

**Daytime Hospitality
from
The Chancellors Collection**

The Chancellors Collection team provide catering in some of the most historical venues at The University of Manchester, including Christie's Bistro, Manchester Museum, Café Rylands at The John Rylands Library on Deansgate, and the Whitworth Hall. We also cater in some new venues on campus, including The Smith Café in the Michael Smith Building, and Café Vivo at the new Manchester Cancer Research Centre (MCRC).

Whilst each of the venues has a distinctively different ambiance and setting, we aim to deliver our ethos to each one, featuring delicious locally sourced food served by our friendly and attentive staff. These impressive and memorable venues make a wonderful setting for any event.

Our daytime hospitality menus aim to offer a wide variety of choice to cater for whatever meeting or event that you may have. We pride ourselves on providing fresh food and excellent customer service to match. We can cater for a wide variety of conferences, meetings and events, including evening buffets, canapé receptions and fine dining.

Our beverage selection also aims to provide a variety of choices for your breaks with freshly brewed Fairtrade tea and coffee, and a variety of chilled soft drinks.

We can also assist with the planning of your event with our dedicated Hospitality and Events team on hand every step of the way, as well as being able to utilise our contacts for a variety of extras which you may require.

If there is something you would like but don't see here within our selection, or would like to discuss your event at any point, please don't hesitate to get in touch with us.

Order Process

You can place a catering order by contacting our units directly:

Christie's Bistro

Tel: 0161 275 7702 (ext. 57702)

Email: christies.bistro@manchester.ac.uk

Manchester Museum Hospitality

Tel: 0161 275 6301 (ext. 56301)

Email: museum.catering@manchester.ac.uk

Café Rylands

Tel: 0161 306 6531 (ext. 66531)

Email: cafe.rylands@manchester.ac.uk

Café Vivo

Tel: 0161 275 6301 (ext. 56301)

Email: cafe.vivo@manchester.ac.uk

Once final details have been arranged, we require a purchase order from your finance department to acknowledge that funds have been authorised.

In line with University policy, we must receive a purchase order prior to your catering being delivered.

We accept all the usual methods of payments for any catering orders.

Private events should be paid in full in advance of the catering. This can either be done via credit/debit card or via cash payment in one of our units.

For bookings being invoiced, we must have a valid purchase order on all catering bookings in advance of the booking taking place.

In all circumstances, we have the right to refuse catering if a valid method of payment hasn't been verified with our team.

Purchase Orders should be made out to "University of Manchester Conferences Ltd" (UMC Ltd) and then:

- Chancellors at Christie's Bistro
- Chancellors at Café Rylands
- Finance Office (use for all other units)

To avoid any issues, we ask that all orders are booked in person before confirming with the purchase order.

For all catering orders, a PO must be received before the booking goes ahead. We have the right to refuse catering should it not be confirmed via an authorised purchase order prior to the event.

How to Order

Method of Payment

Purchase Orders

VAT

All prices quoted include VAT at the current rate.

Last Minute Changes

We understand that meeting arrangements can change and we are more than willing to accommodate this. We do ask however that we are notified of any changes as soon as possible. If you need to amend any details, please either email or ring the team directly. If the change occurs less than 24 hours before your meeting is due to take place, please call us directly.

We will try our best to accommodate an increase in numbers, however should numbers for the event fall, the bill will be charged at the agreed minimum numbers agreed with final details.

Cancellations

Cancellations must be confirmed by email. For orders cancelled less than 72 hours before the event is due to take place, there will be a charge applicable for catering booked based on minimum numbers, this is because the requirements will have already been ordered from our suppliers.

Final Numbers

Final numbers should be confirmed no later than five working days before the event takes place. Where possible we will endeavour to accommodate last minute changes, however a reduction in numbers will incur a charge based on agreed final numbers.

Special Diets

We cater for most dietary requirements. Please provide full details when placing your order and the team can assist in putting together an alternative menu for you.

Delivery

We aim to have all catering to your meeting room 15 minutes before it is required. Please ensure that catering is allowed in the area/room you've booked and that porters are informed if tables are needed.

Deliveries come with crockery, glassware and accompaniments where required.

Please kindly notify us when your meeting has finished so that we can arrange for everything to be collected.

If you need assistance during your meeting, please also don't hesitate to contact us.

Collection & Contact on the Day

This can be done by contacting each area directly at:

Christie's Bistro

Tel: 0161 275 7702 (ext. 57702)

Museum Hospitality

Tel: 0161 275 6301 (ext. 56301)

Café Rylands

Tel: 0161 306 6531 (ext. 66531)

Café Vivo

Tel: 0161 306 0877 (ext. 60877)

NOTE

Any crockery/cutlery/glassware or supplies which aren't returned or can't be accounted for at the end of the meeting/event will be charged for in full.

Breaks and Beverages

Hot Drinks & Breaks

Tea and coffee	£1.60 per person, per serving
Tea, coffee and biscuits	£2.50 per person, per serving
Tea, coffee and a mixture of freshly baked pastries	£3.85 per person, per serving
Tea, coffee and a selection of cakes and slices	£3.85 per person, per serving
Tea and coffee with seasonal sliced fresh fruit platter and cakes	£5.95 per person, per serving

Cold Drinks

Orange juice (1L Jug)	£2.95 per jug
Apple juice (1L Jug)	£2.95 per jug
Cranberry juice (1L Jug)	£2.95 per jug
One Water – sparkling (750ml)	£2.95 per bottle
One Water – still (750ml)	£2.95 per bottle

Why not treat your delegates to something a little different - Mr. Fitzpatrick's cordials

Locally made luxury cordials topped up with chilled sparkling water

Blood Tonic	£4.75 per jug
Elderflower and Bramley Apple	£4.75 per jug
Cranberry and Pomegranate	£4.75 per jug
Lemon and Ginger Punch	£4.75 per jug

Food Menu Selection

Breakfast & Elevenses

Start your meeting with one of the following breakfast options that include filter coffee and a selection of flavoured teas.

Selection of croissants and pastries <i>Served with butter and preserves</i>	£3.75 per person
Selection of breakfast rolls <i>Choice of bacon, sausage or egg rolls with a selection of sauces</i>	£4.50 per person
Seasonal fresh fruit and pastries <i>With natural yoghurt and locally made honey</i>	£5.95 per person
Full English breakfast <i>Served with all the accompaniments</i>	£14.95 per person

Sandwich Lunches

All sandwiches are homemade, prepared by our chefs fresh to order, and on traditional white and wholemeal sliced breads and bloomers.

Simple sandwich lunch

Hand cut sandwich selection on white and brown, to include meat, fish and vegetarian options
Kettle chips

£5.50 per person

Standard working lunch

Freshly made hand cut sandwiches on a selection of artisan breads, to include meat, fish and vegetarian options
Kettle chips
Fresh fruit bowl
Chef's tray bake selection

£9.95 per person

Deluxe working lunch

Freshly made sandwiches on a selection of artisan breads, to include meat, fish and vegetarian options
Vegetable crudities, lemon mayo dip
Tortilla chips
Fresh fruit bowl
Mini Cakes

£11.95 per person

Delegate Finger Buffet Lunch

Sometimes a sandwich lunch just isn't enough and our finger buffet is sure to satisfy everyone.

Our delegate lunch includes our freshly made sandwiches on artisan bread, a selection of finger food and hand cut crisps, accompanied by some tasty desserts.

£19.95 per person

(Minimum 10 delegates)

Always included...

A selection of sliced ciabatta and Lancashire oven bottom muffins with a choice of 4 of the following fillings

- Cheshire ham & English mustard*
- Roast beef & horseradish sauce*
- Tuna mayonnaise & apple*
- Coronation chicken*
- Cheddar cheese & red onion marmalade (v)*
- Hummus, sundried tomato (Vg)*
- Free range egg mayonnaise & rocket (v)*
- Goat cheese & cranberry (v)*

Extra choices...

Choose 4 of the finger food items below...

- Thai style mini fish cake, sweet chilli dipping sauce*
- Mini Yorkshire pudding with chorizo & red onion*
- Beef brisket slider on mini brioche bun, tomato chutney*
- Falafel burger slider on mini brioche bun, lime mayo (v)*
- Honey, soy and ginger marinated chicken skewer*
- Cumberland sausage, wholegrain mustard dip*
- Smoked trout and dill quiche tartlet*
- Lancashire cheese potato and onion sausage roll (v)*
- Mango & brie filo parcel (v)*
- Parma ham & guacamole bruschetta*
- Artichoke & guacamole bruschetta (Vg)*
- Sun blush tomato & feta quiche tartlet (v)*
- Tofu and roasted vegetable skewer (Vg)*
- Yorkshire savoury cheese scone, beetroot jam (v)*

Something to finish...

Choose 1 of the dessert options below...

- Mixed berry & mascarpone tartlet*
- Fruit kebab with a honeycomb & whipped cream dip*
- Mini Manchester tart*
- Chef's tray bake selection*
- Mini milk chocolate eclairs*

Extra options - £3.50 per option, per person

Still, sparkling water included.

Tea and coffee or juice can be added at a cost of £1.50 per person or £2.50 per person for both.

All prices listed are inclusive of VAT at the current rate. Minimum order/numbers apply. Additional charges for staff and equipment may be applicable in some circumstances and will be detailed in your quote. Products are subject to change depending on seasonal availability. Menu items may contain allergens – please speak to a member of the team for more details.

Deli-style Buffet Lunch

On occasions, it's nice to provide your guests something a bit different.. Our deli lunch provides a healthy lunch option for your guests and also aims to be a bit lighter than the traditional sandwich lunch.

£16.95 per person

(Minimum 10 delegates)

Always included...

A selection of some fresh goodies

Wholemeal bloomer bread, seeded granary rolls

Cold meats platter

Sun blush tomato & red onion quiche tarts (v)

Fresh Salads...

Choose 3 of chef's selection of salads

Watermelon & feta salad

Radish & sesame soy noodle salad

Char grilled vegetable & couscous salad

Butternut squash, pomegranate and spinach (Vg)

Baby new potato, crème fraiche and coriander

Classic Greek salad

Asparagus and pea salad (Vg)

Trio of tomato and beetroot salad (Vg)

Apple slaw

Classic slaw

Waldorf slaw

Blue cheese and parsley slaw

Naughty but nice...

Choose 1 wicked treat

Chocolate brownie

Eccles cake

Seasonal fresh fruit selection

Mini scone with jam & cream

Extra options - £2.95 per option, per person

Still, sparkling water included.

Tea and coffee or juice can be added at a cost of £1.50 per person or £2.50 per person for both.

Some Tasty Additions...

Quiches

Cheese & onion

Bacon, leek & mushroom

Tomato and goats cheese

Smoked salmon and leek

Quiche lorraine

£1.95 per item/per person

Nibbles (Nuts, tortillas and assorted dips, crisps and mixed olives)

£2.75 per person

Afternoon Tea

Sometimes it's nice to have a treat with friends or colleagues, and afternoon tea ticks that box!

Classic Afternoon Tea

For something traditional, you can't beat our classic afternoon tea!

Selection of traditional sandwiches on white and brown

Roasted free-range chicken

Smoked salmon, cream cheese and cucumber

Egg mayonnaise

Cream cheese and cucumber

£12.95 per person

Selection of miniature afternoon tea cakes

Homemade fruit scones with preserves and clotted cream

Freshly brewed tea and coffee

Sparkling Afternoon Tea

Add some bubbles! For an indulgent treat, have our classic afternoon tea with a chilled glass of Prosecco

Selection of traditional sandwiches on white and brown

Roasted free-range chicken

Smoked salmon, cream cheese and cucumber

Egg mayonnaise

Cream cheese and cucumber

£17.95 per person

Selection of miniature afternoon tea cakes

Homemade fruit scones with preserves and clotted cream

Freshly brewed tea and coffee

Glass of sparkling prosecco