



University of Brighton

HOSPITALITY BROCHURE

2017/18

WHO WE ARE

Hospitality Services operate on every campus providing sustenance for the entire university community. From restaurants and cafés to vending, conference catering and hospitality we are committed to providing high quality service and products.

We are also committed to providing a service that incorporates wide ranging environmental considerations and the sourcing of ethically produced ingredients. We also offer unrivalled value for money and a service that is responsive to the needs of our customers.

In recognition of our work we have been recognised by a number of awarding bodies and certification schemes. For more information on these and any other aspect of the services we provide please contact us at hospitality@brighton.ac.uk or visit our website eat.brighton.ac.uk.

WHAT WE OFFER

IF YOUR EVENT NEEDS HOSPITALITY THEN BOOK WITH US.

Hospitality Services deliver food and drink across the entire university estate. From small meetings to large conferences, we are experts in providing a hassle free service ensuring that colleagues and customers receive the hospitality requirements that you book.

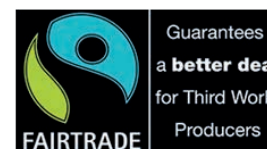
Our online booking system makes creating a booking simple and easy, with transparency of cost and a record of past and future bookings. If you want something different, or specifically bespoke to your event and requirements, then please contact us as we are happy to accommodate all manner of expectations.

All menu and sandwich options have been developed to cater for both meat/fish eaters, and vegetarians - let us know when you order if you want more or less of a specific dietary choice. We can also cater for special dietary requirements, advice on which can again be sought from your Hospitality Managers.

FIND OUT MORE

We have our own dedicated website, which details the various facilities we manage on each campus. You can also find out about our commitment to sustainability, the various awards we have won and the accreditations we have achieved.

EAT.BRIGHTON.AC.UK



BEVERAGES

A RANGE OF HOT AND COLD BEVERAGE OPTIONS TO SUIT YOUR EVENT, OR TO COMPLIMENT YOUR ORDER.

We provide an appropriate volume of tea and coffee based upon the numbers booked for an event. For morning bookings these beverages will be weighted towards coffee, whilst afternoon bookings will be weighted towards tea. If you have a specific request for more tea or coffee you can add a comment to the notes section when you make a booking.

All our coffee, tea, orange juice and sugar is **FAIRTRADE**. Soya milk is available for hospitality tea and coffees on request.

Tea, coffee and specialty teas	£1.40 per person
Tea, coffee, specialty teas and assorted biscuits	£2.10 per person
Tea, coffee, specialty teas and FAIRTRADE biscuits	£2.20 per person
Tea, coffee and specialty teas with gluten free biscuits	£2.10 per person
Chilled FAIRTRADE orange juice (litre - approx 6 servings)	£2.60 per bottle
Chilled cranberry juice (litre - approx 6 servings)	£2.60 per jug
Chilled apple juice (litre - approx 6 servings)	£2.60 per jug
Chilled still or sparkling filtered water* (750ml bottle - approx 5 servings)	£1.35 per bottle

* Our chilled and filtered drinking water is drawn directly from the mains and bottled in 750ml University of Brighton branded bottles. Please help us to maintain the current price by returning all used bottles. A charge may be levied for unreturned bottles.

SNACK ITEMS

AN EXCELLENT ADDITION TO YOUR MEETING REQUIREMENTS, PARTICULARLY FOR THOSE EARLY MORNING STARTS.

Bacon or sausage or veggie sausage bap	£2.50 per person
Mini viennoise selection (2 per person)	£1.60 per person
Selection of Danish pastries (1 per person)	£1.60 per person
Cake bites (3 per person)	£1.50 per person
Cake slice (1 per person)	£1.50 per person
Granola and yogurt pot (1 per person)	£1.05 per person
Fruit and yogurt pot (1 per person)	£1.05 per person
Fruit basket	£1.00 per person
Fresh fruit platter	£1.75 per person



WORKING LUNCHES

GREAT FOR SUSTAINING ENERGY WHEN WORKING THROUGH THE LUNCH BREAK.

We supply meat, fish and vegetarian choices unless otherwise specified when you order. We can provide vegan and wheat free alternatives if requested.

STANDARD SANDWICH LUNCH

A selection of sandwiches from across our range

£4.00 per person

PREMIUM SANDWICH LUNCH

A selection of sandwiches and mini rolls from across our range

£4.50 per person

ADD TO YOUR LUNCH ORDER

Vegetable spring rolls (with sweet chilli dipping sauce (2 per person) £2.20 per person

Chicken sate with dip (2 per person) £2.20 per person

Crisps £0.85 per person

Seed and nut bags £1.05 per person

Cake bites (3 per person) £1.50 per person

Cake slice (1 per person) £1.50 per person

Granola and yogurt pot (1 per person) £2.35 per person

Fruit and yogurt pot (1 per person) £1.05 per person



Fruit basket

£1.00 per person

Fresh fruit platter

£1.75 per person

Chilled **FAIRTRADE** orange juice (litre - approx 6 servings)

£2.60 per bottle

Chilled cranberry juice (litre - approx 6 servings)

£2.60 per jug

Chilled apple juice (litre - approx 6 servings)

£2.60 per jug

Chilled still or sparkling filtered water*
(750ml bottle - approx 5 servings)

£1.35 per bottle



BESPOKE MENUS

Whatever the occasion we have a menu to suit. These options are perfect for hot lunches, buffets, leaving parties, celebrations, inaugural lectures and private views. You may also book service staff for your event, the cost of which will be charged to your final account.

Below is an example of the variety of options we can offer - but we are more than happy to discuss your personal requirements and create something bespoke. For pricing and information please contact the hospitality team at the relevant site - details are on the last page.

SHARING PLATTERS FROM £11 PER PERSON

A selection of charcuterie with marinated olives, griddled vegetables
Cheese board with olives and fruit
British picnic of pork pies, mini quiche

Served with chutneys, pickles and specialty breads

DANISH STYLE OPEN SANDWICHES FROM £7 PER PERSON

Three open style sandwiches per person on rye or toasted ciabatta, eaten with a knife and fork

Chicken, chorizo and roast pepper
Pickled herring with marinated cucumber and dill
Mozzarella, salami and sunblush tomatoes
Oak smoked salmon, beetroot crème fraiche and courgette ribbons
Roast fennel, garlic roasted mushrooms and sundried tomatoes
Sliced boiled egg, prawns and marie rose sauce
Houmous and falafel balls drizzled with parsley and sunflower pesto



BOWL FOOD FROM £2.50 PER BOWL

Enjoy a selection of tasting bowls to eat at a more casual event

Cold bowls

Chicken Caesar salad, focaccia croutons and shaved parmesan
Tarragon chicken mayonnaise with garden leaves
Prawn and mango salad with leaves and lime scented cous cous
Marinated seafood with cherry tomatoes and samphire
Roast sweet potato with kale, quinoa and orange yogurt dressing
Roast chickpea and squash with tagine spices

Hot bowls

Cumberland sausage, mash and gravy
Five spiced slow braised beef on mash
Shredded duck leg with blood orange and kohlrabi salad
Breaded cod goujons and chips with mushy peas and homemade tartare sauce
Seared fillet of salmon with chorizo and lentil stew
Slow roasted beets, 'slaw, sour cream and walnuts
Mixed beans chilli with coconut soya yogurt

HOT BUFFET LUNCH FROM £12.00 PER PERSON

A selection below or something more seasonal of your choice with a selection of carbohydrates, vegetables and salads to matches the menu

Chicken fillets with crispy bacon and rosemary scented mascarpone
Lamb and mint kofta with tzatziki
Yakatori salmon skewers
Crab and cod fish cakes topped with pineapple and cucumber relish
Mushroom polenta with roast aubergine and tomato stew
Sweet potato rosti cakes with portabella mushrooms, houmous and pesto

Dessert menu

Exotic fruit salad
Mixed berry pavlova
Lemon posset with almond biscuit
Panna cotta served with poached rhubarb
Chocolate cups with orange mousse and candid orange peel
Pimms Trifle

CANAPES FROM £1.50 PER CANAPE

Meat

Duck pâté served on brioche toast with kumquat relish
Pulled pork and marmalade filo pockets
Sticky roasted pears and Brighton blue wrapped in air dried ham
Seared chorizo, spicy tomato sauce and potato tortilla
Pork fillet roasted with lapsang souchong and orange crust on artichoke cake

Fish

Smoked salmon and dill mousse on blini with quail egg
Cumin and fennel seed spiced cream cheese topped crayfish tail
Poached salmon on potato cake with pea puree and pea shoots
Crab, papaya and basil rice pancake roll
Cucumber cups with smoked salmon and compressed watermelon jelly

Vegetarian

Homemade samosa filled with a mix of chickpea, tomato and orange, and served with spiced chutney dip
Butterbean and smoked garlic pate with aubergine caviar on tomato bread
Blue cheese, smoked shallot and sweet brioche
Pickled cauliflower, curry houmous, pomegranate and baby gem
Wild mushroom and roasted artichoke on polenta

AFTERNOON TEA FROM £6.50 PER PERSON

Selection of finger sandwiches, dainty homemade cakes and a selection of teas and coffee

NIBBLES £1.50 PER CHOICE PER PERSON

Toasted sunflower and pumpkin seeds
Chilli roasted broad beans
Wasabi peanuts
Salted rice crackers
Savoury popcorn
Vegetable crisps
Cumin roasted mixed nuts
Mini pretzel sticks
Mixed nuts and fruit
Smokehouse mixed nuts
Roasted chickpeas
Crispy kale
Lentil wave crisps
Pitta crisps and dips
Chilli corn

TAPAS FROM £7.50 PER PERSON

Salted almonds
Marinated mushrooms and garlic
Sea salt new potatoes with mojo sauce
Paprika lime and chilli prawns
Marinated anchovies
Garlic fried breads and chorizo
Roast aubergine and pepper dip



WINE

If you require wine or other alcoholic beverages for your event please let us know. We can source an extensive range of wine and other drinks from our local supplier to meet any requirements you might have.

Please contact your local Hospitality Manager or email hospitality@brighton.ac.uk for more information.

ONLINE ORDERING

Ordering hospitality could not be easier. All bookings are done via our online service, so you can keep an easy record of what you have ordered. You will receive a confirmation email for all bookings made, and can amend current orders.

The system allows you to see old bookings and also lets you repeat bookings, so if you have to create multiple bookings for monthly or even weekly meetings, you can repeat an existing booking and amend the date, the quantity, or type of hospitality ordered.

Hopefully you will find the system easy and informative, but if you do have any questions please contact your Hospitality Manager for assistance.

HOW TO ORDER

All bookings are completed online. The online booking system contains all the up-to-date menu choices and options from which you can choose. You cannot book within 48 hours of your event, but if you do have a last minute request, then please contact Hospitality Services for advice (see page 12).

Items are placed in a 'basket' giving you transparency of cost before you complete the order.

We are sure that you will find exactly what you require when booking, but if you wish to discuss alternative options, or would like advice on making a booking, please do not hesitate to contact the relevant Hospitality Manager. Details of all contacts can be found on page 12 of this brochure.

STEP 1

Go to the website HOSPITALITY.BRIGHTON.AC.UK. You will need to log in using your normal university user name and password. You will also need the cost code for payment of the booking, as well as the name of the person who has authorised the booking.

STEP 2

In the left hand column you will need to input the basic information for the booking, for example the date and time, number of people, and location. Most of these details can be modified later if necessary.

STEP 3

Choose the items you would like to order from the menu options in the left hand column. Items you order will appear in the bottom right hand column along with the associated cost. If you need to change some of the booking details, you can also do this in the right hand column.

STEP 4

Click 'continue' and you will be able to alter the delivery date if required, plus also add delivery notes and any other information. If you want to add another delivery to this order - for example, another serving of coffee and tea at a later time - you can do so on this screen.

The screenshot shows the 'University of Brighton HOSPITALITY ONLINE ORDERING' website. The header includes navigation links (Home, Accessibility, Help, Site map, Contact us) and a search bar. The main banner features a photo of food and the slogan 'EAT LIVE SLEEP REPEAT' with the URL 'eat.brighton.ac.uk'. Below the banner, the user is signed in as 'Dominic Fletcher'. The interface is divided into 'Online Hospitality Orders' and 'ORDER DETAILS'. The 'ITEM GROUPS' section lists categories like Buffet, Beverages, Snacks, Lunch, Canapés/Nibbles, Wine, and Favourites. The 'LUNCH' section contains a table of items with their costs and quantities. The 'ORDER DETAILS' section includes fields for Name, Date, Delivery Time, No. of People, Site, Area, Room, and Event. A 'Continue' button is visible. Logos for 'FAIRTRADE' and 'Vegetarian Society APPROVED' are also present.

ITEM GROUPS	LUNCH	Cost	Quantity
• Buffet	Breaded Quorn bites - 3 per person	£2.20	5
• Beverages	Chargrilled veg & halloumi skewers 1 pp	£2.20	0
• Snacks	Gluten free sandwich & rolls lunch	£6.75	0
• Lunch	Mini pork pie - 1 per person	£2.20	0
• Canapés/Nibbles	Salmon skewers with lemon mayo 1pp	£2.20	0
• Wine	Sandwich, mini roll and tortilla platter	£6.75	5
• Favourites	Scotch egg - 1 per person	£2.20	0
	Vegan sandwich lunch	£6.75	0

ORDER DETAILS

Name: D.Fletcher@brighton.ac.uk
Date: Thu 29 Sep 16
Delivery Time: 09:00
No. of People: 10
Site: Grand Parade
Area: Main Building
Room: G1
Event: Hospitality Meeting

Continue

Item	Cost
5 x Breaded Quorn bites - 3 per person	£11.00
5 x Sandwich, mini roll and tortilla platter	£33.75

GUIDELINES

STEP 5

When you click 'check out', you will see your order summary.

Before you can confirm your delivery, you will need to add in a valid cost code for payment of your order, and the name of the individual who has authorised the creation of this order.

Make sure you have read our terms and conditions.

STEP 6

Confirm your order. At this stage you will be emailed confirmation of your order, and the hospitality site that is responsible for the delivery of your booking will also automatically receive the details of your order.

PROBLEMS BOOKING? IF YOU'RE HAVING PROBLEMS CREATING YOUR BOOKING PLEASE CONTACT YOUR LOCAL HOSPITALITY SERVICE AND WE WILL BE HAPPY TO ASSIST.

All bookings are completed online. The online booking system contains all the up-to-date menu choices and options from which you can choose.

Items are placed in a 'basket' giving you transparency of cost before you complete the order.

We are sure that you will find exactly what you require, but if you wish to discuss alternative options, or would like advice on making a booking, please do not hesitate to contact the relevant Hospitality Manager. Details of all contacts can be found on page 12 of this brochure.

MENUS

Menus are grouped by type. This will allow you to go to the relevant section which applies to your request. Each section is individually coded to make ordering more convenient.

PRICE

Alongside each option is a price which is based, where appropriate, upon a single serving. If you choose to discuss alternative requirements with a member of the hospitality team, you will be advised of the price per head prior to confirming your order.

ORDERING

To order you will need to go to hospitality.brighton.ac.uk. You will need to log in using your normal university user name and password.

Please also read our **TERMS AND CONDITIONS** on page 11 and 12 prior to ordering your hospitality.

MINIMUM ORDER

Please be aware that there is a minimum order amount of £10 on all hospitality bookings. If your order is less than £10, you will incur an additional cost to make the order up to the £10 minimum.



TERMS AND CONDITIONS

STANDARD TERMS AND CONDITIONS FOR THE PROVISION OF DELIVERED FOOD AND BEVERAGES.

1. DEFINITIONS

In these conditions the following terms have the following meanings.

“Booking” A booking made for hospitality via the internet booking system.

“Price” The price shown on the booking form.

“Client” The person who made the booking or their department.

“24 hours” One complete working day.

2. BOOKINGS

Orders will be confirmed within 24 hours by email. Confirmation will include a copy of the booking form and a reference number. If you do not receive confirmation within 24 hours please contact your local hospitality site or email hospitality@brighton.ac.uk as we may not have received your order. Your booking should not be considered as confirmed until you receive confirmation from us via email.

Bookings and final numbers must be received at least 48 hours in advance.

Bookings made less than 48 hours in advance must be made by telephone and will be accepted at the discretion of the local Hospitality Manager.

We will always attempt to accommodate last minute bookings, but this may result in reduced availability of some menu items and limited delivery times.

Evening or weekend hospitality requires 5 working days notice via the local Hospitality Manager. We respectfully reserve the right to refuse any requests that do not reach the appropriate contact within the notice period.

Amendments and cancellations prior to the 48 hour cut-off can be made online.

For amendments and cancellations to orders within the 48 hour cut-off period, please contact your local hospitality manager or email hospitality@brighton.ac.uk quoting the booking number. In the event of a full or partial cancellation of a confirmed booking the following cancellation charges will apply:

Time prior to event	Charge
More than 48 hours	no charge
Less than 48 hours	50% of the total booking cost
Less than 24 hours	the full cost will be incurred

Separate cancellation charges apply to larger and/or bespoke bookings. Please discuss with your Hospitality Manager.

Any charges will be made at the discretion of the local Hospitality Manager.

Prices are correct at the time of booking. However, some adjustment may be made in the event of seasonal variation or shortage. When a menu has been ordered some time in advance, items may vary from the original order.

There is a minimum order value of £10.00. We will accept order values below this amount, but the final charge will be made up to £10.00.

We do not charge for delivery, unless the requested location is outside of the designated building list. In such cases a charge will be added, appropriate to the location and the costs of transportation.

3. MENU SELECTION

Most special dietary requirements can be catered for; please state your requirements when placing your order. We cannot guarantee that our food does not contain traces of nuts.

All prices are exclusive of VAT with the exception of alcohol. VAT will be added to the final bill where appropriate.

4. STAFF

Service staff are available (minimum 2 hours) at £12.00 per hour or part hour per person. Staff will automatically be assigned to start 30 minutes before the event begins for set-up purposes. We strongly recommend that staff are requested for drinks receptions and other events with alcoholic beverages.

5. DELIVERIES

All buffets are delivered with menus, labels and comment cards. All items will be supplied with the necessary crockery, glassware, etc. Crockery, cups and utensils will be delivered for the numbers booked. An additional charge will apply to any extra items requested.

The hospitality team will endeavour to make every effort to deliver the goods at the time agreed with the client. If for any reason this is not possible, we will keep the organiser fully informed of any delays.

We suggest that clients order deliveries 15 minutes before they are actually required. Please note that on exceptionally busy days deliveries may

be made up to 30 minutes prior to your requested time. Please allow for early deliveries when making your room booking.

It is the responsibility of the customer making the booking to check that the room being used is one in which hospitality is permitted. Where possible, it is advisable to book a separate room for lunch deliveries to minimise disruption to your meeting.

The customer must ensure that a suitable location with access via a lift (where higher or lower than ground level) is selected for the hospitality ordered.

Our hospitality staff will lay out the order if tables are provided, otherwise the delivery will be left for the customer to unpack. Please specify if you want the hospitality order left outside the room or brought into the room and/or set up.

It is the customer's responsibility to organise the setting up of tables prior to catering being delivered and to ensure that adequate tables are provided for the size of booking. Should there be no access to the allocated room for delivery, the food or beverages will be returned to the kitchen to be redelivered at a more convenient time. It is the

responsibility of the person placing the order to inform us whether the meeting can be disturbed and times that access is permitted. Please add this information to the 'Delivery Notes' section e.g. lay out in room, deliver into room, leave outside room.

6. COLLECTIONS

We will endeavour to collect all the equipment on the same day, or by 9.00am the following day.

Please ensure that all items are ready for collection after your event. Please notify the local Hospitality Manager if the location for collection has changed. Customers are responsible for any loss or damage to our equipment whilst in their charge. A charge will be made if items are not available for collection at the end of your event.

Any returnable items missing or broken will be charged at the following replacement rates:

- | | |
|----------------------------|-----------|
| • China plate | £2.50 |
| • Cup and saucer | £2.00 |
| • Glass | £0.50 |
| • Re-usable water bottle | £3.00 |
| • Flask (variety of sizes) | £10.00 |
| | to £40.00 |
| • Black trays | £20.00 |
| • Cutlery (per item) | £0.50 |

CONTACTS

Campus Hospitality Manager - CHM
Duty Hospitality Manager - DHM

BRIGHTON SITES

COCKCROFT AND WATTS ext 2626
HospitalityMoulsecoomb@brighton.ac.uk
Stephen Lambert (CHM)
Lin Yeates (DHM)
Richard Smith (DHM)

MITHRAS HOUSE ext 2630
HospitalityMoulsecoomb@brighton.ac.uk
Stephen Lambert (CHM)
Louise Smallbone (DHM)

FALMER ext 3530
HospitalityFalmer@brighton.ac.uk
Debbie King (CHM)
Clare Furminger (DHM)

GRAND PARADE ext 3123
HospitalityGrandParade@brighton.ac.uk
Debbie King (CHM)
Ruairi McCallion (DHM)
Erica Martin (DHM)

VARLEY PARK ext 1300
HospitalityVarley@brighton.ac.uk
Jon Hearn (DHM)
Debbie Grimmett (DHM)

EASTBOURNE SITES

GREYNORE RESTAURANT ext 3658
HospitalityEastbourne@brighton.ac.uk
Matt Silver (CHM)
Safa Qadi (DHM)

SPRINTERS RESTAURANT ext 3795
HospitalityEastbourne@brighton.ac.uk
Matt Silver (CHM)
Safa Qadi (DHM)

HASTINGS SITE

CAFE IN HASTE ext 3795 or 4625
HospitalityEastbourne@brighton.ac.uk
Matt Silver (CHM)
Safa Qadi (DHM)

**EAT LIVE
SLEEP
REPEAT**