

**Daytime Hospitality at The Smith Cafe
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 for The Smith Café aims to offer some simple, yet good quality hospitality for meetings and conferences within the Michael Smith and surrounding buildings. We pride ourselves on providing fresh food from some of the best local suppliers and excellent customer service to match.

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:

How to Order

The Smith Cafe

Tel (Café): 0161 275 1694 (ext. 51694)

Tel (Office): 0161 275 6301 (ext. 56301)

Email: smith.cafe@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.

Method of Payment

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

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

- 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.

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.

the **chancellors** collection

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 cups, plates 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:

The Smith Cafe

Tel (Café): 0161 275 1694 (ext. 51694)

Tel (Office): 0161 275 6301 (ext. 56301)

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	£1.30 per person, per serving
Tea, coffee and biscuits	£1.95 per person, per serving
Tea, coffee and a mixture of Barbakan pastries	£3.20 per person, per serving
Tea, coffee and a selection of cakes and slices	£3.20 per person, per serving
Tea and coffee with seasonal sliced fresh fruit platter and cakes	£5.50 per person, per serving

Cold Drinks

Orange juice (1L Jug)	£2.50 per jug
Apple juice (1L Jug)	£2.50 per jug
Cranberry juice (1L Jug)	£2.50 per jug
One Water – sparkling (750ml)	£2.50 per bottle
One Water – still (750ml)	£2.50 per bottle

Food Menu Selection

Sandwich Lunches

All sandwiches are homemade, prepared by our chefs fresh to order, and on traditional white, 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

Hand cut sandwiches on a selection of breads, to include meat, fish and vegetarian options
Kettle chips
Fresh fruit bowl
Chef's tray bake selection **£8.95 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**