



Event Catering Menu

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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



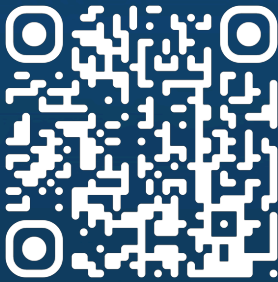
ALL OF OUR VEHICLES ARE
ELECTRIC



WE ENSURE OUR
EQUIPMENT IS
REUSEABLE
OR
PLANT BASED & COMPOSTABLE

We are
pledged to

MENUS 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



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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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**



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WITH A
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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



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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 porcini 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 filled muffins

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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

Bespoke Packed Lunch

Looking for something a bit more special? Get in touch with us and we'll build a bespoke packed lunch just for you.

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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+)
Handmade Sausage Roll
Vegetable Spring Roll (V+)
Prawn Crackers & Sweet Chilli Dip
Cherry Tomato Bowl (V+) (GF)
Mixed Doughnuts (V)
Traybake Bites
Bite-sized Muffins (V)
Duck Spring Roll
Pulled Beef Empanada

Extras

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



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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



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)**

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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)



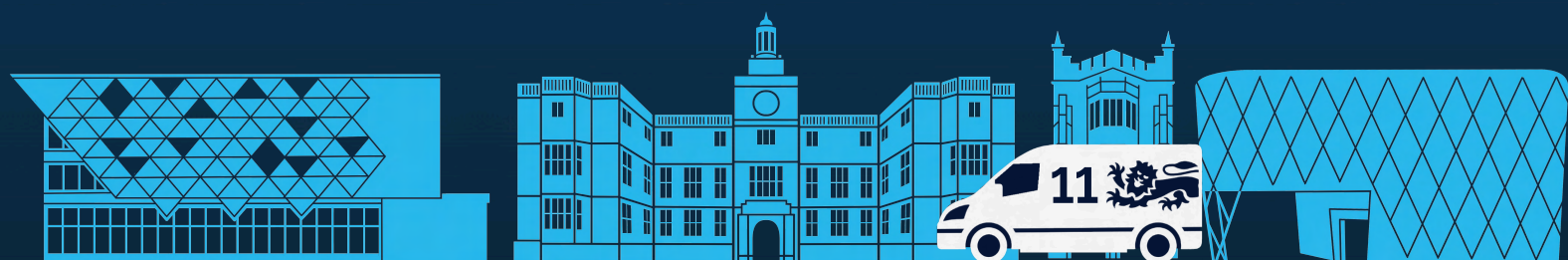
Vegan Selection (V+)

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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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+)**

Sweet

Mini Falafel **(GF) (V+)**

Lemon & Liquorice Pie **(V)**

Chocolate Dipped Strawberries **(V)**

Mini Brownies **(GF) (V)**

PERFECT
WITH A
GLASS OF
WINE FROM
OUR
SELECTION



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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



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Catering Packages

Save up to 20%

#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'
A mixture of crisps and root vegetable crisps
Includes Tea or Coffee



#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'
A mixture of crisps & vegetable root 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



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+)

Main Menu 
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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

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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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

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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)**

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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 marinated 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

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PERFECT
WITH OUR
SALAD BAR
MENU



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

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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.
- ✓ Is your order 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!**

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Terms & Conditions

Operating hours

Our standard operating hours are Monday to Friday, 08.00 - 17.00 for Event Catering and 08.00 - 16.00 for Courtyard. If you require catering outside of these hours, please contact us for more information.

Notice periods for bookings

We require three working days' notice as a minimum for bookings taking place during our standard operating hours. For events after 17.00, at weekends or on Bank Holidays we require a minimum of seven working days' notice.

We try and assist wherever possible with last minute requests, although we can't guarantee availability.

Minimum order value

Monday to Friday during standard operating hours, £25.00 per delivery. Delivery is free to locations on campus.

Final numbers

Final numbers are required five working days prior to your event. If numbers reduce after this time you will still be charged (please see the table below).

Dietary requirements and allergens

If you or a guest has a food allergy or special dietary requirement and would like detailed information on ingredients used in our menus, please call us on 0191 2086363. We also provide a Wellbeing Portal which lists various allergens in our menus.

Checking your order

It is your responsibility to check all details of your booking when we send the order confirmation. Please let us know if any element of the booking requires amending as we can't be held responsible for errors if these are not advised at the time of confirmation.

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Cancellation

We order well in advance of events so incur costs even if you cancel your event.

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

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Internal Bookings Payment

Is your booking an Internal University Booking?
(Event paid for with University funds))

- A **Cost Centre or WBS element** must be provided in advance to confirm your booking
- Your **Cost Centre will be recharged after the event**
- **No** Vat will be added

External Bookings Payment

Is your booking an External University Booking?
(Events on Campus or booked by University colleagues/partners)

- **With a purchase order:** invoice after event, purchase order required in advance
- **Without a purchase order:** full payment 7 days in advance via webstore link
- Full contact details (including email) required
- VAT will be added

Is your booking an External Non-University Booking?
(Off campus events with no University affiliation)

- Full payment required **7 days before the event**
- Payment via **Webstore Link**
- VAT will be added

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Delivery and access

Your requested delivery is a guideline time and could be delivered up to 45 minutes prior to your nominated time. It is essential we are able to access the venue and that tables are provided for your catering. If we are unable to gain access to lay out your food we will be obliged to leave in packed crates outside the venue. All prices quoted include delivery and collection but do not include serving staff.

Missing or incorrect order

If your order includes items which are missing or incorrect, please notify us on the day of your event so that the items can be replaced, or a refund issued. Unfortunately, we aren't able to issue refunds if the issue is not raised on the same day.

Serving staff

If you require serving staff to attend your event, please notify us at the time of booking. Please contact us to discuss pricing and availability.

Leftover food

You are welcome to take any leftover food but we cannot be held responsible for food safety and hygiene once removed after your event. Please ensure all serving dishes and plates are returned to us following your event; any missing or damaged items will be charged at full replacement cost.

Post Event Collections

All items must be repacked into the crates provided and should be available for collection (we aim to do this within 24 hours). You must advise if a collection will be different from the delivery location. A £25.00 charge will be applied if items are not repacked.

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