

Dietary Information

We are committed to being fully transparent in what we serve so are working towards fully disclosing all nutritional information alongside the ingredients and allergen information that we already provide.

Our kitchens handle other allergens and while we segregate products as far as possible, there remains a small risk of cross-contamination. Any customers with food allergies and intolerances should speak to their event organiser prior to the event taking place.

Thes below icons are used throughout the menu to identify which option is either vegetarian, vegan or suitable for Halal.



Vegetarian (V)



Vegan (VG)



Made with only
Halal meat (H)

To view full allergen & ingredient information, please visit: foodmenus.info or scan the QR code.



Venue Reading

HOSPITALITY

at

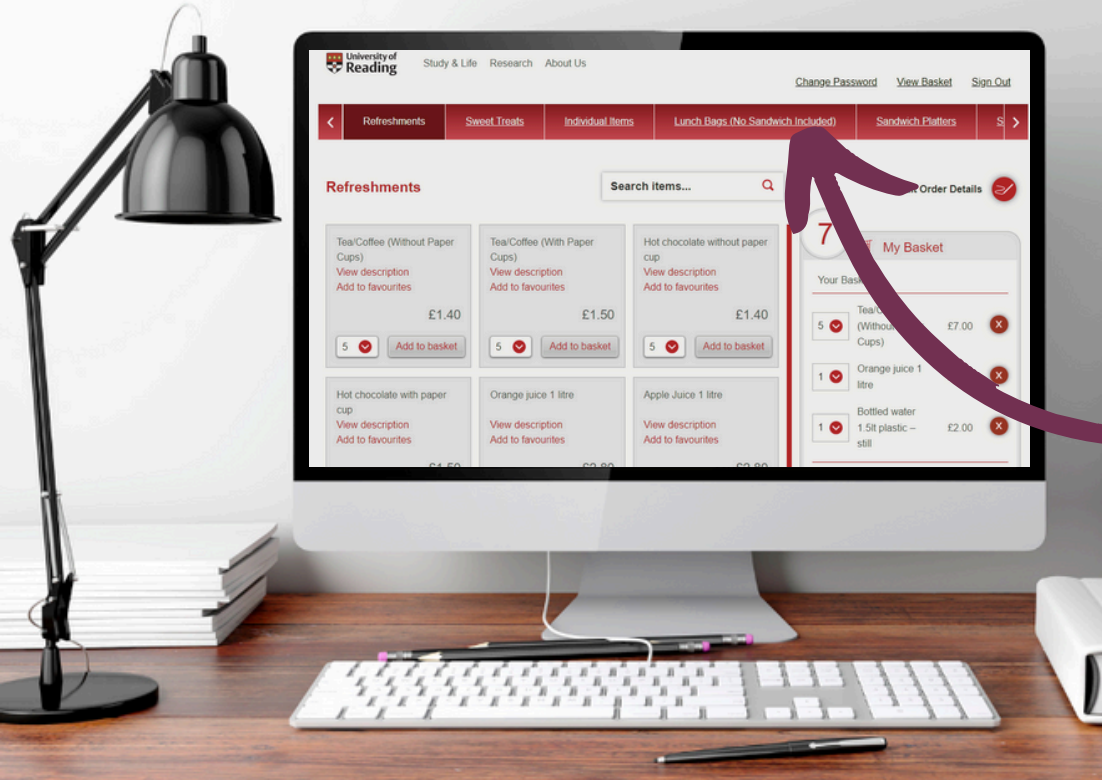


Venue Reading

HOSPITALITY

at
University of
Reading

INTERNAL DELIVERED TO YOU MENU



Hello

Welcome to Delivered Catering – the university's catering delivery service. We can deliver refreshments, sweet treats, pizzas and much more to a wide range of campus locations.

The easiest way for you to place your order is on our [online booking portal](#). This service allows you to manage your bookings by making new orders, editing and cancelling them and means you do not have to wait for us to respond to you.

This menu is intended for internal use and so prices do not include VAT. If someone external is to pay for the catering, VAT would need to be added at the current rate.

Please note it is necessary to submit an event notification to gain approval by the University to proceed with your event. Visit the [Event Notification Portal](#) to submit at least 28 days before your event.

Please contact event.notification@reading.ac.uk with any queries about this.

We are giving food more thought.

We are leading the way on food science, agriculture and climate change research, employing experts in the field to discover new ways to help our planet thrive. Find out more as you browse the menu or visit hospitalityuor.co.uk/sustainability.

You can also read about our sustainable food policy & framework [here](#).



Dietary Information

We understand the serious risks concerning food safety & allergies and to help us manage this, the University doesn't allow any external catering onto campus.

We are committed to being fully transparent in what we serve so are working towards fully disclosing all nutritional information alongside the ingredients and allergen information which we already supply.

Our kitchens handle other allergens and while we segregate products as far as possible, there remains a small risk of cross-contamination. Any customers with food allergies and intolerances should speak to their event organiser prior to the event taking place.

Please speak to your Event Manager if you have any questions relating to allergens as we are able to cater for most if we know in advance of your event.

To view full allergen & ingredient information, please visit: foodmenus.info or scan the QR code below. Please share this link with your guests so they can check the live information during the event.

The icons below are used throughout our menus to identify items that are suitable for a Vegetarian, Vegan or Halal diets.

Please note items labelled as Vegan may contain traces of animal products. These items should not be selected to accommodate specific allergies (Milk, Egg). Please consult the wellness portal when selecting items for guests who have declared allergies.



Vegetarian (V)



Vegan (VG)



Halal (H)




ALLERGEN FORM

To assist you in gathering dietary requirement information from your guests and to make it easier for event organisers we have created a Microsoft form template that can be downloaded, edited and shared with your attendees to complete. This will improve the accuracy of the information received prior to you selecting your catering.

[DOWNLOAD FORM](#)

WHAT IS PLANT FORWARD?

Many organisations are now serving **plant-forward food** as their default catering choice. By doing this, more people are now choosing more environmentally sound menu options.

 **Plant-Forward** is a style of cooking and eating that emphasises plant-based foods, but is not strictly limited to them. Meat may be included but it's usually not the main feature of the meal.



**PLANT-FORWARD
KITCHEN**



REDUCE THE UOR CARBON FOOTPRINT & REDUCE COSTS

You can help the University to reduce its carbon footprint by selecting plant-forward options. It is also a more cost-effective way to cater.



SUPPORTING HEALTHY EATING

A plant based diet is one of the healthiest diets available and by providing more plant based catering, you'll be helping look after the people you feed.



HELP TO TACKLE CLIMATE CHANGE

Plant based food has a much lower carbon footprint compared to similar meat dishes.



Refreshments

Our range of hot and cold drinks

Fairtrade freshly brewed coffee with a selection of teas without paper cups - Minimum order 5 servings **£1.45**

Fairtrade freshly brewed coffee with a selection of teas with paper cups - Minimum order 5 servings **£1.60**

Hot chocolate without paper cup
Minimum order 5 servings **£1.40**

Hot chocolate with paper cup - Minimum order 5 servings **£1.50**

Orange / Apple / Cranberry Juice 1 litre **£3.10**

Individual water 500ml – still or sparkling * **£1.50**

1.5 litre Plastic Bottled Water - still or sparkling * **£2.00**

Coconut Milk 1 litre **Oat Milk** 1 litre **Soya Milk** 1 litre **£2.00**

Carbonated Soft Drinks Assortment (1 x 12) **£20.00**

If you require china for your tea/coffee, we can provide this for **£1pp**, up to a maximum of 20 people. If over 20, then you would need to book via the [served to you menu](#).



*** As part of our drive on sustainability at events we are promoting the use of tap water over bottled water.**

If your department wishes to support this initiative, you will need to have the appropriate equipment, cleaning procedures and access to fresh drinking water. You can order jugs/glasses etc from university procurement approved suppliers such as **Nisbets**, **Alliance** or **Lockhart**. We are not able to provide equipment unless the event is taking place in a Venue Reading location such as the Meadow Suite, Sibly or Blandfords.



Did you know?

The International Cocoa Quarantine Centre at the UoR operates to ensure that your taste buds can be satisfied. Find out more hospitalityuor.co.uk/sustainability



Sweet Treats

Why not add something sweet with your tea and coffee.

Croissant (V) Served with jam Minimum order of 15 portions	£3.10
Danish Pastry (V) Minimum order of 15 portions	£3.10
Doughnut (V) Minimum order of 15 portions	£3.10
Sweet Treat Selection (V) - 10 portions	£18.00
Lemon Drizzle Cake Platter (V) - 10 portions	£18.00
Chocolate Quinoa Brownie Platter (V) - 10 portions	£18.00
Flapjack Platter (V, VG) - 10 portions	£18.00
Cookie Platter (V) - 10 portions	£18.00
Vegan Cookie Platter (V, VG) - 10 portions	£18.00
Whole Fruit individual (V, VG) Selection of seasonal whole fruit (min order of 5)	£1.10
Seasonal <u>Sliced</u> Fruit Platter (V, VG) Sliced fruit served on a platter (10 portions)	£20.00
Individual Cream Tea (V) Includes tea/coffee and a scone, clotted cream and strawberry jam. There is a minimum order of 20 people for a cream tea. Gluten free scones are available for an additional £1.95 pp and can form part of the 20 minimum order.	£6.50 (£8.45 GF)



Individual sweet treats

Our individually packaged sweet treats are available to cover many dietary requirements.

Traditional Biscuits (V) £0.90

Luxury Biscuits (V) £1.10

Gluten Free Shortbread Biscuits (V) £1.10

Millionaire's Shortbread (V, VG) £2.90

Fruit Cake Slice (V, VG) £2.90

Belgian Dark Chocolate Tiffin (V, VG) £2.90

Rocky Road slice (V, VG) £2.90

Chocolate Orange Tiffin (V, VG) £2.90

Gluten Free Double Chocolate Muffin (V) £3.39

Gluten Free Lemon Filled Muffin (V) £3.39

Mince Pie - only available in November & December.
Gluten Free mince pies also available. £3.00





Individual items

Our range of individually wrapped items

SANDWICHES

Simple British Cheddar Sandwich (V)	£3.10
Simple Ham Sandwich	£3.10
British Cheddar Ploughmans Sandwich (V)	£3.60
Coronation Chickpea Sandwich (V, VG)	£3.60
Egg Mayo Sandwich (V)	£3.10
British Ham & Mature Cheddar Sandwich	£3.60
B.L.T Sandwich	£3.60
Tuna Mayo Sandwich	£3.60
Roast Chicken Salad Sandwich	£3.60

WRAPS

Chicken Caesar Wrap	£4.10
Hoisin Duck Wrap	£4.10
Vegan Falafel & Sweet Potato Wrap (V, VG)	£4.10



Select an individual sandwich, wrap or salad and make it a lunch bag for an additional £4.50 per person.

Lunch Bag (V, VG)
(includes a bottle of water, crisps, apple and snack bar)

Individual items Cont...

SALADS

Indian Summer Salad (V, VG)	£4.50
Vegan Tabbouleh Salad (V, VG)	£4.50
Greek Style Salad (V)	£4.50

GLUTEN FREE

Gluten Free British Cheddar Sandwich (V)	£4.10
Gluten Free Roast Chicken Salad Sandwich	£4.10



Select an individual sandwich, wrap or salad and make it a lunch bag for an additional £4.50 per person.

Lunch Bag (V, VG)
(includes a bottle of water, crisps, apple and snack bar)





Sandwich platters

Our selection of sandwich platters offer a range of fillings to provide you with a quick and easy lunch for your meeting or event.

Meat Sandwich Platter

£22

Coronation Chicken | Chicken Salad | BLT |
Ham & Mustard Salad | Ham & Farmhouse Cheddar
(5 portions)

Vegetarian Sandwich Platter (V)

£22

Double Cheese & Spring Onion | Houmous & Rainbow Slaw |
Cheddar Cheese Ploughman's | Coronation Chickpea |
Double Egg & Spinach
(5 portions)

Plant-Based Wrap Platter (V, VG)

£22

Falafel & Sweet Potato | Mexican Birria & Sweet Potato
(5 portions)

Seafood Sandwich Platter

£22

Hot Smoked Salmon | Classic Prawn Mayo | Tuna Salad |
Tuna & Sweetcorn
(5 portions)

Mixed Wrap Platter

£22

Falafel & Sweet Potato | Chicken Caesar |
BBQ Southern Fried Chicken Wrap | Duck Hoisin
(5 portions)

Plant-Based Wrap & Sandwich Platter (V, VG)

£32

Falafel & Sweet Potato Wrap | Mexican Birria & Sweet Potato
Wrap | Houmous & Rainbow Slaw Sandwich | Coronation
Chickpea Sandwich | Mexican Bean & Avocado Sandwich |
New York Deli Sandwich
(8 portions)



Accompaniments

Why not add some savory accompaniments with your sandwiches?

Served in bowls

Hand cooked crisps (V)
(5 portions)

£3.10

Salted peanuts (V, VG)
(5 portions)

£3.10

Tortilla chips with salsa (V, VG)
(5 portions)

£3.50

Marinated olives (V, VG)
(10 portions)

£10.00

Individual packaged items

Individual assorted flavoured crisps 40g (V, VG)

£1.40





Snack pots

Fresh fruit pots, perfect for breakfast or a healthy complement to your lunch.

Fruit Salad Pots (V, VG)

Apple, pineapple, orange, watermelon, melon & grapes.

£12.00 (Pack of 4)



Did you know?

The National Fruit Collection is one of the largest fruit collections in the world and is curated by the University on behalf of the UK Government. Find out more hospitalityuor.co.uk/sustainability/



Pizza

Each pizza will be cut into 6 slices and there is a minimum order of 6 pizzas per order and a max of 20 per 20 minute delivery slot. Pizzas are delivered in disposable packaging/boxes along with disposable plates and napkins. You can make an order via the below Pizza Form.

[Click to start your pizza order](#)

Stuffed Crust Four Cheese Pizza (V) **£11.00**

Stuffed Crust Pepperoni Pizza **£11.00**

Stuffed Crust Chicken and Bacon Pizza **£11.00**

Stuffed Crust Vegan Pepper-no-ni Pizza (V, VG) **£11.00**

Stuffed Crust Vegan Sticky BBQ Jackfruit Pizza (V, VG) **£11.00**

Gluten Free Pepperoni Pizza **£11.00**

Gluten Free Margherita Pizza (V) **£11.00**

Why not add...

Garlic Flatbread (V, VG) **£6.00**



Standard delivery times - 5 working days' notice required

Weekday out of hours - 10 working days' notice required

Delivered pizzas not available at weekends.



Did you know?

You can see what we are doing with waste at our restaurants - View our waste data for the last 3 years by visiting hospitalityuor.co.uk/sustainability



**CLICK TO START YOUR
BULK ORDER NOW**

Bulk orders

Bulk orders are available for colleagues paying via a project code. The following items will be available to order via the Bulk Buy order form on the Hospitality website.

Items will be delivered on the date requested within normal business hours, however it is not possible for these deliveries to be made for a specific time. We will require 10 days' notice for an order of this kind and weekend deliveries are not available. If you require a bulk delivery for an event happening at the weekend, please order this for a Friday delivery.

Orange juice 1 litre (1 x 12)	£30.00
Apple juice 1 litre (1 x 12)	£30.00
Still or sparkling bottled water 1.5 litre (1 x 12)	£20.00
Still or sparkling bottled water 500ml (1 x 24)	£25.00
Lager 440ml (1 x 12)	£40.00
Prosecco (1 x 6)	£80.00
House red/white/rose wine bottle 75cl (1 x 6)	£60.00
Crisps - sea salted 40g (1 x 24) (V)	£20.00
Cardboard hot drink cups (1 x 500)	£60.00
Paper plates (1 x 560)	£80.00
Box of 100 traditional biscuits	£35.00
Popcorn - Sweet and Salty Individual Bag (1 x 24)	£32.00
Popcorn - Salted Individual Bag (1 x 24)	£32.00
Popcorn - Salted Caramel Individual Bag (1 x 24)	£32.00
Fruit Cake Slice (1 x 12)	£27.50
Millionaire's Shortbread (1 x 12)	£27.50
Belgian Dark Chocolate Tiffin (1 x 12)	£27.50
Tony's Chocolonely Milk Chocolate Individual Bar (1 x 35)	£70.00
Tony's Chocolonely Dark Chocolate Almond and Sea Salt Individual Bar (1 x 35)	£70.00
Double strength blackcurrent squash - No added sugar (1x 5Ltr)	£12.00
Double strength Orange Squash - No added Sugar (1x 5Ltr)	£12.00



Please note bulk orders do not come with any glassware, crockery, cutlery etc.



In-House at Park House

Have you considered an alternative location for your catering?

We have developed a new package giving you the option of using the beautiful Park House on the Whiteknights campus as a separate catering space to where your meeting or event may be taking place.

Instead of paying a room hire charge to use a room in Park House we can offer you the Meadow Suite, Blandfords, or the Blandfords Ante Room for you to have for your lunch or working lunch for free subject to a minimum spend on food or drink.

This booking type can only be confirmed one month in advance of the event date and is only available to internal customers paying via a project code. Bookings of this kind are for a maximum of 2 hours, available between 11:30 – 14:00, Monday to Friday.

On arrival to Park House, you will find the room set up for the appropriate number of people with food served within the room of your choice.

The minimum spend for using the Meadow Suite, Blandfords or Blandfords Ante Room is below.



Blandfords - £200
Minimum Spend



Ante Room - £200
Minimum Spend



Meadow Suite - £600
Minimum Spend

Please note that if you required alternative times or special set up with AV etc then a room hire, or delegate rate would be charged.

To find out more or to check availability, please email the Venue Reading team at info@venuereading.com.

Make it happen

[View full Internal Delivered Catering Conditions of Service](#)

Booking information

Standard delivery times are between 8.00am – 5.00pm, Monday to Friday.

Deliveries outside of the Whiteknights and London Road Campuses will require 2 delivery slots due to distance.

All bookings must be placed 3 full working days before the delivery date. All bookings need to be confirmed with an internal charge and account code.

For bulk orders, we require 10 days' notice. For pizzas we require 5 working days' before 5pm on a weekday and 10 working days' notice for after 5pm. Pizzas not available at weekends.

Minimum Spend

There is a minimum delivery spend starting from £20 on all delivery slots.

Weekday (between 8am & 5pm): £20

Evening: £40

Saturday: £80

Sunday: £120

Any bookings below the values above will be brought up to this minimum spend. An additional charge may apply to deliveries that are made outside of the University campuses.

Out-of-ours/weekend bookings

For out-of-hours or weekend hospitality services and deliveries we must receive bookings at least 10 working days in advance. Pizzas or bulk orders are not available at weekends.

Cancelling a booking

In the event of a full or partial cancellation within 3 full working days of the delivery, the full catering charge will be incurred.

Online Ordering

All internal catering bookings should be made via our online portal. 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.

For a pizza or bulk order delivery you will need to complete the relevant online form on our website.

Terms of service

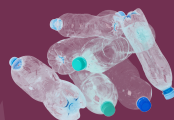
Please see our full terms and conditions on our website hospitalityuor.co.uk/deliver-to-you

Prices in this menu do not include VAT and will be applied where necessary at the current rate set by HMRC if applicable.

HOW DO I DISPOSE OF MY ITEMS?

Please segregate items according to the information below

DRY MIXED RECYCLING



Please put these into a clear bag or green-lidded recycling bin:

- Plastic bottles
- Paperbags for packed lunches (please empty them)
- Plastic bowls for crisps (please empty them)
- Plastic sandwich platters (without any food contamination)
- Cardboard platters (without any food contamination).

PAPER & CARD RECYCLING



Please put these into a clear bag or blue-lidded recycling bin:

- Paper plates (without any food contamination)
- Paper napkins (without any food contamination)
- Cardboard platters (without any food contamination).

GENERAL WASTE



Please put these into a black bag or black/grey-lidded bin:

- Juice cartons (e.g. tetra packs)
- Food (or food waste collection where available)
- Tea bags (or food waste collection where available)
- Tea bag wrapper, empty sugar sachets and biscuit wrappers
- Paper plates (with food or liquid on them)
- Paper napkins (with food on them)
- Plastic sandwich platters (with food on them)
- Cardboard platters (with food on them).

PAPER CUPS



Please empty out all contents and put in a paper cup recycling bin, where available, or into the General Waste.

Did you know that less than 1% of the University's waste goes to landfill?

Most items are recycled or are processed to be used as fuel for heating or generating electricity. Find out more [here](#)