

CATERING

FOR YOU AND YOUR GUESTS

HOSPITALITY AT
THE INSTITUTE OF EDUCATION
2010–2011



HOW TO BOOK



For internal department orders

- Go onto the Institute website:
www.ioe.ac.uk
- Click on 'News & Events'
- Click 'Conference Venues'
- Click 'Catering'
- Click 'Internal Client Order Form'
- Fill out the form with your requirements
- Save a copy of the completed document for yourself and then email a copy as an attachment to catering@ioe.ac.uk

OR

- Click file and highlight, send and click 'Page by Email', this automatically attaches form to an email: send to catering@ioe.ac.uk

We will need the following information

- Budget code (completed in full)
- Room number
- Time
- Number of people attending
- Catering requirements
- Contact name and number

For external client orders

(all external queries to the Conference Office)

- Go onto the Institute website:
www.ioe.ac.uk
- Click on 'Departments'
- Click 'News & Events'
- Click 'Catering'
- Click 'External Client Order Form'
- Fill out the form with your requirements
- Save a copy of the completed document for yourself and then email a copy as an attachment to m.walker@ioe.ac.uk

Conference office

Conference Manager 020 7911 5546

Catering Department

General Manager 020 7911 5318

Catering Manager 020 7612 6405

Fax 020 7612 6406

Email catering@ioe.ac.uk

Opening hours

Lawton Room Restaurant

09:00–16:00 Monday to Friday

Fine Dining On request

Please note

It is the Institute of Education's policy for the catering department to supply all food & drink within all its premises.

HOSPITALITY – CATERING WITH YOU IN MIND



INTRODUCTION

Whatever your event at The Institute of Education, the hospitality brochure has been created with you in mind and if you are unable to find the required catering for you and your guests within this brochure, please make contact and we can arrange bespoke catering for you.

All food within this brochure is purchased from specialist suppliers on a daily basis and therefore the freshest produce and the very finest ingredients are used. We aim to build balanced, long-term relationships with our suppliers and follow purchasing policies that guarantee the quality of our sourced products. In doing so, we encourage our suppliers to embrace our ethical principles.

It is our contribution to sustainable development which seeks to integrate economic, social and environmental factors to ensure a better quality of life for present and future generations.

To meet common dietary requirements, please enquire about special diets if required.

The hospitality team look forward to welcoming you on the day and will be there throughout your event to ensure you receive the desired service.



LIGHT REFRESHMENTS



Hot beverages

Choose from a selection of speciality teas, herbal infusions and freshly brewed Fair-trade coffee

All hot beverages are served with Fair-trade sugar

Tea/coffee	£1.45
• with biscuits	£1.95
• with Fair Trade biscuits	£2.15
• with cookies	£2.10
• with Danish pastry	£2.65
• with mini cake bites	£2.10

Afternoon tea

Tea/coffee with indulgent cup cakes	£3.30
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The tea and coffee provided has the Fair-trade guarantee and the tea is also supplied as part of the Ethical Tea Partnership

Cold beverages

In house water filtered system

Still water	£1.70
Sparkling water	£1.70
Orange juice	£1.90
Apple juice	£1.90
Cranberry juice	£1.90

All cold beverages are priced per litre



LUNCHES



Traditional sandwich lunch £8.25

A selection of traditional sandwiches on a variety of breads (1½ rounds per person)

Includes meat, fish and vegetarian choice

Fresh fruit basket

Fruit juice and mineral water

Vegetarian sandwich lunch £8.25

A selection of vegetarian sandwiches on a variety of breads (1½ rounds per person)

Fresh fruit basket

Fruit juice & mineral water

Premium lunch £9.95

A selection of wraps, bagels and sandwiches, to include meat, fish and vegetarian choice

(1 round per person)

A light herb salad with grated carrots, celery and cherry tomatoes

A selection of English and continental cheeses with crackers

Luxury fruit basket

Fruit juice and mineral water

Packed lunch £6.00

(vegetarian option available)

Lunch in a bag delivered to your room

Sandwich (1 round)

Mini cake

Piece of fruit

Mineral water



LUNCH BUFFETS



Lunch finger buffet £9.95

Sandwich selection (1 round per person)
Chicken tikka skewers with mint raita
King prawns in filo pastry with sweet chilli dip
Mini Indian savouries with mango chutney
Fresh fruit basket
Fruit juice & mineral water

Vegetarian finger buffet £9.95

A selection of vegetarian sandwiches
(1 round per person)
A selection of crudités and pitta bread with
houmous dip
Breaded stuffed jalapeño peppers
Feta & tomato tart
Fresh fruit basket
Fruit juice & mineral water



THE CONFERENCE PACKAGE



Two options available (others by request)

Day Delegate Premium Lunch Package

£14.50

MORNING REGISTRATION



Freshly brewed tea and coffee

Danish pastries

MID-MORNING BREAK

Freshly brewed tea and coffee with biscuits

PREMIUM LUNCH BUFFET

See page 5

Fruit juice & mineral water

AFTERNOON BREAK

Freshly brewed tea and coffee with biscuits

Day Delegate Deluxe Lunch Package

£17.25

MORNING REGISTRATION

Freshly brewed tea and coffee

Danish pastries

MID-MORNING BREAK

Freshly brewed tea and coffee with biscuits

COLD FORK BUFFET

See page 9

Fruit juice & mineral water

AFTERNOON BREAK

Freshly brewed tea and coffee with biscuits

Please note: juice and water are only included at lunch time

We can also tailor other conference packages from the brochure with a costed quote for you



HOT FORK BUFFET



£11.70 per person

Minimum order 20, maximum 100 people.

Select TWO accompaniments to make up your menu.

Freshly baked bread rolls and butter are included (*Mon-Fri • Main building only*)

Meat

Sweet & sour chicken

Beef lasagne

Lamb madras

Fish

Cod loin on roasted cherry tomatoes and basil

Traditional fishermans pie

Salmon in a watercress sauce

Vegetarian

Caribbean sweet potato curry

Roasted vegetable ratatouille

Feta & spinach strudel

Accompaniments

Steamed rice

Hot new potatoes

Seasonal vegetables

Mixed green salad

Traditional coleslaw

Garden peas

A selection of freshly baked bread rolls

Fruit juice & water



COLD FORK BUFFET



£11.70 per person

Catering for a minimum of 20 people and maximum 100 people.
Select THREE main courses and THREE accompaniments to make up your menu.
Freshly baked bread rolls and butter are included. Minimum orders of 10

Choose from:

Salmon supreme with mustard dill sauce
Chicken Caesar
Chargrilled tuna niçoise salad
Spinach & goats cheese tart
Honey glazed ham with mustard
Roast Mediterranean vegetables with couscous

With a choice of 3 salads from:

Tomato and basil salad
Traditional coleslaw
Potato and spring onion
Mixed green salad
Spiced grated carrot and beetroot
Pasta with roasted peppers and pesto
A selection of freshly baked bread rolls
Fruit juice & water



NIBBLES, PUDDINGS & CHEESE



Choose from the following:

Nibbles £14.95

Minimum order 10 persons

Marinated olives

Crisps

Bar nut mix

Luxury rice crackers

Puddings £2.25

*A selection of puddings is available
to compliment your lunch*

Profiteroles with chocolate sauce

A selection of cheesecakes

A selection of gateaux

Almond and apricot flan

Tropical fruit salad

Pear flan

The Cheeseboard *min 10 people* £4.00

A selection of mature and creamy cheeses
served with grapes, celery and biscuits



EVENING EVENTS



Canapés Minimum 10 people £7.95

Small yet exquisite bites, ideal for a drinks reception

Build your own menu from the selection below

8 items per person

All served cold, buffet style

Meat

Mini duck spring rolls

Pate on mini toasts

Thai chicken skewers

Spicy lamb Kofta

Fish

Chilli prawns in filo basket

Smoked trout mousse on cucumber

Smoked salmon blinis

Poached Salmon crème Franche dill tartlet

Vegetarian

Feta, red onion and olive tartlet

Vegetable dim sum with chilli dip

Goats cheese on mini toasts

Mediterranean salsa in filo basket

Dessert

Mini fruit tartlets

Petit fours

Mini strawberry & cream scones



FORMAL DINING



From £30.00 per person

All menus are freshly prepared for every special event or occasion.

Please ask for the full range of menus available - below is a sample selection only.

Set menus are created by selecting one dish for each course plus a vegetarian alternative.

Contact us and we will create your own bespoke menu.

Sit down lunch or dinner

STARTERS

Potted shrimps with Melba toast

Tiger prawn & avocado salad

Pickled pear with Parma ham

Greek salad

MAIN COURSE

Pan fried supreme chicken with white wine & cream sauce

Roasted fillet of pork with wild mushrooms & chorizo

Fillet of bream served with braised fennel & roast plum tomato sauce

Traditional roast sirloin of beef

Field mushroom, goat's cheese & aubergine tower drizzled with basil oil

With a choice of cheeseboard or desert

CHEESEBOARD

A selection of cheeses served with grapes pear chutney and biscuits

DESSERT

Individual summer fruit pudding with chantilly cream

Tarte tatin

Fruits of the forest & ricotta cheesecake

Chocolate tart

Coffee & chocolates included

Special diets on request

These are just a few suggestions we are happy to discuss your own requirements.



WINE, BEERS & CORKAGE



These prices inclusive of VAT

FAIR TRADE & ORGANIC

Supporting La Rioja project in the Famatina valley in Argentina.

Posada Fair-trade Torrontes • £11.00

Torrontes is a totally new grape and what a refreshing difference.

Posada Fair-trade Merlot • £11.00

Fuller flavored with blackcurrant fruit.

SPARKLING

Thomas Mitchell Brut • £14.10

A good all round performer made with the same grapes as champagne.

Prosecco Jeio NV • £18.25

Fresh light and crisp, Prosecco the grape has a slightly sherbet finish.

Mercier Brut • £29.10

Classic champagne with a famous name, owned by Louis Vuiton Moet Hennessey.

WHITES

Poeta Chardonnay (House) • £7.90

Crisp white refreshing Italian wine with simple floral fruit serve chilled.

Argento Pinot Grigio • £9.90

Floral with honey white peach fruit intensity and great length.

Bourgogne Chardonnay Bouchard • £15.80

White burgundy with a lemon citrus freshness but a more serious style.

REDS

Poeta Merlot (House) • £7.90

Ripe red plum fruit and a balanced finish. Smooth wine from Italy.

Piropo Malbec • £9.90

Classic & robust inky malbec from Argentina with full flavours of toasted oak and liquorice blackcurrant.

Ch Bonnet Rouge • £15.80

Claret for the traditional dinner. Bordeaux wine made from Cabernet and Merlot blended.

ROSE

Alto Bajo Merlot Rose • £7.90

Strawberry juice and raspberry flavours in this refreshing salmon pink Chilean wine.

BEER

Budweiser / Becks • £2.70

Corkage / providing own wine

If the wine list does not meet your requirements, please discuss your preferences with us, alternatively, you can provide your own wine and beer with the below corkage charges. Price Includes storing, chilling, opening, serving and use of glasses.

£4.00 per standard bottle of wine

£1.00 per standard bottle / can of beer



TERMS AND CONDITIONS

All prices quoted are per person and are for service between the hours of 08:00 to 18:00, Monday to Friday within the Institute's Bedford Way premises and 09:00 to 16:00 at all other Institute premises. At other times, additional labour charges may be applied. For numbers below 100 people, a charge of £12.50 per hour per member of staff will be apply (please see Service Level Agreement).

Bookings received with less than 48 hours notice may be liable for a 15% surcharge.

Late bookings cannot be guaranteed.

A minimum charge of £15.00 is applicable to all orders.

Charges will be levied for missing crockery/equipment (please see Service Level Agreement).

Final numbers are to be advised 4 working days prior, including all special dietary requirements, the guest's numbers at 4 working days prior will be charged for, unless advised otherwise.

Less than 4 days notice of cancellation or changes to booked lunches results in 100% cancellation charge.

Corkage will be charged at £4.00 per standard bottle for customers bringing their own wine, corkage for beer is £1.00 per standard bottle/can.

Prices are per person and are valid from 1st September 2010.

Prices for external clients are subject to VAT.

Prices for internal clients. are not subject to VAT with the exception of wine and beer.