

# Request for catering

FOR OFFICE USE ONLY

PLEASE COMPLETE ALL DETAILS

## External Clients

**Complete and return to the Conference Office by Wednesday of the week preceding the booking. Orders received less than 48 hours before the event may be subject to a 10% surcharge. The Catering Manager cannot guarantee service after this date.**

Contact name (BLOCK CAPITALS) \_\_\_\_\_


Organisation/ Company name \_\_\_\_\_ Tel No. \_\_\_\_\_

Billing address for invoice \_\_\_\_\_

Email address \_\_\_\_\_ Day/Date required \_\_\_\_\_ Start & finish time of function \_\_\_\_\_

Type of event 1  Meeting 2  Course 3  Conference 4  Other

## Beverages

	Time 1	Number	Room	Time 2	Number	Room	Time 3	Number	Room	Time 4	Number	Room
Tea/coffee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• with biscuits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• with fair trade biscuits 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• with cookies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• with Danish pastry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• with mini cake bites	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tea/coffee & indulgent cupcakes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Still/Sparkling per bottle	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fruit juice per carton	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tap table water	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Lunches (supplied with mineral water and fruit juice)

	Time	Number	Room		Time	Number	Room
Traditional sandwich lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Cold fork buffet selection</b> (see below)*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vegetarian sandwich lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>*You may choose between the following dishes.</i>			
Premium lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>NB: Options all supplied in minimum quantities of 10</i>			
Packed lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>Please tick</i>	<i>Number</i>		<i>With a choice of 3 salads Please tick</i>
Lunch finger buffet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Salmon supreme with mustard dill sauce	<input type="text"/>		<input type="checkbox"/> Tomato & basil salad
Vegetarian finger buffet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Chicken Caesar			<input type="checkbox"/> Traditional coleslaw
				<input type="checkbox"/> Chargrilled tuna niçoise salad			<input type="checkbox"/> Potato and spring onion
				<input type="checkbox"/> Spinach & goats cheese tart	<input type="text"/>		<input type="checkbox"/> Mixed green salad
				<input type="checkbox"/> Honey glazed ham with mustard	<input type="text"/>		<input type="checkbox"/> Spiced grated carrot and beetroot
				<input type="checkbox"/> Roast Mediterranean vegetables with couscous			<input type="checkbox"/> Pasta with roasted peppers and pesto

(Lunches continued overleaf)

## Lunches (continued)

Time	Number	Room
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Hot fork buffet selection (see below)\*

\*You may choose two main courses & two accompaniments. NB: Options all supplied in minimum quantities of 20, maximum 100 people. Please tick.

Meat	Fish	Vegetarian	Accompaniments
<input type="checkbox"/> Sweet & sour chicken	<input type="checkbox"/> Cod loin on roasted cherry tomatoes and basil	<input type="checkbox"/> Caribbean sweet potato curry	<input type="checkbox"/> Steamed rice
<input type="checkbox"/> Beef Lasagne	<input type="checkbox"/> Traditional fishermans pie	<input type="checkbox"/> Roasted vegetable ratatouille	<input type="checkbox"/> Hot new potatoes
<input type="checkbox"/> Lamb Madras	<input type="checkbox"/> Salmon in a watercress sauce	<input type="checkbox"/> Feta & spinach strudel	<input type="checkbox"/> Seasonal vegetables
			<input type="checkbox"/> Mixed green salad
			<input type="checkbox"/> Traditional coleslaw
			<input type="checkbox"/> Garden peas

Number <input type="text"/>	Number <input type="text"/>	Number <input type="text"/>	Number <input type="text"/>
-----------------------------	-----------------------------	-----------------------------	-----------------------------

## Canapés

Time	Number	Room
<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose from the main brochure listing. Minimum order 10 persons. Choice of 4 different canapés, 8 canapés per person. Please write your selections below.

---



---



---

## Nibbles

(by platter, minimum 1 platter)

Time	Number	Room
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick

- Nachos & dip     Marinated olives     Chili nuts  
 Bar nut mix     Luxury rice crackers

## The conference package

Day delegate Premium Lunch package

Day delegate Cold Fork Buffet package

Two options available (others by request)

Time	Number	Room				
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td> </tr> </table>	1	2	3	4	<input type="text"/>	<input type="text"/>
1	2	3	4			
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td> </tr> </table>	1	2	3	4	<input type="text"/>	<input type="text"/>
1	2	3	4			

## Desserts

Choose from the main brochure listing. Choice of 2 different desserts per order. Please write your selections below.

---

## Drinks (all drinks are offered by sale or return)

Wines (please state your selection)

	Time	Bottles	Room
1 _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 _____	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Additional requests (special diets etc)

---



---



---



---

[CLICK HERE TO SUBMIT](#)

For internal hospitality requests please forward completed form to catering@ioe.ac.uk

### Orders cannot be processed without a name

Name (block capitals) \_\_\_\_\_

Date \_\_\_\_\_



Leading education  
and social research  
Institute of Education  
University of London