

# Birkbeck Hospitality Brochure 2024



**Birkbeck**  
UNIVERSITY OF LONDON

# Hospitality booking guide

To order from this menu, please observe the following terms and conditions:

Birkbeck is committed to providing sustainable catering and we endeavour to use ethical, Fairtrade, high welfare, and locally sourced produce wherever possible.

This menu has been created to suit various events, tastes, and budgets from light refreshments to working lunches, receptions, and formal dining.

We offer our clients the following services:

**A drop-off-and-go service:** delivery is made to the location of your choice.

Restrictions may apply if the building is not fully accessible.

**Waiting service:** a dedicated member of our team will look after your event.

**Bespoke hospitality:** is an option for clients whose events are more complex in planning. We will tailor the menus and event service just for you, which will help create the perfect dining experience for you and your guests. Please contact us with any enquiries you may have, via email at [catering@bbk.ac.uk](mailto:catering@bbk.ac.uk).

## Served deliveries

Catering deliveries for 50+ people include a member of the catering team to serve catering for up to an hour.

Additional staffing requirements should be booked in advance; additional charges will apply at £17.50 per hour.

Catering deliveries for less than 50 people will not be served as standard. If you require a serviced delivery for less than 50 people, staffing charges will apply. Additional charges will also apply at weekends and evenings.

Events that run over their booked finishing time will be chargeable at the enhanced hourly staff rate of £17.50 per hour.

A minimum spend of £30 is required for all delivered orders. External clients, please note that the prices in this menu are exclusive of VAT.

## Notice periods

**10 working days** for formal dining and bespoke events.

Bookings for the following week must be made by Thursday midday. Late orders will incur a staff charge and require confirmation by the Room Bookings team.

Any events past 6pm will be subject to a £17.50 per hour staff charge.

With no organised communication, staff will only wait 15 minutes before leaving.

## Dietary requirements

Please inform us of any dietary requirements, especially allergies and intolerances, when booking.

We try to meet all requirements, but we cannot guarantee that our catering is free from nuts or gluten as products containing these items are prepared in the same environment.

## Menu key

GF) Gluten Free / (V) Vegetarian / (VE) Vegan

We can cater for all religious dietary requirements, but additional charges may apply, and 7 working days' notice is required.

## Cancellation charges

No charge with 4 or more working days' notice. A charge applies for food orders canceled with 2 working days' notice. Full charges apply with less than 2 working days' notice.

## Furniture and space

Please ensure that you have booked furniture for your catering via the Room Bookings team. We regret that we are unable to provide catering within the lecture theatres.

Hot food is only available in certain locations – please check before ordering.

# Sweet and savoury snacks

## Biscuits and cookies

Biscuit - individually wrapped, **£1.00**

Walker's shortbread (GF), **£2.00**

## Treats

*All are served individually wrapped*

Triple chocolate tulip muffin, **£2.75**

Blueberry crumble tulip muffin, **£2.75**

Chocolate brownie (GF, VE), **£3.30**

Millionaire's slice (GF, VE), **£3.30**

Raspberry bar (GF, VE), **£3.30**

Peanut blondie, **£3.30**

## Chocolate bars

Kit Kat, Snickers, Twix, **£1.40**

## Cakes

Whole gateau – serves 16, **£48.00**

*Chocolate fudge, Victoria sponge or lemon drizzle*

Mini cake selection x4 per person, **£7.00**

*Belgium chocolate éclair, assorted fruit tarts or strawberry scone*

## Crisps

*Individual packets (35g)*

Sea salt, salt & vinegar, cheddar & onion, **£1.60**

Vegetable crisps (V,VE), **£2.20**

## Sharing snacks

Sea salt crisps, **£4.40**

Marinated olives, **£8.00**

# Refreshments

## Hot drinks

Coffee (Triple certified coffee), **£2.30**

Tea (with a selection of herbal teas & de-cafeinated teas), **£2.30**

Coffee / Tea & biscuits, **£3.30**

Coffee/ Tea & 2 mini pastries, **£4.30**

## Sharing options

*All are served in a 1L carafe, juices from concentrate*

BBK Sparkling water, **£2.00**

BBK Still water, **£2.00**

Orange Juice, **£4.00**

Apple Juice, **£4.00**

Cranberry Juice, **£4.00**

## Individual options

Sparkling water 500ml (individual bottle), **£1.45**

Still water 500ml (individual bottle), **£1.45**

Soft Drinks 330ml can, **£1.80**

*Fanta Orange, Sprite, Coca-Cola, Diet Coke*

# Breakfast options

## Breakfast package, £9.00

*Minimum order 10 guests*

Selection of mini pastries

Fresh Fruit

Fruit juice

Coffee and Tea

Still and sparkling water

## Pastries

Individual pastries, **£2.40**

*Pain au chocolat, butter croissant, Danish pastries*

Mini pastries (2 per person), **£2.75**

## Fruits

*Minimum order 10 guests, price per guest*

Whole fresh fruit (per item), **£1.00**

Fruit pot, **£3.00**

Fruit platter, **£3.00**

# Lunch options

Minimum order 10 guests, price per guest

## Sandwich platters

*We recommend one platter for 5 guests*

Vegetarian sandwich platter (V), **£30.00**

Meat sandwich platter, **£30.00**

Fish sandwich platter, **£30.00**

Mixed sandwich platter, **£30.00**

Plant-based sandwich platter (VE), **£35.00**

## Artisan sandwich platter, £40.00

This consists of a range of premium breads and fillings.

## Lunch package, £12.00

*Minimum order of 10, price per guest*

Sandwich platter

Bowl of crisps to share

Fruit juice, tea and coffee, still and sparkling water

Whole fresh fruit

## Packed lunch bag, £10.00

Minimum order of 10, price per guest

Premium sandwich, a packet of crisps, chocolate bar and water

**For healthier option, chose a piece of seasonal fresh fruit instead of chocolate.**

# Conference package

## Full day delegate, £30.00

*Minimum order of 20 guests, price per guest*

### On arrival

Selection of mini pastries

Fresh fruit with fruit juice, coffee & tea, still and sparkling filtered water

### Mid-morning

Tea and coffee with biscuit

Still and sparkling filtered water

### Lunch

Sandwich platter (for selection see page 4)

Served with still & sparkling filtered water and juice

Fruit platter/ whole seasonal fruit/ bowl of crisps

Coffee and tea

**If you want to add drinks reception to your event, see page 9.**

## Half day delegate, £17.50

*Minimum order of 20 guests, price per guest*

### On arrival

Tea and coffee with biscuit, still and sparkling filtered water

### Lunch

Sandwich platter (for selection see page 4)

Served with still & sparkling filtered water and juice

Fruit platter/ whole seasonal fruit/ bowl of crisps

Coffee and tea

# Finger food buffet

*Minimum order of 20 guests, price per guest, £14.00*

Select 4 choices from the following list:

Sweet chilli chicken skewers

Mini duck spring rolls

Marinated chicken skewer with a salsa verde

Coconut prawns with chilli dip

Indian spiced samosa (V)

Mini onion bhaji (V)

Tomato, mozzarella and basil bruschetta (V)

Honey-glazed sausages

## Snacks to share

150g – serves 5 guests, price per bowl

Sea salt crisps, **£5.00**

Marinated olives, **£8.00**

*Minimum order of 10 guests, price per guest*

Cheese board, **£5.50**

Cut fruit platter, **£3.00**

# Sharing platter

*Minimum order of 20 guests, price per guest*

We recommend 1 platter for 5 guests

Antipasti platter, **£44.00**

Vegetarian cold platter (V), **£38.50**

Cold mixed sharing platter , **£49.50**

Vegetarian hot platter (V), **£44.00**

Hot mixed sharing platter, **£49.50**

# Mixed canapés

Minimum order of 20 guests, price per guest, **£25.00.**

Selection can change depending on allergens.

For any alternative offering, please contact catering@bbk.ac.uk.

Select 6 choices from the following list:

## Fish

Smoked salmon tartar with mascarpone on blinis

King prawn with mayonnaise in tartlet

## Meat

Spicy naan with smoked chicken mousse coriander and mango

Chargrilled chicken with spicy tomato salsa on sweet potato

## Vegetarian

Avocado mousse with parmesan, black olive on Mediterranean bread (V)

Crunchy vegetables wrapped in spinach tortilla (V)

Poppy seed goats' cheese, yellow salsa and chives on triangle toast (V)

Spiced aubergine square, coriander and red pepper on crostini (V)

Diced avocado salsa, salad caprice ficelle (V)

Tomato tapenade, red and yellow peppers, tomato bread (V)

Grilled artichoke with hummus and chickpea on herb crostini (V)

Mozzarella base and stick with tomato tapenade, shallot salsa, black olive (V)

## Vegan and gluten-free

Carrot cup with grated celeriac salad and red pepper (GF, VE)

Caviar d'aubergine on rosti potato (GF, VE)

Half artichoke with pepper mousse and fried leek (GF, VE)

Grilled zucchini wrap with rocket, peppers and tapenade (GF, VE)

# Health and wellbeing lunch

Minimum order of 20 guests, price per guest, **£25.00**.

Selection can change depending on allergens.

For any alternative offering, please contact catering@bbk.ac.uk.

This offer consists of your choice of two proteins served with three salad options and one choice of dessert.

Select 6 choices from the following list:

## Proteins

Mediterranean vegetable quiche (V)

Rare roast beef, horseradish cream and endive

Roast salmon with ginger, soy and lime

Continental charcuterie selection

Sweet potato falafel, red pepper hummus and rocket

Cornish mackerel, hot smoked salmon, roasted fennel and lime mayo

Parma ham, fig and goats' cheese salad with honey

## Salads

Roasted squash, rocket and mixed grains with toasted pumpkin seeds (VE)

Heritage tomato and basil salad (VE)

Chickpea and roasted Mediterranean vegetables (VE)

Seasonal leaf salad (VE)

Greek feta, chilled watermelon and watercress salad

New potato, rocket and spring onion with grain mustard dressing

Asian-style slaw with chilli and coconut

## Dessert

Strawberry chocolate cup

Apple and sultana crumble tart

Chocolate mousse with ginger crumb

Dark chocolate brownie

# Hot fork buffet

Minimum order of 20 guests, price per guest, **£25.00**.

A service-assisted buffet meal for 20 people or more. Please choose one option per function. Please allow 1 hour set up time. Please note that hot buffets are only available in certain locations – please check before ordering.

## Vegetarian

Pesto pasta with roasted vegetables and goats' cheese

Moroccan chickpea tagine, tomato, harissa and aubergine stew

Indonesian pumpkin and spinach curry

## Meat

Braised beef, baby button mushroom, silver skin onions, bacon and wine

Tarragon roasted chicken

Chicken Provençal with puy lentils

Lamb, shallot and date tagine

Slow-roasted pork belly with sage and apples

## Fish

Thai red prawn and coconut curry

Smoked fish and prawn gratin

Stir fry prawns, egg noodles and peppers with teriyaki and ginger

Cajun baked salmon, lime and coriander mayonnaise

## Dessert

Baked chocolate brownie with salted caramel drizzle

Banoffee torte

Tiramisu

Apple and sultana crumble

# Afternoon tea

Minimum order of 10 guests, price per guest, **£15.00**.

Selection of finger sandwiches  
Traditional scones with strawberry preserve and Devon clotted cream  
Assortment of mini cakes  
Served with tea and coffee

**To make your afternoon tea special, why not add some wine or prosecco from page 9? Please contact the Room Booking team to arrange a quote.**

# Formal dining

Minimum order of 10 guests, price per guest, **£45.00**

Our seasonal fine dining menus include freshly baked bread rolls with butter, table water, and tea or coffee. Available in select locations - please check before ordering. Please choose one starter, one main, and one dessert for your entire party. Please contact the Birkbeck catering team for dietary requirements and wine recommendations.

## Starter

Hot smoked salmon, charred leeks, horseradish, crème fraiche, dill oil  
Poached chicken, sweetcorn, crispy shallots and spring onion  
Heirloom tomato, mozzarella and basil with toasted pumpkin seed

## Main course

Roast chicken supreme, dauphinoise potato, buttered spinach, celeriac  
Braised halibut, pomme anna, butternut squash and cavolo nero  
Pan-fried gnocchi, roast broccoli, blue cheese and pickled shallots

## Dessert

Dark chocolate delice, roast plums and vanilla crème fraiche  
Selection of British cheeses, crackers, celery and grapes (£2 supplement)  
Lemon Bruleé tart, raspberry textures, pistachio crumble

## Optional add-ons

Menus, **£3.00 each**

Place cards, **£2.00 each**

Flowers and lighting, **POA**

**White or coloured linen:**

Tablecloths, **£20.00 each**

Linen napkins, **£3.00 each**

# Drinks list

Please contact our Room Bookings team for any bespoke drinks not listed below.

## Wine and Prosecco

### White

Chablis, **£23.00**

Cuvee Rousson Cote De Gascogne Sauvignon Blanc, **£19.00**

Primi Soli Pinot Grigio, **£21.00**

### Red

Sea Change Malbec, **£23.00**

Cuvee Rousson Syrah, **£19.00**

Cramele Recas Pinot Noir, **£21.00**

Prosecco, **£24.00**

Jug of Pimm's, **£17.00**

### Beer

Camden Hells Can, 330ml, **£4.00**

Peroni Nastro Azzurro, 330ml, **£4.50**

Corona 330ml, **£4.50**

Lucky Saint 0.5% 330ml, **£4.50**

### Cider

Aspall Premier Cru 330ml, **£4.50**

Rekorderlig Mango and Raspberry or Mixed Berries 500ml, **£5.10**

Sale or return: Only unopened, secure alcoholic items can be returned. Please ensure these are left in a secure location overnight and inform the Room Booking or Catering team within 24 hours of the event.