Newcastle University | Event Catering

Event Catering Menu

Contents

3 Why Book with Us?

4 Testimonials

5-6 Packages

7 Soup

8 Hot Food

9 Breakfast & Brunch

10 Wraps & Artisan Rolls

11 Light Bites

12 Salad Bar

13 Afternoon Tea

14 Packed Lunch

15 Canapes

16 Sharing Boards

17 Pizza Menu

18 Snacks & Nibbles

19 Sweet Treats

20 Hot & Cold Drinks

21 Booking Tips

22-25 Terms & Conditions

Newcastle University | Event Catering

WHY BOOK WITH US?

Our Central Production Kitchen holds a 5 STAR EHO rating
Along with all 12 campus cafes

SUSTAINABILITY

IS AT THE HEART OF EVERYTHING WE DO

ALL OF OUR VEHICLES ARE
ELECTRIC

WE ENSURE OUR EQUIPMENT IS
REUSEABLE
OR
PLANT BASED & COMPOSTABLE

WE ARE PLEDGED TO MENUS of CHANGE

WE ARE **TRANSPARENT** WITH ALL INGREDIENT & NUTRITIONAL INFORMATION

INGREDIENTS ARE ETHICALLY SOURCED & AS LOCAL AS POSSIBLE SUCH AS RINGTONS

YOUR FOOD IS **PREPARED** & **DELIVERED** BY A TEAM **PROUD TO REPRESENT NEWCASTLE UNIVERSITY**

SCAN THE QR CODE

TO FIND OUT MORE & TO MAKE A BOOKING

Our Testimonials

"The Pizzas are always a fantastic option for large but casual events and are enjoyed by everyone, never any leftovers!"
Kimberly Walker, Newcastle University

"Everything went perfectly from ordering to receiving catering. Helpful and friendly service as always!"
Kim Walker, Regional Co-ordinator North East, Royal Town Planning Institute

"This was a short-notice request fulfilled with professionalism and good will. The service and quality were exceptional and very much appreciated by our VIP guests."
Melanie Reed, Head of Corporate Communications, Newcastle University

"The buffet was the best I've had at the University. Food was absolutely lovely. Couldn't be more happy!"
Tracey Knox, Security Team Leader, Newcastle University

"As always from putting the order in to making changes to delivery to the excellent customer service of the catering staff everything was excellent this is why I keep coming back for more and gladly recommend your catering service to colleagues. Thanks a million I do appreciate it."
Kathy Allen, Newcastle University

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Catering Packages

Save up to 20%

Introducing our hassle-free solution to your event catering needs. Choose from our variety of set packages below, and save time and money when organising your event.

#1 The Sweet Platter

£4.00 per person (min 10)

Mini Danish Pastry and a Mini Muffin
Includes Tea or Coffee

#2 The Breakfast Roll Platter

£5.00 per person (min 10)

Hot Breakfast Roll
Choose from: Bacon Stottie,
Cumberland Sausage Stottie,
or Vegan Sausage Stottie **(V+)**
Includes Tea or Coffee

#3 The Wrap Buffet

£10 per person (min 10)

Loaded tortilla wraps cut into halves, with assorted Meat, Vegetarian and Vegan fillings
Any three items from our 'Snacks & Nibbles.'
Salted Crisps
Includes Tea or Coffee

Catering Packages
Save up to 20%

#4 The Artisan Roll Buffet

£12.50 per person (min 10)

Loaded artisan rolls cut into halves, with assorted Meat, Vegetarian and Vegan fillings. Any three items from our 'Snacks & Nibbles.' Salted Crisps. A selection of Sweet Traybake Bites
Includes Tea or Coffee

#5 The Pizza Buffet

£8.00 per person (min 10)

A selection of freshly cooked pizzas
Assorted Traybake Bites
330ml can of pop OR 330ml bottle of water

Soup Menu

Select one of the following delicious homemade soups

All options are served with a freshly baked bread roll and butter

£6.50 per person

Potato, Chive & Watercress **(GF, V+)**

Cauliflower, Truffle and Parmesan **(GF)**

Roasted Tomato & Red Pepper **(GF, V+)**

Roasted Garlic & Mushroom **(GF, V+)**

Spiced Parsnip **(GF, V+)**

Thai Vegetable & Noodle Soup **(V+)**

Courgette & Mature Cheddar **(GF)**

Hot Food

Select two options for £8.95 pp (Min of 10 people)

Meat Selection

- Crispy Cantonese Chicken Katsu Curry & Rice
- Battered Chicken Sweet 'n' Sour & Rice
- Tandoori Chicken Skewer with a Bean and Grain Salad **(GF)**
- Thai Green Chicken Curry with Rice **(GF)**
- Korean BBQ Chicken & Rice
- Creamy Sun Blushed Tomato Chicken with Rice **(GF)**
- Greek Chicken Gyros

Vegetarian & Vegan Selection

- Quorn, Katsu Curry & Rice **(V+)**
- Squash & Bean Chilli with Basmati Rice **(V+) (GF)**
- Tandoori Quorn Fillet with a Bean and Grain Salad **(V+)**
- Quorn Thai Green Vegetable Curry with Rice **(V+)**
- Korean BBQ Tofu & Rice **(V+)**
- Sweet Potato Mac 'n' Cheese with a Sage Crumb **(V)**
- Roasted Falafel Gyros **(V+)**

Newcastle University | Event Catering

Breakfast & Brunch

Hot Breakfast Sandwiches

Crispy Bacon Stottie **£3.75**
Cumberland Sausage Stottie **£3.75**
Vegan Sausage Stottie **(V+)** **£3.75**

Our hot breakfast sandwiches are available on Gluten Free bread on request

Continental Breakfast

Danish Pastry **(V)** **£2.25**
Mini Danish Pastry **(V)** **£1.50**
Whole Fruit **(V+) (GF)** **£1.25**
Sliced Fresh Fruit **(V+) (GF)** **£2.75 per portion**
Croissant with Butter & Jam **(V)** **£2.25**
Vegan Croissant with Butter & Jam **(V+)** **£2.25**
Coconut & Peach Yoghurt Pot **(V+) (GF)** **£3.00**
Coconut & Raspberry Yoghurt Pot **(V+) (GF)** **£3.00**
Strawberry Overnight Oats with Granola Pot **(V+)** **£3.00**

Click here to view our hot beverage selection

Wraps & Artisan Rolls

Handmade Wrap Platter

£4.95pp (GF £5.25) per person

Our loaded tortilla wraps are filled with a mixed selection of freshly made meat, vegetarian, and vegan fillings.

One loaded tortilla wrap (cut into halves) per person
Recommended minimum of 5

Artisan Roll Platter

£6.50 (GF £6.95) per person

Our loaded artisan bread rolls are filled with a mixed selection of freshly made meat, vegetarian and vegan fillings. Served with root vegetable crisps

One loaded artisan roll, cut into halves, per person.
Recommended minimum 5

Light Bites

The perfect addition to your Artisan Roll or Wrap Platter

Our selection of handmade light bites are all £2.50 per item per person

Marinated Chicken Kebab Skewer (GF)
Chicken breast marinated in Indian spice, oven roasted .Served with yogurt

Cheese & Tomato Quiche (V)
Pastry case filled with egg, milk tomato and local Northumberland cheese

Mini Steak & Ale Pie
Tender diced beef slow cooked in a thick ale gravy inside a crisp rich pastry case

Handmade Sausage Roll
Pork & onion marmalade rolled in crisp puff pastry

Tomato Basil Mozzarella Skewers (V) (GF)
Cherry tomato, basil leaf, and buffalo mozzarella on a skewer with a drizzle of basil oil

Mushroom Arancini (V)
Sticky rice, cheese and porchini mushroom. Coated in crispy breadcrumbs

Vegetable Samosa (V+)
Diced curried vegetables inside a crisp pastry case served with a minted yoghurt dip

Selection of Gyozas (V+)
Crispy pastry filled with mushroom and spicy vegetable chilli

Glazed Filled Doughnuts (V)
Chocolate & vanilla glazed filled doughnuts

Sweet Muffins (V)
Chocolate, caramel and fruit muffins

Salad Bar

Mixed baby leaf salad, freshly baked bread rolls and two choices from our freshly made salad menu below.

£6.95 per person

Minimum order of 10

Choose from:

Spinach, Beet & Goats Cheese **(V) (GF)**

Red Slaw **(V+) (GF)**

Tomato, Mozzarella and Pasta **(V)**

Feta & Sun Blushed Tomato **(V) (GF)**

Orzo, Feta, Olive and Mint **(V)**

Asian Cucumber **(V+) (GF)**

Hummus, Falafel and Roasted Vegetable **(V+) (GF)**

Super Green Pesto **(V+)**

Harrisa Spiced Chickpea & Halloumi **(V) (GF)**

Quinoa, Vegetable, Bean & Pomegranate **(V+) (GF)**

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Afternoon Tea

Our **Afternoon Tea** selections are served with a selection of finger sandwiches, with tea or coffee for **£13.50 per person.**

Create your own Mini Afternoon Tea by choosing three items below for only **£9.50 per person** - including finger sandwiches and tea or coffee.

Standard Selection

Sausage Roll | Beef & Ale Pie | Salted Caramel Profiterole **(V)** | Blueberry Scone & Lemon Cream **(V)** | Mini Macaroon **(GF)**

Vegan Selection (V+)

Vegan Sausage Roll **(V+)** | Mexican Mixed Bean Slice **(V+)** | Sweet Filled Tart **(V+)** | Raspberry Oaty Bar **(V+)** | Chocolate Brownie **(GF, V+)**

Gluten Free Selection (GF)

Cajun Chicken Skewer **(GF)** | Sweet Potato Falafel **(GF)** | Persian Flapjack **(GF)** | Mini Macaroon **(GF)** | Chocolate Brownie **(GF, V+)**

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Packed Lunch

Standard Packed Lunch £6.50

Sandwich | 500ml still water | Apple | Packet of crisps | 2-finger Kit-Kat

Gluten-free Packed Lunch £7.00

Sandwich | 500ml still water | Apple | Proper Corn popcorn | Mrs Crimble's coconut macaroon

Vegan Packed Lunch £7.00

Sandwich | 500ml still water | Apple | Proper Corn popcorn | Nakd bar

Premium Packed Lunch £10.25

Wildfarmed Tin Bread Sandwich or Pasta/Salad pot | 330ml flavoured Marlish sparkling water | Apple | Burts handmade crisps | Tonys Chocolonely Chocolate Bar

GF/V/V+ Available

Canapes

Build your selection of canapes:

Any **3** options **£8.50** per person
Any **5** options **£11.75** per person
Any **7** options **£15.85** per person
Additional Gluten Free and Vegan options available upon request

Savoury

Mini Beef Wellington
Parma Ham, Goats Cheese & Rocket Bites **(GF)**
Chicken & Spring Onion Tart
Chilli Mango Prawns
Crispy Fried Thai Fishcake **(GF)**
Smoked Salmon & Cream Cheese Crostini
Sun Blushed Tomato & Mozzarella Skewer **(V) (GF)**
Porcini Mushroom Arancini Balls **(V)**
Whipped Feta & Olive Tapenade **(V)**
Goats Cheese, Truffle & Onion Arancini **(V)**
Mini Onion Bhajis **(V+)**
Mini Pakora **(V+)**
Mini Sweet Potato Falafel **(GF) (V+)**

Sweet

Lemon & Liquorice Pie **(V)**
Chocolate Dipped Strawberries **(V)**
Mini Brownies **(GF) (V)**

PERFECT WITH A GLASS OF WINE FROM OUR SELECTION

Sharing Boards

Serves approximately 4-5 people

£27.00 per board

Ploughman's Cheese Board (V)
Mix of local and continental cheeses, complimented with grapes, celery, crackers and chutney

Charcuterie Board
Parma ham, salami, pastrami and marinated chicken complemented with balsamic oils and ciabatta breads

Mediterranean Platter (V+)
Selection of Mediterranean vegetables marinated in garlic, herbs and olive oil, roasted and served with toasted flatbreads and hummus

Mezze Board (V+)
Olives, sundried tomatoes, grapes, cherry tomatoes, garlic hummus, red chilli hummus, beetroot hummus, flatbread, olive oil, basil pesto

Newcastle University | Event Catering

Pizza Menu

12" freshly made pizza with a tomato stuffed crust

We recommend half pizza per person

Loaded Cheese (V)
This pizza is topped with not just one, but four tasty cheeses: Mozzarella, Mature Cheddar, Monterey Jack & Emmental

Pepperoni, Chorizo and Honey
A perfect balance of sweet, spicy, and savoury. Slices of smokey Pepperoni and paprika rich Chorizo drizzled with sweet honey.

Chicken Tikka
Tender pieces of chicken breast marinted in warm tandoori spices.

Ham and Mushroom
Tender and flavouful Wiltshire Ham perfectly paired with mushrooms.

Veg-a-Roma (V)
A veggie lovers delight with aubergine, courgette, peppers &red onion

Sticky BBQ Jackfruit* (V+)
BBQ seasoned jackfruit, green & red peppers and red onion - a vegan delight!

All pizzas, except BBQ Jackfruit, are available Gluten Free.
***Vegan and Gluten Free pizzas are served without stuffed crusts**

£12.50 per pizza

Snacks & Nibbles

Our selection of snacks and nibbles are all £1.50 per item per person

Falafel (V+) (GF)
Beetroot Falafel (V+)
Crudités & Dips (V+) (GF)
Olives (V+) (GF)
Flatbreads & Hummus (V+)
Tikka Chicken Skewer (GF)
Pakora (V+)
Onion Bhaji (V+)
Sausage Roll
Vegetable Spring Roll (V+)
Prawn Crackers & Sweet Chilli Dip
Cherry Tomato Bowl (V+) (GF)
Traybake Bites
Bite-sized Muffins (V)
Duck Spring Roll
Pulled Beef Empanada

Extras

Salted Crisps (V+) **£0.50pp**
Chilli Rice Crackers (V+) **£0.75pp**
Wasabi Peanuts (V+) **£0.75pp**
Bombay Mix **£0.75pp**

Newcastle University | Event Catering

Sweet Treats

Traybake Bite Selection **£1.50pp**
Sweet Muffins **(V)** **£2.50**
Sweet Muffins **(GF)** **£3.50**
Bite-sized Muffins **(V)** **£1.50**
Mixed Doughnuts **(V)** **£1.95**
Ringtons Twin Pack Biscuit Selection**(V)** **£0.90**
Lemon Zest Cookies (2 pack) **(V+) (GF)** **£0.90**
Wrapped Traybakes **£2.75** **(V)/(V+)/(GF)** available on request
Sliced Loaf Cake **£2.25 per slice**
(available in Lemon (V),Carrot (V/GF) or ginger (V)

Large Sharing Cakes £2.50 per slice

Our delicious crowd pleasing cakes are served as a whole cake (16 slices)

Lime & Coconut Cake **(V+) (GF)**
Banana & Cinnamon Cake **(V+) (GF)**
Victoria Sponge **(V)**
Chocolate Cake **(V)**
Carrot Cake **(V)**

Handmade Individual Cakes £2.50

Classic Red Velvet **(V+) (V)**
Decadent Chocolate **(V)**
Salted Caramel Delight **(V)**
Spiced Carrot Cake **(V)**

PERFECT WITH A CUPPA!

Hot & Cold Drinks

Hot Drinks

Fairtrade English Breakfast Tea	**£2.10** per serving*
Freshly Brewed Ringtons Filter Coffee	**£2.10** per serving*
Selection of Herbal & Fruit Tea Bags	**£2.10** per serving*

Perfect with

Ringtons Twin Pack Biscuit Selection
£0.90 per pack

*Minimum order of 5

Cold Drinks

Still or Sparkling Water 1L (4 glasses)	**£2.50**
Fairtrade Orange Juice 1L (5-6 glasses)	**£2.95**
Apple or Cranberry Juice 1L (5-6 glasses)	**£2.95**

Coke Zero | Diet Coke | Dr Pepper | Sprite | Fanta
£1.30 per 330ml can

San Pellegrino: Aranciata (Orange) | Aranciata Rossa (Blood Orange) | Limonata (Lemon)
£1.90 per 330ml can

VIEW OUR BEER WINES & CIDER MENU HERE

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Booking Tips

Please read the following to ensure your booking goes as smoothly as possible:

- Check you've met the **£25 minimum order value** per delivery. Delivery is **free** to any Campus location.
- Check your **room/venue is accessible** for us to deliver and collect (deliveries can be made up to 45mins before your booking time).
- Make sure you have **suitable tables for your catering** -the portering team will be happy to help with this, just contact the Building Facilities Team.
- Would you like us to help you **set up and/or serve your catering**? Please just get in touch as soon as possible and we'll advise you on costs.
- Unsure of how much to order? We provide **portion guidelines** in our menu and are more than happy to advise you – just ask!
- Ensure you've got a **Cost Centre** ready to pop on your booking form.
- If your order is for an **external or third-party booking**? Please provide us with a purchase order and full contact details (including email) in advance so we can add this onto the SAP system. Please note VAT will be added.
- Need to **change something**? Just let us know as soon as possible and check our cancellation terms in T&Cs.
- You will receive a **confirmation email** within 24 working hours of submitting your booking form. Please check this carefully as we cannot be held liable if mistakes are not picked up at the time of confirmation.

Unsure or fancy checking you've got everything just right? Just contact us and our friendly team will be more than happy to help!

Terms & Conditions

Booking Types

- Internal Booking: An event funded by the University (using a Cost Centre or WBS). This includes events organised by University departments or recognised University partners.
- External Booking: An event not funded by the University. This includes events booked by external organisations or individuals, including events on campus paid via the Webstore, or off-campus events with no University affiliation.

Note: If an external organisation is paying for a University hosted event, it is treated as an External Booking.

Operating Hours

- Event Catering: Monday to Friday, 08:00 - 17:00
- Courtyard: Monday to Friday, 08:00 – 15:30
- Requests outside these hours may be considered; please contact us in advance.

Booking & Notice Periods

Internal Bookings (University Funded) - Minimum 3 working days' notice for standard operating hours. - Minimum 7 days' notice for evenings, weekends, or Bank Holidays. - Late requests may be accommodated but availability is not guaranteed.

External Bookings (External Organisations / Non-University) - A booking is only confirmed once full payment, or an approved purchase order (PO) is received and confirmation issued. - Full payment is due 7 days prior to the event. - Bookings made within 7 days of the event require full payment before confirmation.

Terms & Conditions

Minimum Order Value

- Monday to Friday during standard operating hours: £25 per delivery.
- Delivery is included for Newcastle University operated site locations

Final Numbers

Internal Bookings: - Final numbers required 3 working days prior to the event. - Reductions after this point may still be charged according to the cancellation table. Final numbers for formal or bespoke lunches/dinners is required 5 working days prior to the event.

External Bookings: - Numbers cannot be reduced once the booking is confirmed and paid for. - Additional attendees may be added if space and resources allow; payment for additions must be made prior to confirmation.

Payment Terms

Internal Bookings: - Valid Cost Centre or WBS must be provided in advance. - Recharged after the event. - VAT is not applicable.

External Bookings: - Payment is required via Webstore or approved PO / invoicing arrangement. - VAT is applied where appropriate. - For POs, the PO must be submitted in advance, covering the full value of the booking. - failure to provide payment or PO on time may result in the booking being released.

Terms & Conditions

Cancellations

Internal Bookings: - Cancellations are subject to the internal cancellation table depending on notice and menu type.

External Bookings: - Bookings are non-refundable once confirmed or paid. - Cancellations before payment will not be charged. - PO or invoicing approval does not change cancellation terms.

Cancellation table (applicable for Internal bookings only) -

Type of event	Less than 4 hours prior	Less than 48 hour's notice	5 or less working days (Mon-Fri)
Beverages only	100% charge	0% charge	0% charge
Sandwiches and buffet lunches	100% charge	100% charge	0% charge
Formal lunches and dinners	100% charge	100% charge	100% charge

Dietary Requirements & Allergens

- Guests with dietary requirements or allergies should notify us in advance.
- Ingredient information is available via our **Allergen & Nutrition Portal** or by calling 0191 2086363.

Terms & Conditions

Delivery & Access

- Requested delivery times are guidelines; delivery may occur up to **45 minutes** prior.
- Access to the venue must be provided. If access is not possible, catering may be left in crates outside.
- All prices include delivery and collection but **do not include staff to serve or set the catering up.**
- Serving Staff
- If required, serving staff must be booked at the time of the order.
- Pricing and availability must be confirmed in advance.
- Leftover Food & Post-Event Collections
- Guests may take leftovers; the University cannot be responsible for food safety after removal.
- Serving dishes and plates must be returned; missing or damaged items will be charged at replacement cost.
- All items should be repacked for collection. A £25 charge applies if not repacked or ready.

Checking Your Order

- Customers are responsible for reviewing the order confirmation.
- Notify us immediately of errors; we cannot be held responsible for errors not reported at confirmation.

Customer Agreement

By submitting a booking or proceeding with a confirmed booking, you agree to the terms outlined above, including any separate terms that apply to **Internal or External Bookings**