

Venue Reading

HOSPITALITY
at
 University of
Reading

CONFERENCES & EVENTS WITH VENUE READING

Venue
Reading

HOSPITALITY
at
 University of
Reading

DAY DELEGATE
RATE MENU



Meadow Suite, Park House

Hello!

Venue Reading offer a wide range of event services and venues at the University of Reading, Whiteknights and London Road campuses.

We have everything from traditional buildings rich in heritage to modern state-of-the-art meeting rooms in beautiful green surroundings.

Venue Reading is made up of a team of passionate event professionals with years of experience in the industry, we consider ourselves to be experts in organising a whole array of event types.

We can stage anything from large residential conferences to concerts in our magnificent Grade 2 listed Great Hall. We've hosted thousands of conferences, dinners, functions, private parties and much more.

We are very much looking forward to welcoming you to our campus.



Park House

Take a virtual tour of our venues

The best way to visualise your conference space is to see the space in person with your Event Manager, but if you are unable to visit for any reason, why not take a look at our virtual tour which can be found on our website.

Our virtual tours might also help your suppliers/sponsors visualise the space ahead of arrival to set up for your conference.

STEP INSIDE



Why Choose Reading?

Just 22 minutes from London using the direct Great Western Main Line as well as connected directly with central London, the City and Docklands on the new Elizabeth Line, Reading can be reached directly from over 250 locations by rail. Reading is also located close to the M4 and is easily accessible from Heathrow Airport and the M3.

Our Campuses

The facilities at the University of Reading campuses combine flexibility and functionality for your next conference. Parking is also available at all our campuses.

Whiteknights has everything from traditional buildings rich in heritage to modern state-of-the-art meeting rooms offering all year-round conferencing facilities. With a variety of seminar rooms, classrooms, and lecture theatres for up to 400 delegates, Venue Reading is set up for small to large meetings and we have access to over 2,000 ensuite halls bedrooms on campus over the summer. Set within 130 hectares, the scenic Whiteknights campus includes a lake, woodlands and the popular Harris Garden. **Our Whiteknights campus has also been recognised as one of Britain's top green spaces for the 12th year in a row. [Read more here.](#)**

Our **London Road** campus is one of the University's original campuses and is a short walk from both Whiteknights campus and the town centre. It's a peaceful setting of traditional cloisters and green spaces. The Great Hall is located in the heart of our London Road campus. The building is a beautiful Grade 2 listed building with a fixed stage accommodating up to 500 guests, plus a choir or orchestra on stage. London Road also has, lecture theatres and classrooms available to book.

Over in Henley, we have another campus known as **Greenlands**. Set in its own 30 acre estate in the beautiful Oxfordshire countryside, alongside the River Thames, the magnificent Grade II Listed Henley Business School estate offers excellent conference, meeting and event facilities all year round along with 100 double en-suite bedrooms.

Read more about our campuses on our website venuereading.com.



Day Delegate Packages are designed to give you best value for money. By selecting, the Day Delegate or Simple Day Delegate, we ensure you have everything your delegates need for the day taking the stress of catering away from you, giving you the opportunity to concentrate on a quality conference programme for the day itself.

OUR DELEGATE PACKAGE

£53.55 + VAT



MEETING ROOM



Use of the main meeting space from 8am to 6pm with AV facilities, Flipchart stand with pad and pens. Note pads and pens provided for all delegates.



REFRESHMENT BREAKS

Arrival:

Mid-Morning:

Afternoon:

Tea, coffee, water, biscuits and whole fresh fruit

Tea, coffee and water with cake and fruit

Tea, coffee and water with a selection of sweet & savoury jars, and whole fruit.

Upgrade your arrival tea and coffee to include a British breakfast bap*



PREMIUM LUNCH

A choice between a premium fork lunch or premium sandwich lunch served with fruit juices, tea/coffee and a light dessert

Upgrades on lunch available. See [page 8](#) for all menus.

Venue Reading



EVENTS SUPPORT

Dedicated Events team to look after you on the lead up to and including the event day,



CAMPUS FACILITIES

Complimentary parking and WiFi Access for all delegates.

A RANGE OF ADD-ONS AVAILABLE - SUCH AS DRINKS RECEPTIONS

Minimum numbers by location:

Meadow Suite: 30 delegates

Blandford's: 16 Delegates

Sibly: 10 Delegates

Classrooms: 30 Delegates

Lecture Theatre: 50 Delegates



Arrival, Mid Morning & Afternoon Breaks

A range of early morning treats, mid-morning snacks and afternoon cakes will be provided for your delegates to get the conference off to a great start and to keep energised throughout the day.

On Arrival:

Tea, coffee and water
Biscuits
Whole fresh fruit

Mid-Morning:

Tea, coffee and water
Selection of cakes and whole fresh fruit.

Afternoon Break:

Tea, coffee and water
Selection of sweet & savoury jars
Whole fresh fruit



Why not upgrade your arrival breakfast for £3.50 + VAT to include a hot roll from the following:

- British Bacon Bap
- British Pork Sausage Bap
- Vegan Sausage Bap



Premium Cold Fork Lunch

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)



Premium Sandwich Working Lunch

Includes a selection of sandwiches and wraps, crisps and a choice of 3 buffet items from the list below.

Each delegate will have the equivalent number of triangles to make up a sandwich (4), along with crisps, fruit, a sweet treat, fruit juice and tea/coffee.

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)

Hot Buffet Items

Crab Cakes & Sour Cream (2 per portion)
Shish Kebab (Turkish Lamb Kebab) with Tzatziki (1 per portion)
Cauliflower Wing & Aioli (2 per portion) (V)
House Rub Chicken Wings (2 per portion)



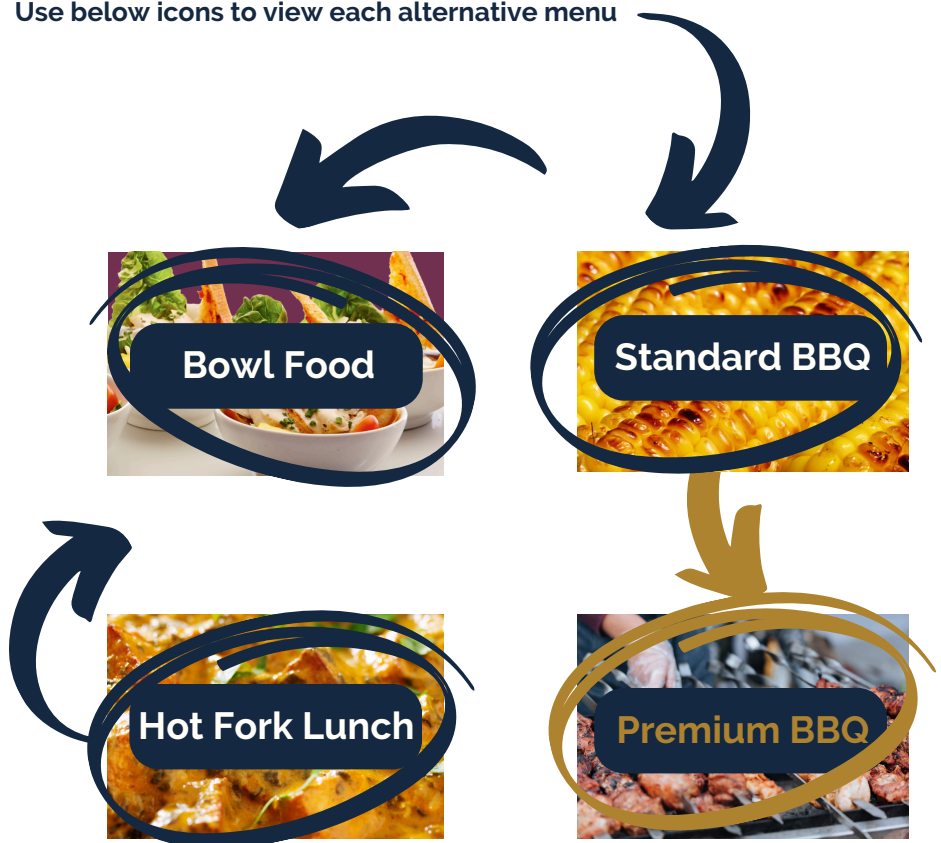
Alternative Lunch Options

Looking for an alternative lunch?

If you are looking for something different for your lunch we do have a suite of alternative menus available for use in Meadow Suite/Blandford's.

Please speak to your event manager to look at alternative or upgrade options.

Use below icons to view each alternative menu



Day Delegate Packages are designed to give you **best value for money**. By selecting, the Day Delegate or Simple Day Delegate, we ensure you have everything your delegates need for the day taking the stress of catering away from you, giving you the opportunity to concentrate on a quality conference programme for the day itself.

SIMPLE DAY DELEGATE PACKAGE

£40.95 + VAT



MEETING ROOM

Use of the main meeting space from 8am to 6pm with AV facilities



REFRESHMENT BREAKS

Mid-Morning: Tea, coffee, water and biscuits

Afternoon: Tea, coffee and water with sweet treats

Add an arrival tea, coffee and biscuits for £2.70pp



SANDWICH WORKING LUNCH

A simple working lunch served in your meeting room consisting sandwiches, crisps, cake, fruit, tea/coffee and fruit juice



EVENTS SUPPORT

Dedicated Events team to look after you on the lead up to and including the event day.



CAMPUS FACILITIES

Complimentary parking and WiFi Access for all delegates.



A RANGE OF ADD-ONS AVAILABLE SUCH AS A DRINKS RECEPTION

Minimum numbers by location:

Meadow Suite: 30 delegates

Blandford's: 16 Delegates

Sibly: 10 Delegates

Classrooms: 30 Delegates

Lecture Theatre: 50 Delegates



Mid Morning & Afternoon Break

A range of early morning treats, mid-morning snacks and afternoon cakes will be provided for your delegates to get the conference off to a great start and to keep energised throughout the day.

If you would like to have tea, coffee and biscuits on arrival, we can add this for £2.70pp.

Mid-Morning:

Tea, coffee and water

Traditional biscuits

Afternoon break:

Tea, coffee and water

Sweet treat selection





Simple Sandwich Working Lunch

Our simple day delegate rate includes a sandwich working lunch.

Our sandwich working lunch includes:

- A selection of sandwiches based on your dietary requirements
- Hand-cooked crisps
- Sliced fruit
- Sweet treats
- Fruit juice
- Tea & Coffee

Each delegate will have the equivalent number of triangles to make up a sandwich (4)





Dietary Information

We understand the serious risks concerning food safety and allergies and to help us manage this, we do not allow any external catering in any of our campus venues. Our in-house catering team offer a full range of food and drink through the day of your conference, heading into the evening conference dinner.

We can accommodate many dietary requirements, just let us know in advance of the event as we may be unable to make adjustments on the day of your event.

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.



VG Vegetarian



V Vegan*



H Halal





Why not add to the end of the day...

Our drinks package include a range of alcoholic and non-alcoholic drinks for you and your guests to enjoy at the start of the celebrations.

All drinks receptions include glassware and service from our experienced team for up to 1 hour. Guests will have a choice of an alcoholic or non-alcoholic drink.

£8 per person

Available in the below locations with minimum numbers:

Meadow Suite: 20 Guests

Blandford's: 20 Guests

A flavour of what will be provided for you and your guests:

House Red Wine
House White Wine
Prosecco
Elderflower Presse
Fruit Juice
Beers

Depending on the season, why not add additional options:

An assortment of bottled beer and cider (x20)	£50
Summer Spritz - Elderflower & Pomegranate - 1lt jug	£3.00
Summer Spritz - Blueberry and Blackcurrant - 1lt jug	£3.00
Pimms Jug 1ltr	£17.50
Mulled Wine 1ltr jug	£9.00
Mulled Apple 1ltr jug	£5.00





Canapés

Why not add canapés to your drinks reception?

The package price is £10.50 per person and offers your guests 4 canapés per person and is available in-house (Park House) for the below minimum numbers.

Meadow Suite: 30 Guests

Blandford's: 20 Guests

Canapes will be walked round by our hospitality team where capacity and layout of the space allows. If space is restrictive a combination of tray service and buffet service will be used.

Select 4 canapes from the below:

Steamed Bao Bun & Crispy Tofu (V, VG)
Oriental pulled duck leg on chicken skin crisps
Moo Ping Skewer with dipping sauce (Thai pork skewer)
Creamed Goats Cheese on Root Vegetable Crisps Canape (V)
Teriyaki Salmon
Wild Mushroom Arancini (V)
Carpaccio of beef on Parmesan Short Bread
Compressed Watermelon, Vegan Feta & Olive (V, VG)
Salted Fish Croquettes with Roasted Tomato Salsa
Pulled Smoked Chicken Caesar
Chimi Churri Steak Skewer
Crab Crostini

For other campus locations, we can offer the following canapé packages for £70 + VAT. Each package serves 10 guests. Please note you are unable to choose canapes on this package.

Meat Canapé Package

Vegetarian Canapé Package

Vegan Canapé Package



Conference Dinner

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.

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](#)



Drinks Menu

Why not add a few bottles of red or white to the tables or chilled beers and cider to enjoy alongside your catering.

To view our drink options, please refer to our drinks menu which you can access below.

[View Menu](#)



Counter Service

Prefer to take your delegates out of the meeting venue?

Swap your meeting room lunch for a counter service lunch or book for breakfast or dinner.

We have two self-service lunch and dinner venues on the Whiteknights Campus offering your delegates the opportunity to take a break during the conference or to have an informal dinner in the evening whilst staying on campus.

You can visit Eat at the Square, located in close proximity to Park House and Palmer or Park Eat which allows your delegates to stretch their legs.

Both venues offer a range of delicious food during the universities vacation period operating in a sustainable and ethical way with plenty of choice and variety for you to choose from to have a healthy and balanced meal.

Enjoy meals from our different counters that are expertly cooked using the freshest ingredients. You will find Italian street food serving pizzas and calzones, Theatre Counter serving stir-fry's and curries, and a range of other options changing on a daily basis.

Out of term time, Eat at the Square also works really well as an exhibition area close by to the Meadow Suite or the Palmer building.

Eat at the Square can be booked for lunch & dinner during term time for smaller groups and you would share the space amongst the student and staff community.

If you would prefer to step out of the meeting room for lunch, please speak to your Event Manager.



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](#).

Showing Our Stripes

Sustainability matters to many conference organisers and delegates and it is at the heart of what we offer.

Many organisations are choosing plant forward food as their default catering choice. Adopting this is one small step towards Principal 3 of the Universities strategic sustainability goal. Plant-Forward is a style of cooking and eating that emphasizes 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 menu items encompass many of the principals of [Menus of Change](#).

We are committed to source as much as possible from the UK Farmers and Producers. Products sourcing should take into account locality prioritising local sources (beef from our own farms), then regional (South of England), then National (UK).

The University of Reading has extensive activity within food and drink, from its farms, The National Fruit Collection, teaching and research in both Agriculture and Food Sciences as well as an extensive Catering operation. As a self-funded service of the University, we are committed to consistent improvement around sustainability in a manner that is financially sustainable to allow us to continue to invest in this area. All our physical outlets have been independently audited and certified through the **Sustainable Restaurant Association's Food Made Good scheme** awarding us the maximum of three stars.

As part of our drive on sustainability at events we are promoting the use of tap water over bottled water. If your event is taking place in one of our in-house venues i.e. Park House, we will as standard set up a water point for your delegates to stay hydrated.

Read more about our sustainability credentials on our website: hospitalityuor.co.uk/sustainability





Afternoon Tea

Prefer something sweet? Why not treat your guests to an afternoon tea

£15.50 per person (£18.60 including VAT)

Available in the below locations with minimum numbers:

Meadow Suite: 30 Guests

Blandford's: 20 Guests

Wantage: 50 Guests

A selection of sandwiches

Scones served with clotted cream and preserves

Cakes

Pastries

Freshly brewed coffee and selection of teas





University Halls Accommodation

During the summer months, we provide delegates with overnight bed & breakfast accommodation in premium en-suite bedrooms whilst they're attending your conference or event.

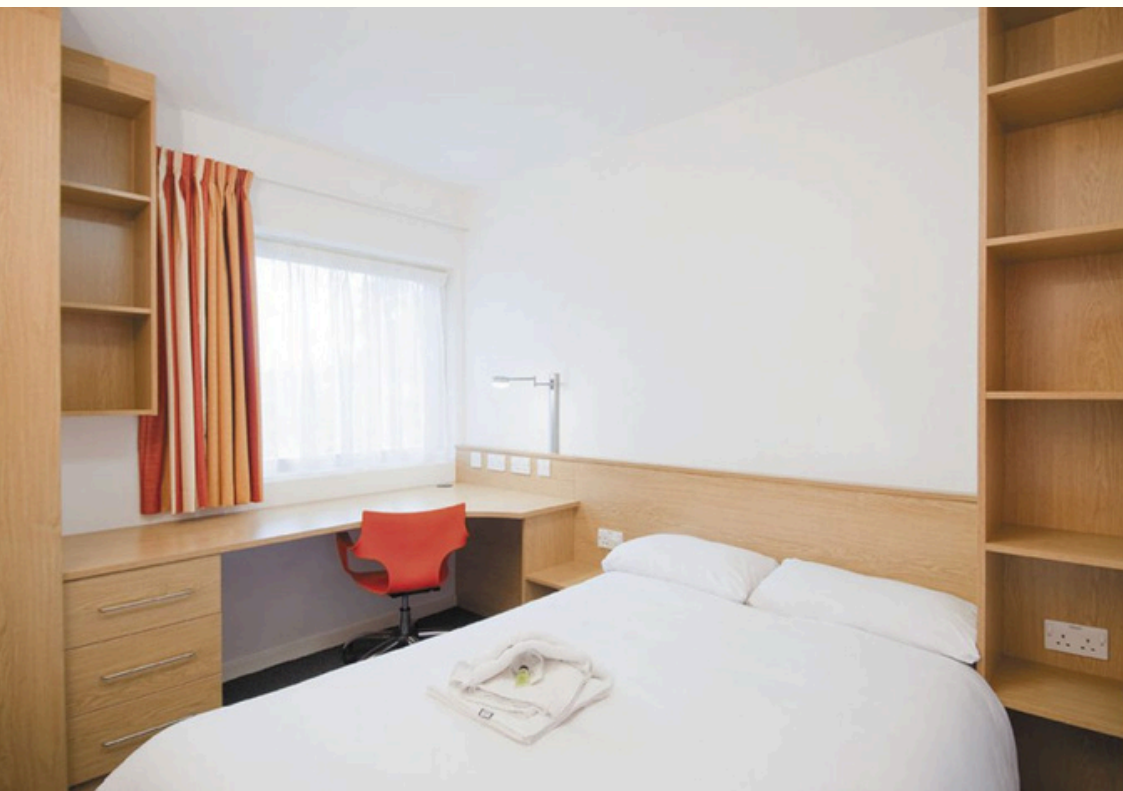
We can also offer your delegates dinner in our close by Park Bar or Eat at the Square dining facilities.

There are up to 1,000 bedrooms on campus and made up of between 8-10 ensuite bedrooms per flat. Each flat shares a lounge area and kitchen facility.



Take a virtual tour of our halls accommodation.

[TAKE A LOOK](#)





Additional Equipment

Posterboards

We can supply up to 30 double sided posterboards. Our Poster boards are 1m x 1m and cost is £16.50 per board, (£8.25 for each additional day).

Live Streaming

Our AV Team are able to set up a camera within the room to stream your event to an online audience. Our venues are not fully hybrid but we can offer basic streaming services. Please speak to your event manager if you would like to find out more.

Flipcharts

A number of flipcharts are available for your meetings. Please let your event manager know if you require the use of flipcharts and pens.

AV Equipment

If your event is taking place in the Meadow Suite or a campus lecture theatre and some classrooms, you will have the use of hand-held or lapel mics. The Meadow Suite already includes the use of 2 lapel and 2 hand-held mics, but if you need more mics we can organise this for you for an additional charge.

Notepads

Notepads and pens are provided as part of the standard day delegate package.

SportsPark

The University SportsPark is offering a week pass for anyone staying short term on campus. Find out more by following the below link.



UOR Sports Park





Exhibition Spaces

Whether you're organising a conference, product launch, or a trade show we're sure to have an exhibition space that meets your requirements.

We've hosted lots of exhibitions, careers fairs etc in the Meadow Suite, the Great Hall or Eat at the Square and even in marquees!

The lower level of the Meadow Suite also lends itself to an exhibition zone as part of your main conference on the upper level. Depending on the number of stands, exhibitors can chat to delegates during the catering breaks.



It's not all work!

Planning a conference, but what about your Birthday or Anniversary Party?

The Meadow Suite is also our main function space and is located within the historic Park House on the main Whiteknights Campus.

The Meadow Suite is a versatile room that lends itself to creating the perfect place for you and your guests to celebrate, seating a maximum 100 guests and perfect for up to 150 guests to dance the night away.

The upper level can be utilised for your guests to sit down, allowing the lower level to be used as the perfect stage for your evening entertainment and dancing.

A large bar is available within the Meadow Suite with all the beverages you would expect including an extensive range of locally sourced products.

Find out more and view our function party package options: [here](#).