DELIVER TO YOU
Welcome

We have put together a suite of menus offering a wide range of options to allow you to customise your catering selection to meet with your specific needs.

Whatever menu that you opt for, we are passionate about delivering fresh and tasty food to enhance your meeting or event and are committed to providing a high level of service across campus.

This menu works well for the everyday meetings and includes our standard drop and go delivery service across Reading sites. You will find a wide selection here from hot and cold drinks, to main meal options such as sandwich platters and salads and also our range of sweet and savoury snacks.

Once you have selected which options are right for you, we can then deliver this directly to you on campus, complete with all of the consumables that you will need to enjoy your meal or refreshments.

What this menu will offer you

This menu selection is delivered in a range of disposable packaging and will be accompanied with disposable cups, plates and cutlery, making it clean and efficient for you to clear away once you are done. This ‘no mess, no fuss’ approach means that this menu is perfect for informal meetings and provides you with a quick and easy service that allows us to deliver to you with minimal disruption.

If you feel that you would like a more formal offering, or require service with your catering, please see our other menus for more information.

Unfortunately, this menu is not available at the Greenlands campus, if you are interested in catering at Greenlands, please get in touch for further information.
Refreshments

Our range of hot and cold drinks and biscuit selections.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair trade freshly brewed coffee with a selection of teas (No Paper Cups)</td>
<td>£1.20</td>
<td>(£1.44 inc. VAT)</td>
</tr>
<tr>
<td>Minimum order 5 servings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fair trade freshly brewed coffee with a selection of teas (With Paper Cups)</td>
<td>£1.30</td>
<td>(£1.56 inc. VAT)</td>
</tr>
<tr>
<td>Minimum order 5 servings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Chocolate (No Paper Cups)</td>
<td>£1.20</td>
<td>(£1.44 inc. VAT)</td>
</tr>
<tr>
<td>Minimum order 5 servings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Chocolate (With Paper Cups)</td>
<td>£1.30</td>
<td>(£1.56 inc. VAT)</td>
</tr>
<tr>
<td>Minimum order 5 servings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional biscuits</td>
<td>£0.60</td>
<td>(£0.72 inc. VAT)</td>
</tr>
<tr>
<td>Luxury biscuits</td>
<td>£0.85</td>
<td>(£1.02 inc. VAT)</td>
</tr>
<tr>
<td>Gluten Free biscuits</td>
<td>£1.00</td>
<td>(£1.20 inc. VAT)</td>
</tr>
<tr>
<td>Contains oats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orange / Apple / Cranberry Juice 1 litre</td>
<td>£1.85</td>
<td>(£2.22 inc. VAT)</td>
</tr>
<tr>
<td>Blackcurrant Squash / Orange Squash 1 litre</td>
<td>£1.50</td>
<td>(£1.80 inc. VAT)</td>
</tr>
<tr>
<td>Fairtrade Orange / Apple juice 400ml</td>
<td>£1.85</td>
<td>(£2.22 inc. VAT)</td>
</tr>
<tr>
<td>Bottled water 500ml – still and sparkling</td>
<td>£1.20</td>
<td>(£1.44 inc. VAT)</td>
</tr>
<tr>
<td>Bottled water 1.5 litre – still and sparkling</td>
<td>£1.50</td>
<td>(£1.80 inc. VAT)</td>
</tr>
</tbody>
</table>

Useful Information

The price includes disposable cups, and packaging. A supplement of £1.00 per person can be added for crockery or glassware.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per portion unless otherwise stated.

Minimum spend of £15 per delivery.
Breakfast

Why not start your day by adding some early morning treats from this list (Served between 8:00am to 11am)

- Freshly baked Croissant (V)
  - Served with butter & jam
  - £2.50 (£3.00 inc. VAT)
- Freshly baked mini Danish pastry (V) x2
  - £2.50 (£3.00 inc. VAT)
- Strawberry, Yoghurt & Granola pot (V)
  - £2.00 (£2.40 inc. VAT)
- Cherry, Yoghurt & Granola pot (V)
  - £2.00 (£2.40 inc. VAT)

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates, cutlery and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per portion unless otherwise stated.

Minimum spend of £15 per delivery.
Sandwiches

Our selection of sandwich platters offer a wide range of fillings and provide you with a quick and easy lunch for your meeting or event. Available as an individual platter, or in larger platters for 5 or 6 portions. 1 portion contains 4 small sandwich triangles per person.

Simple meat sandwich platter
(6 portions/platter)
Chicken Sweetcorn Mayo / Chicken Bacon Mayo / Ham
/ Chicken Mayo / Ham & Tomato / Coronation Chicken
£12.50 (€15.00 inc. VAT)

Simple vegetarian sandwich platter
(6 portions/platter)
Cheese & Onion / Egg Mayonnaise / Cheese & Tomato
/ Just Cheese / Cheese & Pickle / Hummus & Carrot
£12.50 (€15.00 inc. VAT)

Meat sandwich platter
(5 portions/platter)
BLT / Roast Chicken Salad / Beef Horseradish &
Leaves / Ham Mature Cheddar & Chutney / Gammon
Ham Salad
£13.50 (€16.20 inc. VAT)

Seafood sandwich platter
(5 portions/platter)
Prawn Mayo / Tuna Sweetcorn Mayo / Tuna Salad
/ Smoked Salmon & Cream Cheese / Prawns with
Seasoned Mayonnaise
£13.50 (€16.20 inc. VAT)

Vegetarian sandwich platter
(5 portions/platter)
Brie & Cranberry / Egg Mayo & Cress / Cheddar
Ploughmans / Mozzarella / Pesto & Rocket / Falafel
Salad
£13.50 (€16.20 inc. VAT)

Vegan sandwich platter
(5 portions/platter)
Spinach & Pinenut Falafel & Carrot Tapenade /
Coronation Chickpea / Vegan Sausage / Carrot &
Smoky Tomato
£13.50 (€16.20 inc. VAT)

Halal chicken platter
(5 portions/platter)
Roast Chicken Salad / Chicken & Sweetcorn /
Coronation Chicken / Chicken & Stuffing / Basil
Chicken
£15.50 (€18.60 inc. VAT)

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per item unless otherwise stated.

Minimum spend of £15 per delivery.
Wraps & Rolls

Our mini roll and wrap platters offer something different than the traditional sandwich. Containing 4 portions per platter, wrap platters offer 4 small wrap circles per person and mini rolls allow 3 rolls per person.

- **Mixed wrap platter** (4 portions/platter)
  - Real Fajita / Chicken & Bacon Caeser / Falafel & Cous Cous / Harissa Chicken
  - £14.50 (£17.40 inc. VAT)

- **Vegetarian wrap platter** (4 portions/platter)
  - Cheese & Coleslaw / Mozzarella & Pesto / Egg & Spinach / Falafel & Cous Cous
  - £14.50 (£17.40 inc. VAT)

- **Meat baguette platter** (4 portions/platter)
  - Coronation chicken / Chicken sweetcorn / Ham salad / Tuna Sweetcorn
  - £14.50 (£17.40 inc. VAT)

- **Vegetarian baguette platter** (4 portions/platter)
  - Egg Mayo Salad / Cheese & Spring Onion / Cream Cheese & Pepper / Mature Cheddar & Caramelised Onion
  - £14.50 (£17.40 inc. VAT)

- **Gluten free roll platter** (4 portions/platter)
  - Double Cheese & Onion / Chicken & Bacon / Coronation Chicken / Egg & Cress
  - £15.50 (£18.60 inc. VAT)

**Useful Information**

Items will be delivered in disposable packaging/boxes. The price includes disposable plates and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per item unless otherwise stated.

Minimum spend of £15 per delivery.
Salads

Why not enjoy a healthier alternative? Perfect for sharing, our range of salads provide a more substantial main when paired with our sandwich platters or can be enjoyed as a healthy, lighter lunch option on their own.

Wheatberry Salad with Chargrilled Peppers & Chorizo (5 portions/bowl)
Wheatberries with grilled peppers, chorizo, spring onion and red onions in a red wine vinaigrette
£15.00 (£18.00 inc. VAT)

Gluten Free Vegan Pasta Salad (V, VG, GF, DF) (5 portions/bowl)
Fusilli pasta made from lentils with mixed peppers & roasted tomatoes in a French style dressing
£15.00 (£18.00 inc. VAT)

Mexican Style Turtle Bean & Quinoa Salad (V, VG, DF) (5 portions/bowl)
Bulgar wheat & quinoa with red kidney beans, block turtle beans, sweetcorn, grilled red peppers & jalapeno chillies
£12.50 (£15.00 inc. VAT)

Mediterranean Style Toasted Fregola Salad (V, VF, DF) (5 portions/bowl)
Toasted fregola with grilled courgettes & cucumber in a tomato vinaigrette dressing
£12.50 (£15.00 inc. VAT)

Houmous & Red Pepper dip with Crudités (V, VG, GF, DF) (5 portions)
Selection of cucumber, celery, peppers, carrot
£8.00 (£9.60 inc. VAT)

Mixed Salad (V, VG, GF, DF) (5 portions)
Selection of cucumber, celery, peppers, carrot
£5.00 (£6.00 inc. VAT)

Tuna Nicoise Salad (DF)
Tuna Salad with Potato, Olives, Egg, Tomato & French Dressing
£3.50 (£4.20 inc. VAT)

Rainbow Salad (V, VG, DF, GF)
Harissa Beetroot Chickpeas with Marinated Carrot, Mint Veganaise on a bed of Kale & Red Chard
£3.50 (£4.20 inc. VAT)

Cheese & Tomato Pasta Pot (V)
Herby Tomato Sauce & Cheddar Cheese with Pasta
£3.50 (£4.20 inc. VAT)

Chicken & Bacon Pasta Pot
Chicken, Smoky Bacon & Sweetcorn in Mayonnaise with Pasta
£3.50 (£4.20 inc. VAT)

Useful Information
We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per item unless otherwise stated.

Minimum spend of £15 per delivery.
Individual Sandwiches & Baguettes

Great for smaller meetings, or for a lunch on the go, our individually packaged sandwiches, salads and packed lunch options are handy for those on the move. Options suitable for a range of special dietary requirements.

Useful Information

Minimum spend of £15 per delivery.
Items will be delivered individually wrapped.
The price includes disposable napkins.
Individual salads will come with disposable cutlery.
All prices quoted per item unless otherwise stated.
We can accommodate many dietary requirements, just let us know in advance of the event.

Ploughmans Sandwich (V) £3.50 (£4.20 inc. VAT)
Mature cheddar, tomato, red onion, lettuce with branston pickle & mayonnaise on malted grain bread

Roast Chicken Salad Sandwich £3.50 (£4.20 inc. VAT)
Roast chicken breast, lettuce, tomato with peppered mayonnaise on malted grain bread

BLT Sandwich £3.50 (£4.20 inc. VAT)
Smoky bacon, lettuce and tomato with peppered mayonnaise on malted grain bread

Prawn Mayonnaise Sandwich £3.50 (£4.20 inc. VAT)
Prawns in peppered mayonnaise on oatmeal bread

Ham Salad Sandwich (DF) £3.50 (£4.20 inc. VAT)
Ham, tomato, cucumber & lettuce with dairy free spread on malted grain bread

Egg Salad Seeded Roll (V, GF) £3.50 (£4.20 inc. VAT)
Sliced egg, slow roasted tomatoes & watercress on a poppy seeded roll

Chicken & Bacon Sandwich (GF) £3.50 (£4.20 inc. VAT)
Chicken breast & smoky bacon in light mayonnaise with lettuce

Let it Brie Sandwich (V) £3.50 (£4.20 inc. VAT)
French brie, tomato & cranberry sauce with baby chard leaves on malted grain bread

Mozzi’ Milano (V) £3.50 (£4.20 inc. VAT)
Mozzarella, roasted peppers & sundried tomatoes with a pesto dressing on malted grain bread

Green Machine Sandwich (V, VG) £3.50 (£4.20 inc. VAT)
Spinach & pinenut falafel with hummus, kale and carrot tapenade on tomato & olive bread

Sweet & Smokin’ Sandwich (V, VG) £3.50 (£4.20 inc. VAT)
Marinated carrot, fire-roasted tomato with roasted vegetables in a smoky chilli sauce on malted grain bread

Chicken & Bacon Seeded Baguette £3.50 (£4.20 inc. VAT)
Chicken and bacon mayonnaise with lettuce in a seeded baguette

Tuna Sweetcorn Seeded Baguette £3.50 (£4.20 inc. VAT)
Tuna & sweetcorn mayonnaise with lettuce in a seeded baguette

Egg Mayo Salad Seeded Baguette (V) £3.50 (£4.20 inc. VAT)
Free range egg mayonnaise with lettuce in a seeded baguette

Ham Salad Seeded Baguette £3.50 (£4.20 inc. VAT)
Smoked ham with light mayonnaise and mixed leaves in a seeded baguette
Packed Lunches

Our packed lunch options are handy for those on the move.

<table>
<thead>
<tr>
<th>Packed Lunch</th>
<th>£7.30 (£8.76 inc. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select any sandwich, baguette, roll, or salad</td>
<td></td>
</tr>
<tr>
<td>Piece of fruit</td>
<td></td>
</tr>
<tr>
<td>Muffin</td>
<td></td>
</tr>
<tr>
<td>Bottle of still water</td>
<td></td>
</tr>
<tr>
<td>Packet of premium crisps</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Simple Packed Lunch</th>
<th>£5.55 (£6.66 inc. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandwich</td>
<td>Choose from Ham, Tuna, Cheese</td>
</tr>
<tr>
<td>Piece of fruit</td>
<td></td>
</tr>
<tr>
<td>Bottle of still water</td>
<td></td>
</tr>
<tr>
<td>Packet of crisps</td>
<td></td>
</tr>
</tbody>
</table>

Useful Information

Minimum spend of £15 per delivery.

Items will be delivered individually wrapped.

Packed lunches will be delivered in disposable paper bags.

All prices quoted per item unless otherwise stated.

We can accommodate many dietary requirements, just let us know in advance of the event.
Buffet Items

Mix and match from our range of finger food to offer as much or as little choice as you like. Our buffet items can be included with sandwich platters or salads to build up a lunchtime buffet, or can be chosen on their own as tasty bites.

£1.50 per portion (£1.80 inc VAT)

Meat
- Lamb samosa with mint & yoghurt dip x1
- Chicken yakitori x2 (DF)
- Mini pork pie x1 (DF)
- Bite sized sausage rolls x2 (DF)
- Mini duck & hoisin rolls with hoisin dip x2 (DF)

Fish
- Pacific West Chilli Mango Prawns x2 (DF)
- Thai Fish Cake with Sweet Chilli Sauce x2 (GF, DF)

Vegetarian
- Vegetable dim sum with hoisin dip x2 (V, DF)
- Vegetable satay x2 (V)
- Falafel bites with mint & yoghurt dip x2 (V, GF)
- Mini Indian savoury bites with mango chutney dip x2 (V, VG, DF)
- Mini sweet potato curry turnovers (V, VG, DF)
- Beetroot falafel bites with houmous dip x2 (V, VG, GF, DF)
- Quorn Goujons with Chipotle Mayonnaise x 2 (V, DF)

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates, cutlery and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per portion unless otherwise stated.

Minimum spend of £15 per delivery.
Buffet Items

Mix and match from our range of finger food to offer as much or as little choice as you like. Our buffet items can be included with sandwich platters or salads to build up a lunchtime buffet, or can be chosen on their own as tasty bites.

£2.00 per portion (£2.40 inc VAT)

Meat
- Ajinomoto chicken gyoza x2 (DF)
- Lamb kofta with mint & yoghurt dip x1
- Piri Piri chicken sticks x2 (DF)
- Barbeque Bourbon Beef Pie x1
- Chicken pakoras with mango chutney x2
- Red Thai chicken skewers x2 (GF, DF)

Fish
- King prawn skewer with garlic mayo dip x1 (GF, DF)
- Mini smoked salmon bagels x2

Vegetarian
- Ajinomoto Vegetable Gyoza (V, VG, DF)
- BBQ bean and Monterey Jack parcel x1 (V)
- Spinach, potato & goat cheese pie x1 (V)
- Mediterranean bruschetta x1 (V)

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates, cutlery and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per item unless otherwise stated.

Minimum spend of £15 per delivery.
Savoury Accompaniments

Savoury snacks to enjoy on their own or the perfect addition to accompany your order

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>VAT Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand cooked crisps (5 portion)</td>
<td>£2.70</td>
<td>(£3.24 inc VAT)</td>
</tr>
<tr>
<td>Vegetable crisps (5 portion)</td>
<td>£6.25</td>
<td>(£7.50 inc VAT)</td>
</tr>
<tr>
<td>Salted Peanuts (5 portion)</td>
<td>£3.00</td>
<td>(£3.60 inc VAT)</td>
</tr>
<tr>
<td>Tortilla chips with Salsa (5 portion)</td>
<td>£2.70</td>
<td>(£3.24 inc VAT)</td>
</tr>
</tbody>
</table>

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates, cutlery and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per item unless otherwise stated.

Minimum spend of £15 per delivery.
Sweet Accompaniments

The perfect addition to round off your meal, or sweet treat to enjoy on its own, why not add some items below to your order?

Fruit

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>VAT Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole fruit platter (5 portions)</td>
<td>£6.00</td>
<td>(£7.20 inc VAT)</td>
</tr>
<tr>
<td>Seasonal sliced fruit platter (5 portions)</td>
<td>£10.30</td>
<td>(£12.36 inc VAT)</td>
</tr>
</tbody>
</table>

Treats

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>VAT Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rainbow macaroons x2 (V)</td>
<td>£1.30</td>
<td>(£1.56 inc VAT)</td>
</tr>
<tr>
<td>Scone with cream and jam (V)</td>
<td>£2.00</td>
<td>(£2.40 inc VAT)</td>
</tr>
<tr>
<td>Mini muffin x2 (V) Chocolate / Blueberry</td>
<td>£1.30</td>
<td>(£1.56 inc VAT)</td>
</tr>
</tbody>
</table>

Cake bites

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>VAT Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 individual bite size pieces of cake per option</td>
<td>£1.50</td>
<td>(£1.80 inc VAT)</td>
</tr>
</tbody>
</table>

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates, cutlery and napkins.

We can accommodate many dietary requirements, just let us know in advance of the event.

All prices quoted per item unless otherwise stated.

Minimum spend of £15 per delivery.
Pizzas

We also offer a selection of freshly prepared pizzas. They’re 12 inch in diameter, cut into 6 slices.

Stuffed Crust Four Cheese Pizza (V)  
£9.50 (€11.40 inc. VAT)

Stuffed Crust Manhattan Meaty Pizza  
Ham, Mushroom & Pepperoni  
£9.50 (€11.40 inc. VAT)

Stuffed Crust Pepperoni Pizza  
£9.50 (€11.40 inc. VAT)

Useful Information

Items will be delivered in disposable packaging/boxes. The price includes disposable plates and napkins.

A minimum of 4 pizzas and maximum of 30 per delivery. For larger orders please contact hospitality@venuereading.com
**Bulk Orders**

This option allows us to deliver a large quantity drop and go service for you to provide essentials at your meeting, function or student event. This is a similar offering to that of an in house supermarket delivery to your office or building.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange juice 1 litre</td>
<td>1 x 12</td>
<td>£14.00</td>
<td>(£16.80 inc VAT)</td>
</tr>
<tr>
<td>Apple juice 1 litre</td>
<td>1 x 12</td>
<td>£14.00</td>
<td>(£16.80 inc VAT)</td>
</tr>
<tr>
<td>Cranberry juice 1 litre</td>
<td>1 x 12</td>
<td>£14.00</td>
<td>(£16.80 inc VAT)</td>
</tr>
<tr>
<td>Bottled water 1.5 litre Still and Sparkling</td>
<td>1 x 12</td>
<td>£16.00</td>
<td>(£19.20 inc VAT)</td>
</tr>
<tr>
<td>Bottled water 500ml Still and Sparkling</td>
<td>1 x 24</td>
<td>£15.00</td>
<td>(£18.00 inc VAT)</td>
</tr>
<tr>
<td>Pepsi Max / 7Up Sugar Free / Tango Sugar Free 600ml</td>
<td>1 x 24</td>
<td>£24.00</td>
<td>(£28.80 inc VAT)</td>
</tr>
<tr>
<td>Estrella Lager 330ml</td>
<td>1 x 24</td>
<td>£45.00</td>
<td>(£54.00 inc VAT)</td>
</tr>
<tr>
<td>Prosecco</td>
<td>1 x 6</td>
<td>£75.00</td>
<td>(£90.00 inc VAT)</td>
</tr>
<tr>
<td>House Wine Bottle 750ml Red / White</td>
<td>1 x 6</td>
<td>£45.00</td>
<td>(£54.00 inc VAT)</td>
</tr>
<tr>
<td>Kettle Light Salted Crisps 40g</td>
<td>1 x 18</td>
<td>£14.50</td>
<td>(£17.40 inc VAT)</td>
</tr>
<tr>
<td>Cardboard hot drink cups</td>
<td>1 x 500</td>
<td>£50.00</td>
<td>(£60.00 inc VAT)</td>
</tr>
<tr>
<td>Plastic cold drink glass</td>
<td>1 x 2000</td>
<td>£30.00</td>
<td>(£36.00 inc VAT)</td>
</tr>
<tr>
<td>Plastic wine glass</td>
<td>1 x 250</td>
<td>£60.00</td>
<td>(£72.00 inc VAT)</td>
</tr>
<tr>
<td>Paper plates</td>
<td>1 x 560</td>
<td>£60.00</td>
<td>(£72.00 inc VAT)</td>
</tr>
</tbody>
</table>

**Useful Information**

Items are supplied as a drop and go service. No glasses/disposables will be supplied.

Delivered on the date requested between 8.00am - 5.00pm

Minimum spend of £15 per delivery.
Booking information
Standard delivery times are between 8.00am – 5.00pm, Monday to Friday. Any deliveries outside of the Whiteknights and London Road Campuses will require 2 delivery slots due to distance. There is a minimum delivery charge of £15.00 per 20 minute delivery slot. Any bookings below this value will be brought up to this minimum charge. An additional charge may apply to deliveries that are made outside of the University campuses.

We must receive all bookings and final numbers at least 48 working hours before the start date of your event. All bookings need to be confirmed with an internal charge and account code, or a purchase order number or a signed booking contract.

Cancelling a booking
In the event of a full or partial cancellation within 48 working hours of the delivery, the full catering charge will be incurred.

Out of hours/weekend bookings
For out-of-hours or weekend hospitality services and deliveries we must receive bookings at least 7 working days in advance. Additional delivery charges will apply.

Online Ordering
All Internal catering bookings should be made via our online portal or online forms. The only exception are weekend/out-of-hours deliveries.

To book any catering out of hours please contact the team on Ex 8427 or hospitality@venuereading.com

Bulk orders
These items are supplied as a drop and go service. No glasses/disposables will be supplied with them. Available Monday to Friday, and will be delivered on the date requested between 8.00am and 5:00pm.

Please see our full terms and conditions on our website.

Dietary Information Key:
V - Vegetarian
VG - Vegan
GF - Gluten Free
DF - Dairy Free
Halal - Halal
FIND OUT MORE

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The University of Reading
Reading
RG6 6AH
0118 378 8427

hospitality@venuereading.com
venuereading.com