**Main Menu Order form**

*To help us save paper, please delete any unused sections of the order form before you send it to us.*

*Forms to be emailed to* *catering@essex.ac.uk*

*By submitting this form, you are agreeing to our terms and conditions.*

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| **Organiser (your name):\*** |  |
| **Department or Section:\*** |  |
| **Telephone extension:\*** |  |
| **E-mail address** (only one e-mail address and must be full address):\* |  |
| **Name of event** (if appropriate): |   |
| **Date** (dd/mm/yyyy):\* |  |
| **Time of delivery** (this is the time your function will arrive):\* |  |
| **Time event finishes** (approximately - for collection purposes):\* |  |
| **Which room should the order be delivered to?\***  (Please note that there is a £10 delivery charge for each order to the Innovation Centre, Parkside and Knowledge Gateway) |  |
| **Number of guests** (number only):\* |  |
| **Is the function to be served?** |  |
| **Please enter your 7 digit Unit 4 cost code, without any spaces between the digits:** \* |  |
| **Any Special requests/additional information?** |  |
| **Head of Department Name (Please Print) or PI (Research codes only)** |  |
| **Head of Department Signature / PI signature** |  |
| **Accountant Name (Please Print)** |  |
| **Accountant Signature** |  |

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| **Breakfast** *Available from 8am until 11am daily* |  |  |
| Breakfast Pastry Platter (Minimum order of 6 people) | £3.95 |  |
| Freshly Baked Mini Danish Selection | £0.85 |  |
| Gluten Free Croissant | £1.75 |  |
| Vegan Raspberry Croissant | £1.75 |  |
| Grilled Bacon Roll | £2.95 |  |
| Grilled Pork Sausage Roll | £2.95 |  |
| Grilled Portobello Mushroom Roll | £2.45 |  |
| Chef’s Seasonal Fruit Pot | £3.00 |  |
| Chef’s Granola Pot | £3.75 |  |
| Fresh Fruit Skewer | £1.70 |  |
| Fruit Basket (per piece) | £0.75 |  |

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| **Hot Drinks** |
| Tea and Coffee | £1.95 |  |
| Tea, Coffee and Border Biscuits | £2.50 |  |
| Tea, Coffee and Nairn’s Gluten Free Vegan Biscuits | £2.70 |  |
| Tea, Coffee and Tiptree Cake | £3.25 |  |
| Tea, Coffee and Vegan Tiptree Cake | £3.25 |  |
| **Cold Refreshments** |
| Chilled Filtered Still Water 1 litre\* | £2.00 |  |
| Orange Juice 1 litre | £2.50 |  |
| Apple Juice 1 litre | £2.50 |  |
| Cranberry Juice 1 litre | £2.50 |  |
| Bottlegreen Sparkling Elderflower Presse | £5.75 |  |
| Juiceburst Orange Juice 500ml | £1.95 |  |
| Innocent Apple Juice 500ml | £1.95 |  |
| Refreshment Package (Minimum order of 5 people) | £3.95 |  |

 \*Sparkling Water Available upon request

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| **Cakes and Biscuits** |  |  |
| Border Biscuits Twin Pack | £0.65 |  |
| Nairn’s Gluten Free Oat Biscuit Pack | £0.85 |  |
| Mrs. Crimble’s Vegan Chocolate Macaroons | £1.40 |  |
| Mini Chocolate Eclairs | £1.20 |  |
| French Macaroons | £1.10 |  |
| Gluten Free & Vegan Salted Caramel Brownie | £2.20 |  |
| Mini Raspberry Cheesecake | £1.80 |  |
| Apple Filled Beignet | £1.20 |  |
| Freshly Baked Mini Danish Selection | £1.20 |  |
| Fresh Fruit Skewer with a Yogurt Dip | £1.50 |  |
| Tiptree Patisserie Scones | £2.95 |  |
| Tiptree Patisserie Afternoon Cake Selection | £1.70 |  |
| Tiptree Patisserie Vegan Cake Selection | £1.70 |  |
| Gluten Free Carrot Loaf Cake | £3.00 |  |
| Raspberry & White Chocolate Millionaires | £1.60 |  |
| Pop Eclairs | £1.90 |  |
| Tiptree Whole Round Cake – Carrot Cake | £45.00 |  |
| Tiptree Whole Round Cake – Chocolate Fudge | £45.00 |  |
| Tiptree Whole Round Cake – Victoria Sponge | £45.00 |  |
| Tiptree Whole Round Cake – Lemon Drizzle | £45.00 |  |
| Tiptree Whole Round Cake – Coffee and Walnut | £45.00 |  |
| Gluten Free Whole Round Cake – Carrot Cake | £45.00 |  |
| Gluten Free Whole Round Cake – Chocolate Cake | £45.00 |  |

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| **Light Lunches** |  |  |
| Mixed Vegetarian Platter (20 Sandwich quarters) | £22.00 |  |
| Mixed Meat Sandwich Platter (20 Sandwich quarters) | £30.00 |  |
| Seafood Selection sandwich platter (20 Sandwich quarters) | £30.00 |  |
| Mixed Classic Platter (20 Sandwich quarters) | £22.00 |  |
| Mixed Premium Platter (20 Sandwich quarters) | £22.00 |  |
| Halal Platter (32 Sandwich quarters) | £30.00 |  |
| Mixed Selection Platter (16 sandwich quarters) | £35.00 |  |
| Vegan Selection Platter (12 sandwich quarters and 12 wrap quarters) | £35.00 |  |
| Mixed Wrap Platter (16 wrap quarters and 12 wrap quarters) | £35.00 |  |
| Chef’s Homemade Soup – Leek and Potato | £18.00 |  |
| Chef’s Homemade Soup – Tomato and Basil | £18.00 |  |
| Chef’s Homemade Soup – Carrot and Coriander | £18.00 |  |
| Premium Sandwich Range | £4.50 |  |
| Vegan sandwich Range | £4.75 |  |
| Gluten Free Sandwich | £4.75 |  |

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| **Working Lunch** |  |  |
| Working Lunch | £5.95 |  |
| Gluten Free Working Lunch | £6.20 |  |
| Vegan Working Lunch | £6.20 |  |
| Lunch On The Go | £8.50 |  |
| Soup & Sandwich Lunch – Leek & Potato | £22.00 |  |
| Soup & Sandwich Lunch – Tomato & Basil | £22.00 |  |
| Soup & Sandwich Lunch – Carrot & Coriander | £22.00 |  |

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| **Christmas Buffet Working Lunch**  | £6.50 |  |
| Buffalo Cauliflower | £1.95 |  |
| Goats’ Cheese, caramelised onion & truffle | £1.95 |  |
| Cranberry & brie wonton | £1.95 |  |
| Mini pork, apple & black pudding pie with cranberry sauce | £1.95 |  |
| Pigs in blankets | £1.95 |  |
| Large dates soaked in Worcester sauce and rum wrapped in streaky bacon | £1.95 |  |
| Deep fill mince pie | £1.95 |  |
| Christmas Victoria log cake | £1.95 |  |
| Maple pigs in blanket crisps | £1.95 |  |

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| **Executive Lunch – MINIMUM ORDER OF 8 PEOPLE PER MENU** |  |  |
| Menu A | £12.45 |  |
| Menu B | £12.45 |  |

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| **Cold Buffet Lunch** |  |  |
| Cold Buffet Lunch (Minimum order of 12 people) | £19.50 |  |

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| **Platters and Salad Bowls** |  |  |
| Italian Cured Meat Antipasti Platter | £80.00 |  |
| Smoked Fish Antipasti Platter | £95.00 |  |
| Vegan Antipasti Platter | £65.00 |  |
| British Cheese Platter | £55.00 |  |
| American Rice Salad | £17.50 |  |
| Potato and Spring Onion Salad | £11.00 |  |
| Balsamic Lentil, Red Pepper and Cucumber Salad | £17.50 |  |
| Quinoa and Roast Vegetable Salad | £17.50 |  |
| Chicken Caesar Salad | £22.50 |  |
| Poached Salmon, New Potato & Watercress Salad | £25.00 |  |
| Crisp Mixed Leaf Salad | £10.00 |  |

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| **Savoury Bites** |  |  |
| Chef’s Homemade Vegetarian Tartlet of the Day | £1.50 |  |
| Beetroot Falafel  | £1.30 |  |
| Classic 4” Pork Sausage Roll | £1.75 |  |
| Cheese & Onion Sausage Roll | £1.00 |  |
| Mexican Bean 4” Roll | £1.75 |  |
| Chef’s Freshly Prepared Pesto, Cherry Tomato & Mini Mozzarella Skewer | £1.60 |  |
| Breaded Chicken Strip | £0.75 |  |
| Mini Ham & Emmental Cheese Crown | £1.20 |  |
| Mini Pepperoni Pizza Crown | £1.20 |  |
| Mini Cheese & Tomato Pizza | £0.95 |  |
| Rosemary and Garlic Chicken Skewer | £1.50 |  |
| Sweet Chilli Chicken Skewer | £1.50 |  |
| Vegetable Crudités Platter with Dip Selection (Minimum order of 6 people) | £2.00 |  |
| Smoked Salmon Bagel | £1.75 |  |
| Fairfield Farm Crisps – Lightly Sea Salted | £1.20 |  |
| Fairfield Farm Crisps – Cheese and Onion | £1.20 |  |
| Fairfield Farm Crisps – Sea Salt & Aspall Cyder Vinegar | £1.20 |  |
| Fairfield Farm Crisps – Sweet Chilli | £1.20 |  |
| Fairfield Farm Crisps – Sea Salt and Black Pepper | £1.20 |  |
| Fairfield Farm Crisps – Bacon and Tomato | £1.20 |  |
| Selection of Fairfields Farm Crisps | £1.20 |  |
| Kettle Vegetable Crisps | £1.50 |  |
| Vegetarian Sushi Platter 60 pieces | £30.00 |  |

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| **Canapé Selection – ONLY AVAILABLE AFTER 4PM** |  |  |
| **Savoury** |  |  |
| Mature Cheddar and Bacon Tartlet | £1.50 |  |
| Mediterranean Vegetable Salsa | £1.50 |  |
| Broad Bean, Ricotta and Mint Bruschetta | £1.50 |  |
| Smoked Salmon and Cream Cheese | £1.50 |  |
| Chicken Caesar Salad | £1.50 |  |
| Stilton, Pear and Walnut Blinis | £1.50 |  |
| Aubergine, Chickpea and Harissa Cup | £1.50 |  |
| Choquette au Comte | £1.50 |  |
| Goat’s Cheese and Golden Beetroot Crostini | £1.50 |  |
| Smoked Mackerel and Horseradish Patê | £1.50 |  |
| Parma Ham, cream Cheese and Sun-Dried Tomato Crostini | £1.50 |  |
| Houmous and Red Pepper Crostini | £1.50 |  |
| Marinated Tomato and Mozzarella Skewer | £1.50 |  |
| Chicken Satay Skewer | £1.50 |  |
| Onion Bhaji and Mango Chutney Cup | £1.50 |  |
| Vegetarian Sushi Platters 60 pieces | £30.00 |  |
| **Sweet** |  |  |
| Mini Sweet Tart Selection | £1.50 |  |
| Vegan Chocolate Brownie with Whipped Cream and Raspberry | £1.50 |  |
| Montmarte Petit Fours | £1.50 |  |

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| **Meals – Main Course *Available from 4pm. Minimum of 8 portions per dish*** |  |  |
| Beef Lasagne with Garlic Bread and Salad | £10.50 |  |
| Lentil Lasagne with Garlic Bread and Salad | £10.50 |  |
| Rosemary & Garlic Chicken Fillet, New Potatoes and Seasonal Vegetables | £10.50 |  |
| Rosemary & Garlic Quorn Fillet, New Potatoes and Seasonal Vegetables | £10.50 |  |
| Jerk Chicken, Rice and Peas | £10.50 |  |
| Jerk Quorn Fillet, Rice and Peas | £10.50 |  |
| Red Lentil, Spinach and Sweet Potato Dahl | £10.50 |  |
| Chicken and Chickpea and Rice | £10.50 |  |
| Beef Chilli, Rice and Corn Tortilla Chips | £10.50 |  |
| Mixed Bean Chilli, Rice and Corn Tortilla Chips | £10.50 |  |
| Spinach and Mushroom Stroganoff and Rice | £10.50 |  |
| Beef Stroganoff | £13.50 |  |
| Grilled Salmon Fillet, New Potatoes and Seasonal Vegetables | £13.50 |  |

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| **Meals – Desserts – Minimum of 6 per Dessert** |  |  |
| Lemon Tart | £4.50 |  |
| Chocolate Truffle Torte | £4.50 |  |
| Strawberry Cheesecake | £4.50 |  |
| Raspberry White Chocolate Cheesecake | £4.50 |  |
| Iced Bakewell Tart | £4.50 |  |
| Homemade Seasonal Fresh Fruit Salad | £3.50 |  |
| Key Lime Cheesecake | £4.50 |  |
| British Cheeseboard | £55.00 |  |

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| **BBQ Menus** |  |  |
| BBQ A (Minimum 75 people) | £9.00 |  |
| BBQ B (Minimum 50 people) | £15.00 |  |
| BBQ C (Minimum 40 people) | £20.00 |  |

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| **Nibbles and Snacks** |  |  |
| Tortilla Chips with Chunky Salsa (serves 10) | £7.00 |  |
| Vegetable Crudités Platter with Dips Selection (Minimum order of 6 people) | £12.00 |  |
| Marinated Mixed Olives (serves 4) | £6.00 |  |
| Fairfields Lightly Salted Crisps (serves 12) | £8.00 |  |
| Kettle Vegetable Crisps (serves 12) | £8.00 |  |
| Pretzels (serves 4) | £3.50 |  |
| Sweet and Salty Popcorn (serves 10) | £7.00 |  |

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| **Wines** |  |  |
| **White** |  |  |
| Sauvignon Blanc | £15.00 |  |
| Pinot Grigio | £19.00 |  |
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| Chardonnay Alcohol Free | £12.00 |  |
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| **Sparkling Wine** |  |  |
| Prosecco | £22.00 |  |
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| La Gioisa Alcohol Free | £13.00 |  |
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| **Rosé** |  |  |
| Rosé | £19.00 |  |
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| **Red** |  |  |
| Merlot | £15.00 |  |
| Shiraz | £19.00 |  |
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| Merlot Alcohol Free | £12.00 |  |
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*Please note that due to inflationary food costs, we have had to regretfully increase the prices of some menu items for the first time in four years.*

**Terms & Conditions**

* All bookings should be made using the online order system. If you require any assistance, please contact us on ext. 2385. Confirmation of your booking, including your order reference number, will be sent by email usually within 24 hours (Monday to Friday). Please contact us if you have not received booking confirmation after this time as we may not have received your order.
* Please note that one order relates to a single delivery, a multi-order relates to several deliveries and each charge listed below relates to an individual delivery rather than an entire day
* All orders that require delivery via our van will be charged £10 van hire per delivery. This can include deliveries to Innovation Centre, Parkside, and Knowledge Gateway
* We require two working days’ notice for all drink orders. We would request one week’s notice for all food orders and two weeks’ notice for any weekend orders. Any orders received outside these times cannot be guaranteed and if accepted will unfortunately be subject to a late booking fee. We will endeavour to accommodate bookings at short notice but to avoid disappointment and ensure we have your choice available please give us as much notice as possible.
* A surcharge equating to 15% of the total order value (maximum charge £20) will be added to all orders received and confirmed outside the times stated above.
* We can readily access any areas of campus where our trollies can be wheeled. We regret that we cannot carry deliveries up/downstairs. If you do take your delivery up/downstairs, we request that you return it for collection.
* It is the customer’s responsibility to book an appropriate room and to organise the provision and setting up of tables prior to catering being delivered.
* We reserve the right to substitute any item ordered. We will ensure that it is an equivalent or similar product to the one replaced. Wherever possible we will endeavour to inform you before the delivery.
* The minimum notice required to cancel an order without charge is 48 hours before the event (excluding weekends). Orders cancelled with less than 48 hours’ notice will be subject to the following charges: 50% of the total order value if cancelled within 48 hours of the event. 100% of the total order value if cancelled within 24 hours of the event.
* These prices are for delivery only. If you wish to have your buffet or refreshments served, we would be more than happy to do so for you. Please contact us to discuss your requirements.
* A minimum order of £20.00 applies to all orders Monday to Friday from 8am-5pm
* A minimum order of £40.00 applies to all orders Monday to Friday before 8am and between 5pm and 8pm.
* A minimum order of £100.00 applies to all orders Monday to Friday after 8pm and at weekends.
* Please note that VAT is chargeable to external customers and will be added to the total cost of the booking.
* All catering delivered to the EBS Building CTC and NTC will be served with biodegradable cups/plates due to logistical restraints.
* Food deteriorates when left out at room temperature for long periods. We advise that you consume your meal within 1 hour of receipt. Food should not be consumed after 3 hours for food safety reasons.
* Wivenhoe House is now the primary provider of catering for events in the Constable building and are better placed to provide hospitality to this area of campus