

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
 University of
Reading

Venue Reading

HOSPITALITY
at
 University of
Reading

INTERNAL SERVED TO YOU MENU



Hello

We have put together a range of delicious options allowing you to customise your catering selection to meet with your specific needs and location.

Prices are per item unless specified and do not include VAT.
For external payments, VAT will be added to the item price and charged at the current VAT 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.





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 with paper cups - Minimum order 5 servings	£1.90
Hot Chocolate Minimum order 5 servings	£1.80
Orange / Apple / Cranberry Juice 1 litre	£3.30
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

Please note tea and coffee is served in paper cups. If you require china for your tea/coffee, we can provide this for **£1pp**, up to a maximum of 100 people when the event is taking place outside of Park House, for example in the Palmer Building.



*** 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](#).



Sweet treats

Why not add something sweet with your tea and coffee.

Croissant served with jam (V) (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 **£19.00**

Lemon Drizzle Cake Platter (V) - 10 portions **£19.00**

Chocolate Quinoa Brownie Platter (V) - 10 portions **£19.00**

Flapjack Platter (V, VG) - 10 portions **£19.00**

Cookie Platter (V) - 10 portions **£19.00**

Vegan Cookie Platter (V, VG) - 10 portions **£19.00**

Whole Fruit individual (V, VG) **£1.10**

Selection of seasonal whole fruit (min order of 5)

Seasonal Sliced Fruit Platter **£21.00**

Sliced fruit served on a platter (10 portions)

Personalised Celebration Cake **£70.00**

Cakes are 40cm x 30cm in size and serves 48 people.

Choose from a Vanilla or Chocolate Sponge. Choice of raspberry jam and vanilla or just vanilla in between. You can add up to 50 characters to the cake in the following colours:

Blue, Green, Orange or Pink. Celebration Cakes can be ordered here: [Cake order form](#)

Individual Cream Tea (V) **£7.00**

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.

(£8.95 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)	£3.00
Fruit Cake Slice (V, VG)	£3.00
Belgian Dark Chocolate Tiffin (V, VG)	£3.00
Rocky Road slice (V, VG)	£3.00
Chocolate Orange Tiffin (V, VG)	£3.00
Gluten Free Double Chocolate Muffin (V)	£3.89
Gluten Free Lemon Filled Muffin (V)	£3.89
Mince Pie - only available in November & December. Gluten Free mince pies also available.	£3.50



Breakfast

Why not start the day right by adding some early morning treats from this list
(Available between 8am and 11am).

Croissant served with jam (V) £3.10
Minimum order of 15 portions

Danish Pastry Selection (V) £3.10
Minimum order of 15 portions

Breakfast Bag £6.50
Includes a croissant, snack bar, fruit and water

Fruit Salad Pots (V, VG) £12.00 (Pack of 4)
Apple, pineapple, orange, watermelon, melon & grapes.

Hot options
Minimum of 20 portions, served with ketchup and brown sauce

Dry Cured Bacon Bap £3.50

British Sausage Bap £3.50

Vegan Sausage Bap (V, VG) £3.50





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

£23

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

Vegetarian Sandwich Platter (V)

£23

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

Plant-Based Wrap Platter (V, VG)

£23

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

Seafood Sandwich Platter

£23

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

Mixed Wrap Platter

£23

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

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

£33

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)



Sandwich Working Lunch

Our working lunch option is £9.00 per person and offers a range of sandwiches, crisps, fruit juice and something sweet.

This package is available in multiples of 5 and for a minimum of 20 people.

We will supply sandwich platters to suit dietary requirements (Meat, Vegan, Vegetarian) along with hand-cooked crisps, sweet treats and a sliced fruit platter. Served with fruit juices (orange and apple)

Add on 3 buffet items from the below options for an additional £6.25 per person. This must be added for everyone if option selected.

Cold Buffet Items

Sausage Roll (2 per portion)

Beetroot Falafel with Caraway & Coriander Salsa (2 per portion) (V, VG)

Tortilla Chips & Burnt Spring onion Sour Cream (V)

Oyster Mushroom Scotch Egg & Mustard Slaw (1/2 per portion) (V)

Scotch Egg with Apple & chilli Slaw (1/2 per portion)

Harissa Chicken Skewer & Roasted Tomato & Chilli Salsa (1 per portion)

Sweet Potato & Goats Cheese Quiche (1 per portion) (V)

Red Onion Hummus and Crudités (V, VG)





Fork Buffets

Our international fork buffets provide a hot or cold main meal, allowing your guests to select from a variety of freshly prepared options.

Choose 1 of the 5 options. Each theme gives you the flexibility to select 3 dishes and accompaniments. Some of the options come with all accompaniments listed. All of our hot fork buffets come with a sweet treat selection.

Available for minimum of 20 people for £15.50 per person.

Italian Buffet

Choose 3 mains from the below. This option comes with all accompaniments and a sweet treat selection.

Bolognese Sauce with Linguini
 Arrabbiata (Tomato, Garlic, Chilli & Olive Oil) with Linguini (V, VG)
 King Prawn, Chilli & Tomato Sauce with Linguini
 Amatriciana (Pancetta & Tomato) with Linguini
 Pomodoro Sauce with Linguini (V, VG)

Garlic Ciabatta (V)
 Italian Leaf Salad (V, VG)

British Buffet

Choose 3 mains and 2 sides. This option comes with a sweet treat selection.

Chicken, Leek & Tarragon Pie (H)
 Florentine Fish Pie
 Beetroot Wellington (V, VG)
 Guinness Braised Short Ribs & Crispy Onions

Roasted Baby Potato, Rosemary, Garlic & Shallot (V, VG)
 Potato Salad (V, VG)
 Roasted Beetroot and Maple Salad (V, VG)
 Peas & Beans (V, VG)
 Seasonal Vegetables (V, VG)





Fork Buffets

Indian Buffet

Choose 3 mains. This option comes with all accompaniments and a sweet treat selection.

Lamb Rogan Josh (H)

Beef Madras

Chicken Tikka Masala (H)

Sweet Potato, Cauliflower & Chick Pea Madras (V)

Lentil & Squash Dhal (V, VG)

Basmati Rice (V, VG)

Poppadum (V, VG)

Raita Vegan (V, VG)

Mango Chutney (V, VG)

Thai Buffet

Choose 3 mains. This buffet comes with all accompaniments and a sweet treat selection

Chu Chee Pla: Thai Red Fish Curry

Kaeng Phanaeng Neua (Beef Panang)

Chicken Massaman (H)

Geng Gwio Kaeng Liang: Thai Green Vegetable (V, VG)

Long Grain rice (V, VG)

Steamed Bok Choy (V, VG)

Prawn Crackers





Cold Fork Buffet

Choose 3 Mains, 2 Salads, 1 bread, 1 dip. Each delegate will have a portion of each main item, salad, bread, dips and sliced fruit for dessert.

Main

Root Vegetable Tart (V, VG)
Sweet Potato & Goats Cheese Quiche (V)
Ratatouille Vegetable topped with Pulled Mozzarella (V)
Halloumi and Squash Zaatar Skewer (V)
Pressed Feta & Olive Focaccia (V, VG)
Oyster Mushroom Scotch Egg & Mustard Slaw (V)
Scotch Egg with Apple & Chilli Slaw
Smoked Bacon, Onion & Chestnut Mushroom Quiche
Roasted Cauliflower and Chickpea Salad with Hot Smoked Salmon
Grilled Sardine Panzanella Salad
Pulled Smoked Chicken Caesar
Pesto Chicken Thigh (H)
Sweet Pomegranate & Spiced Crispy Chicken thigh (H)
Roast Sirloin Beef With Horseradish & Watercress

Sides

Roasted Onion & Walnut Salad (V, VG)
Quinoa Mangetout and Charred Broccoli Salad with Preserved Lemon Salsa (V, VG)
Popped Black Bean, Raw Roots, Chipotle, Avocado and Coriander Salad (V)
Greek Feta Salad (V)
Pickled Melon, Cucumber, Mint, Feta, Tomato Salad (V)
Fennel, Radish & Pomegranate Salad (V, VG)
Potato Salad (V, VG)
Italian Leaf Salad (V, VG)
Bulgur Wheat Tabbouleh (V, VG)

Breads

Rosemary Focaccia (V, VG) | Homemade Flatbread (V, VG)

Dips

Romesco Sauce (V, VG) | Baba Ghanoush (V, VG) | Roasted Garlic Hummus (V, VG) |
Roast Tomatoes & Chilli Salsa (V, VG) | Tzatziki (V)

Dessert: Sliced Fruit Platter (V, VG)





Pizza

Each pizza will be cut into 6 slices and there is a minimum order of 6 pizzas per order. Your Event Manager will advise how best pizzas are served as there is a max of 20 every 20 minutes so service may need to be staggered.

Stuffed Crust Four Cheese Pizza (V) £12.50

Stuffed Crust Pepperoni Pizza £12.50

Stuffed Crust Chicken and Bacon Pizza £12.50

Stuffed Crust Vegan Pepper-no-ni Pizza (V, VG) £12.50

Stuffed Crust Vegan Sticky BBQ Jackfruit Pizza (V, VG) £12.50

Gluten Free Pepperoni Pizza £12.50

Gluten Free Margherita Pizza (V) £12.50

Why not add...

Garlic Flatbread (V, VG) £7.00





BBQ

Our Standard BBQ is £14.50 (£17.40 including VAT) per person and includes one item from each section below served with 3 accompaniments.

Minimum number of 50 guests

Burger

University of Reading Beef Burger
Plant Based Burger with smashed avocado (V, VG)

Hot Dog

Bratwurst in Brioche with Onions & Homemade Spiced Ketchup
Vegan Sausage in Brioche with Onions & Homemade Spiced Ketchup (V, VG)

Served with a choice of 3 accompaniments:

Charred Corn on Cob (V, VG)
Moroccan Chickpea Salad (V)
Potato Salad (V, VG)
Roast Cauliflower and Caper Salad (V)
House Slaw (V, VG)
Italian Leaf Salad (V, VG)

Why not add a sweet treat selection or cheese board to finish the BBQ

Please provide your dietary requirements 10 working days prior. If no dietary requirements are provided we will cater for a 70/30 split between meat and vegetarian. Please note that Gluten Free bread is available upon request.





Charcuterie & Cheese Buffet

£12.50 per person

Minimum number of 20 guests

Selection of cheeses

Selection of cured meats

Olives

Flatbreads (GF available if requested)

Crackers

Chutneys

Grapes

Celery





Savoury Accompaniments

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

Served in bowls

Hand cooked crisps (V) (5 portions)	£3.60
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Salted peanuts (V, VG) (5 portions)	£3.60
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Tortilla chips with salsa (V, VG) (5 portions)	£4.00
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Marinated olives (V, VG) (10 portions)	£12.00
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Individual packaged items

Individual assorted flavoured crisps 40g (V, VG)	£1.40
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Canapés

A perfect option to add to drinks receptions or to offer a welcome light bite.

Canapé Package

£70

(Serves 10 people)

Vegetarian Canapé Package (V)

£70

(Serves 10 people)

Vegan Canapé Package (V, VG)

£70

(Serves 10 people)





Drinks Receptions

Planning a celebration or entertaining guests?

Our range of alcoholic and non-alcoholic drinks allow you to create a drinks reception to suit your specific event and budget. All orders for drinks receptions include glassware and service from our experienced team for up to 2 hours.

A flavour of what we can provide for you:

Red, white and rose wine starting from £18 per bottle

Prosecco starting at £22 per bottle

Pimms jugs £20 per 1 litre jug

Mulled wine for £9 per 1 litre jug

Mulled Apple Juice £5 per 1 litre jug

Elderflower presse 1 litre jug £5.00

Ginger and Lemongrass Presse 1 litre jug £5.00

Show your Stripes UoR House Lager £40 (x 12 440ml)

Cotswold Sideburns Cider £40 (x 12 330ml)

To view the full alcoholic drinks menu and available wine, please visit our [website](#) and look at the drinks menu.





Internal Plant-Forward Plated Menu

Are you looking for something more formal?

Why not use the Meadow Suite or Blandford's for a private dining experience.

A two or three course dinner includes water on the table and tea/coffee will be available after dinner from the tea and coffee self-serve station.

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.

We have lowered the cost of our plated dining options internally to encourage colleagues to choose a plant forward menu. We are not removing the meat products completely and you are still able to order these dishes for a small surcharge.

Available in the below locations and associated minimum numbers:

Meadow Suite:	30 - 120 guests
Blandford's:	20 - 30 guests

For each course you can select 1 option for the majority of your guests and 1 option suitable for vegetarian/vegans. Other dietary requirements will be accommodated on an individual basis.

For a booking of less than 20 people, we can offer you the [Park House bar menu](#).



[View Menu](#)



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

Booking information

For a served booking 10 working days' notice is required to create, alter or cancel a booking.

Service staff

2 hours of service staff are included with all served bookings. Additional charges may be applied for any late-running bookings. Should you require additional service time this will be charged at the rates detailed below:

Weekday - £20 per hour per member of staff;
Saturday - £30 per hour per member of staff;
Sunday - £40 per hour per member of staff.

Minimum Spend

Weekday (between 8am & 5pm) - £50 | **Evening** - £100 | **Saturday** - £150 | **Sunday** - £250

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.

Additional Info

If the event is taking place in a centrally booked space or your own space a suitable location and furniture must be provided. The site must be accessible to trolleys and must comply with the University Health and Safety policy.

