitality will be provided with a full allergen matrix and we are happy to answer any questions you have.

Please be aware all our food items are prepared in a kitchen that contains all allergens and cannot guarantee completely free of allergen traces.

Contact Us:

Our friendly team are available between 9.00am and 5.00pm, Monday to Friday.
foodatucl.com/hospitality 0207 679 2153 or 07471 006 301

UCLHospitality@gatherandgather.com

For bespoke menus or help with events email our event managers:

Gina.driver@gatherandgather.com

Maria.thope@gatherandgather.com

UCL East Veronika.Matohlinova@gatherandgather.com

TEA, COFFEE & BREAKFAST

*All our tea and coffee options come with dairy and oat milk
Organic English breakfast | Green tea | Peppermint | Lemon and ginger | Red berry | Decaf*

Oat milk has a much lower carbon footprint than dairy. Choose this for your tea and coffee order.

Fairtrade tea and speciality filter coffee £2.50pp

Fairtrade tea and speciality filter coffee, home baked biscuits ▼ £3.75pp

Fairtrade tea and speciality filter coffee, mini pastries ▼ £5.40pp

Fairtrade tea and speciality filter coffee, with mini tray bakes ▼ £5.40pp

Bakers Breakfast £12.50pp

Fairtrade tea and speciality filter coffee

Filtered still water

English Apple Juice

Selection of pastries ▼

Breakfast Pots (pick a pot):

- Peanut butter and banana chia seed pot ▼

- Pina colada chia seed pot ▼

Breakfast Bagels (pick a bagel):

- Zalmon & chive cream cheese **VE**

- Chestnut mushroom & mustard **VE**

Please advise us of any dietary requirements or allergies



LUNCHES

Individual Lunch box V

Individually packaged lunch, perfect for on the go

Packaged sandwich (Simple Selection, Everyday Selection or Premium Selection)

Piece of seasonal fruit

Packet of Crisps

Canned Water

Classic sandwich selection:

Cheddar Ploughman's V

Egg Mayonnaise V

Onion Bhaji Wrap VE

Houmous & Falafel Wrap VE

£10.50 per bag

Roast chicken salad +£0.50pp

Premium sandwich selection:

Coronation Egg & Cress V

Barber's Cheddar Ploughman's V

Caprese Focaccia V

Chickpea mango masala wrap VE

Vegan Ploughman's VE

£12.50 per bag

Chicken & Bacon Caesar +£0.50pp

Sandwich selection V

One and a half rounds of freshly prepared deep filled sandwiches on a variety of white, granary and wholemeal bread and wraps.

Seasonal fruit bowl

Crisps

Still and sparkling filtered water

£9.50pp | Minimum order 5

Meat selection +£1.00pp

Working Sandwich lunch V

One and a half rounds of freshly prepared deep filled sandwiches on a variety of white, granary and wholemeal bread and wraps

Two dishes from the daily fork buffet menu (p7-8)

Seasonal fruit bowl

Crisps

Still and sparkling filtered water

£17.50pp | Minimum order 10

Meat selection +£1.00pp

Healthy alternatives to crisps available upon request

Meat sandwiches are available upon request

UCLHospitality@gatherandgather.com

FORK BUFFET MENU

Minimum order 20 | £23.50 Per person

Monday:

Green goddess salad

Shallot puff pastry tart, rocket & tarragon mustard dressing

Saffron and orange confit fennel, harissa, radishes*

Sour cream and pickle new potato salad

Homemade tortilla chips

*Swap for Harissa roasted trout, saffron and orange confit fennel, radishes +£3



Tuesday:

Panko crusted sweet potato, katsu mayonnaise

Onigiri with teriyaki sauce

Cabbage Okonomiyaki, spring onions

Soba noodles, enoki and daikon*

Corn ribs

*Swap for Grilled chicken thigh, soba noodles, enoki mushroom, daikon +£3



Wednesday

Grilled halloumi, chicory, Gordal olive & mustard salad

Tenderstem broccoli, caponata*

Padron and roasted peppers, romesco sauce

Kale pesto orzo, sundried tomatoes

Rosemary olive oil Focaccia

* Swap for: Roasted chicken breast, tenderstem broccoli, caponata +£3



Please advise us of any dietary requirements or allergies





FORK BUFFET MENU

Thursday:

Peanut, sesame & chilli glass noodle salad*

Bok choy and pickled cucumber salad, sesame seeds

King oyster mushroom, egg rolls

Brown rice, edamame, pea and beansprouts

Vegetable spring rolls, sweet chilli dipping sauce

*Swap for Grilled chicken thigh, peanut, sesame & chilli glass noodle salad £3



Friday:

Roasted parsnips, brown speckled lentils, green chilli,

lime and coriander salsa, curry oil

Cucumber, tomato, red onion quinoa salad, mint yoghurt dressing

Roasted carrots, carrot chutney, curry leaves*

Crispy wonton, chickpeas, pomegranate, green chutney, Spiced potato salad

Mini garlic and coriander naan

*Swap for Chicken breast, roasted carrots, carrot chutney, curry leaves +£3



With every buffet you will receive a selection of cakes and traybakes

Add on:

Add a cheeseboard +£50

Selection of cubed cheese, crackers, dried fruit, grapes & chutney

Serves 8-10 people

Please advise us of any dietary requirements or allergies

SOMETHING LIGHTER

London 'Picnic' Larder

Selection of artisan bread **VE**

Two salads of the day **VE**

Selection of British cheeses oat biscuits, ale chutney and grapes **V**

Sundried tomato muffins with paprika Hummus **V**

Vegetable Savoury pies **VE**

(Swap for Pork Pies +£4.50)

Brownie bites **V**

£17.50pp

Minimum order 10



Please advise us of any dietary requirements or allergies



SOMETHING LIGHTER

Sharing snack platter

Homemade pickles VE
Beetroot falafel & hummus VE GF
Cheese straws V
Mushroom arancini V
Flatbread VE

£25 per platter
Serves 6-8

Snack Bowls

Crisps bowl **VE** £4

Vegetable Crisp bowl **VE** £4.50

Gordal Olives **VE** £5.50

Popcorn **VE** £4

Serves 4-6

CONFERENCE PACKAGES

Includes tablecloths for food service

Half Day Delegate

On arrival

Fairtrade tea and speciality filter coffee
Still and sparkling filtered water
Home baked biscuits ▼

Lunch

Please see our seasonal fork buffets which can be found on page 7-8 for your group ▼
Served with Fairtrade tea and speciality filter coffee
Still and sparkling filtered water

£28pp | Minimum order: 20

Fancy something bespoke?
Email us directly

Gina.Driver@gatherandgather.com
Maria.Thorpe@gatherandgather.com

Full Day Delegate

On arrival

Fairtrade tea and speciality filter coffee
Still and sparkling filtered water
Selection of pastries ▼

Mid-morning

Fairtrade tea and speciality filter coffee
Still and sparkling filtered water
Selection of home baked biscuits ▼

Lunch

Please see our seasonal fork buffets which can be found on page 7-8 for your group ▼
Served with Fairtrade tea and speciality filter coffee
Still and sparkling filtered water

Afternoon Tea

Fairtrade tea and speciality filter coffee
Still and sparkling filtered water
Selection of cakes ▼

£41pp | Minimum order: 20

FINGER FOOD

Jalapeno Poppers, Chive Sour Cream **V**

Onion Bhaji's, Mango Chutney **VE**

Samosa, Raita **VE**

Gyoza, Soy Sauce **VE**

Vegetable Spring Rolls, Chilli Sauce **VE**

BBQ Jackfruit Spring Rolls, Mayonnaise **VE**

£2.20 per item per portion

Satay chicken skewers **GF**

£2.50 per item per portion

Minimum order: 20 people

Please advise us of any dietary requirements or allergies





CANAPES

*A member of staff is provided to serve canapés for 2 hours
(1 staff member per 50 guests)*

Make Your Choices

Mushroom parfait tart **V**

Onion seed biscotti, green herb tahini, preserved lemon **VE**

Bang Bang Vegetable filo tart **VE**

(swap for Bang Bang Chicken filo tart +£1)

Quinoa cracker, harissa hummus, pickled red onion **VE GF**

Sundried tomato & dill cream cheese roulade **V**

(add Trout +£1)

Orange and vanilla madeleines **V**

Dark chocolate brownie **V**

4 Canapés £14pp | 6 Canapés £21pp

Minimum order: 20 people

Maximum order: 100 people

Over 100 people please contact Hospitality directly
UCLHospitality@gatherandgather.com



SOMETHING SWEET

Traybake Selection ▼

Chef's seasonal selection of traybakes. Examples of what we offer:

Apple shortcake, Caramel shortcake, Chocolate Brownie, Flapjack

£2.90 pp | Minimum order 5

Loaves and Cake Selection ▼

Chef's seasonal selection of cakes. Examples of what we offer:

Carrot Cake, Lemon & Poppyseed, Banana, Honey and Pecan, Chocolate & Beetroot

£3.50 pp | Minimum order 5

Home baked Cookies Selection ▼

Chef's seasonal selection of cookies. Examples of what we offer:

Oat & Raisin, Triple Chocolate, Chocolate Chip, White Chocolate Chip

£1.95 pp | Minimum order 5

Mini Pastries Selection ▼

Chef's seasonal selection of pastries. Examples of what we offer:

Croissant, Pain au chocolat, Pain au raisin, Danish pastry

£2.50 pp | Minimum order 5

Please advise us of any dietary requirements or allergies





AFTERNOON TEA

Well Grounded Impact Filter Coffee

Selection of tea by NEMI Teas

Sparkling Elderflower

Selection of Sandwich:

Cucumber **V**

Coronation chickpea **VE**

(swap for coronation chicken +£1.50)

Salmon & Cream Cheese **VE**

(swap for Trout & Cream cheese +£1.50)

Selection of mini cakes by Luminary Bakery:

Flourless Chocolate **GF**

Plant-based Victoria Sponge **VE**

Carrot Cake **V**

Homemade mini scones with clotted cream & jam **V**

£25pp | Minimum 20

+£5 a glass of fizz (sparkling wine or non-alcoholic mocktail)

We work with social enterprises and charities to produce a delicious afternoon tea that drives positive change with every bite & slurp you take!

To learn more visit:

www.luminarybaker.com www.nemiteas.com

<https://notescoffee.shop/products/impact-espresso-well-grounded>

3 COURSE DINNER

Menu is seasonal and subject to change

SEPTEMBER/ OCTOBER

STARTERS

Grilled leek & mushroom tart, pickled walnut, frisée **VE**

Grilled runner beans, smoked cheddar spelt croquette, romesco sauce **V**

Charred corn, baby leeks, lemon ricotta, hazelnuts & chive oil **GF V**

MAINS

Goats cheese stuffed courgette, basil puree, caponata, pine nuts **GF**

Crispy artichoke, saffron aioli, sauce vierge, pea shoots **VE**

Roasted fig, golden and purple beetroot, chive pomme dauphine **V**

Chicken supreme **or** Pork scrumpet wild mushrooms, squash, sweetcorn, jus (+£5 Surplus)

DESSERT

Dark muscovado tart, plums, orange sorbet **V**

Blackberry cheesecake, lemon curd **V**

FANCY A LITTLE EXTRA

+ cheese plate £7pp **V**

+ Fairtrade tea and speciality filter coffee with petit fours £4pp **V**

3 courses for £49.50 | Minimum order 6

Please choose **one** option from each course

Please advise us of any dietary requirements or allergies



Fancy something bespoke?
Email us directly

Gina.Driver@gatherandgather.com
Maria.Thorpe@gatherandgather.com



SOFT DRINKS

Our still and sparkling filtered water is served in reusable water bottles rather than disposable to reduce waste

Still & Sparkling filtered water (750ml)	£2.10
English Apple juice (750ml)	£3.50
Selection of Coca-Cola, diet coke, 7up, Fanta	£1.70 each
Selection of Cawston Press	£1.85 each
Selection of Dash Water	£2.60 each
Jugs of Peach iced tea (1L)	£4.00
Jug of Elderflower Presse (1L)	£4.00

Ensure your guests do not take our reusable crockery, service ware or cutlery.

Items need to be reused between 100-250 times (CIRAIG, 2019) before their environmental impact is lower than disposables.

You will incur a charge if items are taken

BEERS & CIDERS

No Alcohol

Peroni 0%	£3.70
Lucky Saint	£3.65
Smashed Pale Ale	£3.90
Smashed Berry Cider 0%	£3.95
Kopparberg Strawberry & Lime 0%	£3.95
Kopparberg Mixed Fruit 0%	£3.95

Low Alcohol Cans

Shandy Shack IPA Shandy 2.8% GF	£3.80
Shandy Shack Pale & Ginger 2.2%	£3.80
Shandy Shack Elderflower Lager Top 2.5%	£3.80

Beers

Peroni 5.1%	£3.95
Birra Moretti 4.6%	£3.95
Gluten Free Peroni 5.1%	£3.95
Classic Helles Lager 4%	£3.90
Metroland Session IPA 3.8%	£3.90
Dream Factory Pale Ale 4.4% 330ml	£4.00

Cider

Bulmer's Classic 500ml 4.5%	£5.00
Bulmer's Red Berry & Lime 500ml 4.5%	£5.00

Please advise us of any dietary requirements or allergies





WINE LIST

All our wines are supplied by Ellis Wines and are Vegan

Sparkling

Veuve de Valmante Brut, N.V, France	£23.50
Prosecco, Frizzante Bollicine, N.V, Treviso, Italy	£25.00
Cava Brut Reserva, Mont Marcal '18, Catalunya, Spain	£28.00
Blanquette de Limoux, France	£32.00

White

Pardillo/Chardonnay, El Zafiro '18, Extremadura, Spain	£19.00
Chardonnay, Hamilton Heights '20, South East Australia	£20.00
Sauvignon Blanc, Le Potager du Sud '19, France	£22.50
Pecorino, Terre di Chieti, Abruzzo, Italy	£25.00
Viognier, Biodynamic, Viento Aliseo, Organic, France	£27.00

Red

Shiraz /Tempranillo, El Zafiro '17, Extremadura, Spain	£19.00
Grenache Noir, La Loupe '19 , Languedoc, France	£21.00
Pinot Noir, Whale Point '19, Southeast Australia	£22.00
Malbec, Punto Alto, Argentina	£23.00
Merlot, Los Caminos, Chile	£24.00
Primitivo, Ruminat, Organic, Orsogna, Italy	£29.00

Rose

Carignan Rosé, La Loupe '20, Languedoc, France	£21.00
--	--------

BESPOKE & CONTACT

If you fancy something a little different, we can definitely assist! Just contact one of our Event Managers and they will be able to produce something that fits your needs!

Gina - Gina.Driver@gatherandgather.com

Maria - Maria.Thorpe@gatherandgather.com

UCL East, Veronika – Veronika.Matohlinova@gatherandgather.com

We have previously completed:

Student Care packages

Graduation packages

Mad Hatter Tea Party

Sweet cart for student engagement

Popcorn bar

Breakfast canapes

Seasonal themed events

and many more.

Inform Gather & Gather if the attendance rate significantly drops, we can donate uneaten food – but only if it doesn't leave our kitchen

We have relationships with lots of food waste charities at UCL, discuss with your Event Manager about redistributing your left-over food

Please advise us of any dietary requirements or allergies



SERVING UP SUSTAINABILITY



- At UCL we try to be 'Powered by Plants'. This University wide campaign aims to reduce our carbon footprint by switching to 100% vegetarian catering. The meat and dairy industry produces 60% of agriculture's greenhouse gas emissions and it is considered to be the leading cause of species extinction, ocean dead zones, water pollution, habitat destruction and land desertification. Please consider ordering vegetarian catering for your event to honour this pledge. https://www.ucl.ac.uk/sustainable/sites/sustainable/files/food_policy_2019.pdf



- Consider asking participants to bring their own container in case there is food left over after the event, or order containers when you place your order. These will be yours to keep at your department, there is an additional fee for this.



- Ensure that any food waste that occurs (that cannot be redistributed safely) is disposed of in the orange food waste stream – Remove it from its packaging first.



- Support local businesses and reduce food miles by ordering from the London Larder menu or the Two Tribe beers



- All fish and seafood we serve is rated 'good' or above by the Marine Conservation Society. We do not serve fish that has a high impact on our oceans or environment. This is why you won't find Salmon, Tuna and prawns on our menu.



- We are so excited to be working with Waste Knot. An incredible amount of perfectly decent fruit and vegetables are wasted every year. Waste Knot came about as a way of getting surplus veg out of farmers' fields and into chefs' kitchens. Their aim is to ensure farmers receive fair value for their produce whilst also helping businesses to enhance their sustainability credentials and providing chefs the opportunity of making great food from seasonal ingredients. <https://www.wasteknot.org.uk>

TERMS AND CONDITIONS

- Gather & Gather is the university's chosen provider of hospitality and catering across all campuses. When you use us, you support the institution and ensure high standards and fair wages from farm to fork. If you can't see what you're looking for, please get in touch to see how we can help.
- Before booking any hospitality, we ask that you ensure that a room is booked and is suitable for the consumption of food.
- The food options in this brochure are for service and delivery between 7.30am and 5.30pm Monday to Friday. A member of our team will be happy to discuss possible options if your request falls outside of these hours. Additional charges apply. A quote will be provided.
- The layout of certain buildings may, for health and safety reasons, restrict the service we can offer. Building and maintenance works throughout the university may cause disruptions to our ability to deliver hospitality at certain times. We will advise at the time of booking.
- Please make sure that all catering areas are step free or lift accessible.
- All food is for immediate consumption.
- All the hospitality equipment delivered must stay in the room. Any missing will be charged.
- Cancellations made on the day will be charged in full.
- Cancellation Charges:
 - 2 working day's notice given - 100% of bill
 - 4 working days' notice given - 50% of bill
 - 5 working days' notice given - 0% of bill
- Final numbers and allergens must be at least 1 week before your event
- Invoices are generated automatically in the hospitality booking system. A confirmed PTAE code needs to be applied to confirm booking. Hospitality will be charged monthly to your department.
- All tariffs are per person and exclude VAT at the current rate.
- £25 minimum spend
- [Click here for the full T&Cs](#). By placing an order you are agreeing to the Terms and Conditions





VOUCHERS

Enjoy your meeting break in one of our cafés, where your team can enjoy a Fairtrade barista-made coffee.

[Click here](#) to book your vouchers
Select your voucher denomination
Select your chosen cafe for collection

We will send them over to you in email format or if you prefer you can collect them from your chosen café

TERMS AND CONDITIONS OF VOUCHERS

- Vouchers are valid for the date shown only
- Non-refundable or transferable.
- £3.50 minimum spend.
- No cash alternative will be given.
- Requests for vouchers must be purchased in advance