

**HOSPITALITY
SERVICES**

**DAYTIME
HOSPITALITY
MENUS**

MENU PACK

September 2019

ORDER PROCESS

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

Christie's Bistro

Tel: 0161 275 7702 (ext. 57702)

Email: christies.bistro@manchester.ac.uk

Hospitality Team

Tel: 0161 275 6301 (ext. 56301)

Email: hospitality@manchester.ac.uk

Café Vivo

Tel: 0161 275 6301 (ext. 56301)

Email: cafe.vivo@manchester.ac.uk

How to Order

Our admin team will put an order summary together for you and send this back detailing your booking. Please check that all aspects of your booking are correct, including number of guests, order quantities and any dietary requirements, together with any setup or delivery notes our team may need.

To confirm your booking, we will require your internal account code, purchase order or payment in advance. Please refer to payment options below for further details.

We do ask that when booking you give as much notice as possible, preferably at least 3 working days, however we understand that occasionally bookings need to be made at the last minute. We will endeavour to deliver at short notice but this may affect the items you are able to order.

BOOKING TERMS & CONDITIONS

Method of Payment

For orders being paid via the University, we require your internal account code which catering is to be charged to in order to confirm that booking. Catering will be charged after your booking has taken place.

For private events and clients, we require full payment in advance of the catering or event date. This can either be done via credit/debit card payment, cash payment in one of our units, or by BACS transfer. This can be arranged and discussed with our admin team.

For bookings being invoiced after the event, 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 provided and verified with our team.

All prices quoted exclude VAT.

VAT

VAT at the current rate will be added to invoices for all customers other than those of The University of Manchester.

University Charge Codes (Account Codes)

For University bookings, costs from the booking will be journaled against the cost code provided at the time of confirming the catering order.

Costs can only be charged against 1 account code and cannot be split across several codes.

Our admin team trust that the appropriate account code is correctly provided for each catering order and that the budget holder is aware of the costs associated with the booking. Our team accept no responsibility for charges against the wrong code which has been provided.

Minimum Numbers

There are no delivery or setup charges on most orders; however we do ask that the minimum order is for £25 within the core hours of 8am – 5pm, Monday to Friday, unless otherwise stated.

For bespoke requests or meetings/refreshments outside our core hours, please discuss directly with our team who will put a quote together for you.

Final Numbers (Order Confirmation)

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.

Cancellations

Cancellations must be confirmed by email.

For orders cancelled after final numbers and details have been confirmed by the team, catering will be charged in full for all items.

Last Minute Changes

We understand that meeting arrangements can change and where we can, we will endeavour to assist and try to accommodate. 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 after your order was confirmed, please call us directly to discuss with our team who will advise if we are able to assist you.

We will try our best to accommodate any increase in your delegate numbers, but this may affect what catering we are able to offer. However should the number of delegates fall, the bill will be charged at the minimum numbers agreed at the final details stage.

Please quote your booking reference number during any correspondence with the team. A revised booking confirmation will be sent across to reflect any changes made.

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.

Special Diets

Our team is committed to meeting the needs of guests who have special dietary restrictions (such as a food allergy, intolerance or other medically restricted diets) and recognizes that many of our guests may also adhere to a vegetarian or vegan diet. Our Event Coordinators are able to safely and reasonably guide event planners in the booking process and assist with appropriate menu selections which can accommodate their guests' requirements.

In most instances, food allergies and intolerance can be managed independently at events, however please note:

- With advance notice, we can generally accommodate guests who must avoid the most common food allergens, as well as gluten.
- We may be unable to accommodate a guest's individual dietary preferences during an event or meeting that haven't previously been notified to us.
- We accept no responsibility for incorrect information which may be passed on to our Event Coordinators, or any dietary information about guests that may have been forgotten. We ask that all information on guests needs be accurate at the time of sending across to our coordinators.

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. This can be done by contacting each area directly at:

Collection & Contact on the Day

Christie's Bistro

Tel: 0161 275 7702 (ext. 57702)

Hospitality Team

Tel: 0161 275 6301 (ext. 56301)

Café Vivo

Tel: 0161 306 0877 (ext. 60877)

Our team will setup your hospitality with all crockery, glassware and accompaniments as required.

Missing or Lost Items

Any equipment 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.

We also kindly ask that buffet platters or any crockery/equipment isn't taken back to offices. Should this happen, it is the responsibility of the group to return these to the hospitality team otherwise these will be charged as missing or lost.

BREAK REFRESHMENTS

HOT DRINKS & BREAKS

Tea and coffee	£1.75
Tea, coffee and biscuits	£2.35
Tea, coffee and a mixture of freshly baked pastries	£3.70
Tea, coffee and a selection of cakes and slices	£3.70
Tea and coffee with seasonal sliced fresh fruit platter and a mixture of freshly baked pastries	£5.50
Tea and coffee with seasonal sliced fresh fruit platter and cakes	£5.50

*Minimum numbers of 5
Price 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)	£2.75 per bottle
One Water – still (750ml)	£2.75 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 per jug
Elderflower and Bramley Apple	£4 per jug
Cranberry and pomegranate	£4 per jug
Lime and lemongrass	£4 per jug
Sour grape, cherry and hibiscus	£4 per jug
Lemon and ginger	£4 per jug
Dandelion and burdock	£4 per jug

Mr. Fitzpatrick's

Some cordial flavours subject to availability.

Should we need to, we will make an appropriate substitution.

EXTRA SNACKS

Selection of biscuits	£0.60 each
Selection of freshly baked pastries (2 per person)	£1.95 per person
Selection of chef's tray bakes	£1.95 per person
Fresh fruit bowl	£1.50 per person
Fresh fruit platter (cut fruit)	£2.75 per person

All prices listed are exclusive 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 on 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.

FOOD MENU SELECTION

BREAKFAST & ELEVENSES

Start your meeting with one of the following breakfast options.
Each option includes filter coffee and a selection of flavoured teas.

Selection of croissants and pastries <i>Served with butter and preserves</i>	£3.70 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>	£5.50 per person
Full English breakfast <i>Served with all the accompaniments</i>	£12.95 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

£4.95
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

£8.50
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

£9.95
per person

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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.

£17.50 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 - £2.95 per option, per person

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DELI-STYLE BUFFET LUNCH

On occasions, it is 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.

£15.50 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

SOME TASTY ADDITIONS...

Quiches

Cheese & onion (V)

Bacon, leek & mushroom

Tomato and goats' cheese (V)

Smoked salmon and leek

Quiche Lorraine

£1.95 per item/per person

(Minimum of 10)

Selection of 'Afternoon Tea' style Miniature cakes

£2.50 per item/per person

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

£2.50 per person

NEED A PACKED LUNCH...?

If you need lunch on the go, or need to order something simple for a conference or exhibition lunch, why not select our packed lunch with enough treats to keep you going all afternoon...

Packed Lunch Package Includes

Packed Sandwich (selection for the group will include meat, fish and vegetarian as standard but can be adjusted depending on your group)

Packet of crisps

Chocolate bar

Piece of fruit

Bottled water

£6.50 per person

AFTERNOON TEA

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

Cream Tea

For a treat amongst friends or for your group in the afternoon, try our cream tea...

Selection of miniature afternoon tea cakes
Homemade fruit scones with preserves and clotted cream

£8.95
per person

Freshly brewed tea and coffee

Classic Afternoon Tea

Going 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

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