

Catering

Breakfast

The bed and breakfast rate includes a full English breakfast served in the Downs Restaurant on the first floor of Bramber House. Menu choices include traditional cooked breakfast, yogurt, cereal, fruit, croissants, toast, jams, fruit juice, tea and coffee.

Breakfast is served between 07:30 – 08:45.

Catering Services will confirm the location and timing of breakfast following consultation with conference organisers depending on delegate numbers. Please note this may be a shared service.

Light breakfasts can be arranged for non-residential conferences and delivered to a variety of locations around the campus as well as the Conference Centre. Usual choices include bacon rolls, fruit bowls and Danish pastries. Organisers are encouraged to discuss their requirements with Catering Services who will make every effort to meet their requests.

Refreshments

Conference Centre:

Day delegate rates include mid-morning and mid-afternoon refreshments of coffee, tea, herbal teas, water and luxury biscuits. Soya milk is also available, but must be requested in advance.

General Teaching Space:

Refreshments can be delivered to various locations on campus. Conference Services can advise on a suitable venue taking into account the location of your meeting space. Refreshments include coffee, tea, de-caff coffee, hot water, herbal tea and luxury biscuits. Alternatives such as juice, mineral water and fruit can be provided at an additional charge.

Organisers can request times for their refreshments according to their conference programme in consultation with Catering Services. Please note that during extremely busy periods, times may need to be negotiated to ensure refreshments can be delivered.

Catering Services reserves the right to apply a surcharge to cover out of hours expenses. Cash services can be provided upon request, but these may need to be underwritten by the organiser if the service is required at weekends or outside normal working hours.

Lunch

Conference Centre:

Day delegate rates include a chef's choice buffet lunch with hot beverages, fruit juice and water. The standard buffet is a mix and mingle finger buffet, whilst the superior buffet lunch is a fork buffet with some hot items.

General Teaching Space:

A variety of lunch options are available to conferences using General Teaching Space.

Cafeteria lunches are served between 12:00 – 14:00* in the Downs Restaurant on the first floor of Bramber House, although the timings can be negotiated with Catering Services. There are minimum numbers of 50 on weekdays, 75 on Saturdays and 100 on Sundays.

Buffet lunches can be served for conferences of at least 20 people and consist of a chef's choice mix and mingle finger buffet with hot beverages, fruit juice and water.

Packed lunch are a good alternative for conferences going off-site for part of their programme. Lunches include a sandwich (either meat or vegetarian) as well as crisps, a muffin, a piece of fruit and a drink.

Sandwich lunches are designed as a working lunch for a minimum of 20 people and include a maximum of five different fillings, savoury pasty items, finger sweets, fruit and mineral water.

Dinner

Cafeteria service dinner is served between 18:00 – 19:30, although this can be negotiated with Catering Services depending on delegate numbers and other conferences on campus at the same time.

The dinner is three courses with a choice of hot main dishes and dessert. The menu is chef's choice.

Buffet dinners can be served in either the Downs Restaurant or the Conference Centre. A variety of menus are available from standard to formal. Formal buffets include tables laid with cloths, cutlery and glass ware making a nice, less expensive alternative to the silver service formal dinner.

Formal dinners are silver service and we offer a choice of three price ranges. Wine, juice and water can all be made available to delegates either on the tables or at a dedicated cash bar.

Catering can also be designed around a range of themes, and can be accompanied by special promotions in our bars. Catering Services are happy to advise on these and on all aspects of catering for your event to meet the needs of your delegates and guests.

Copies of current menus and wine list are included in this guide (see Appendix E).

Special Requirements

Any special dietary requirements including vegetarians and vegans, ethnic dietary requirements and allergies should be notified to Conference Services with the final numbers for catering **ten days prior to the start of the conference**. Catering Services will endeavour to cater for these as far as is reasonably practicable. If there are any delegates with complex dietary requirements, it may be more effective to find out what they can eat rather than what they cannot, in order to allow the chefs to produce a suitable menu. If special dietary requirements are not known to Catering ten working days prior to the event, they may not be able to accommodate such requests.

* Depending on numbers and the conference programme. See *Breakfast* and *Refreshments* sections.

Service Times

Cafeteria service lunches and dinners are a fast and efficient way of serving high volume conference customers. Catering Services pride themselves on their ability to serve up to 300 delegates every hour with this style of service. However, with large numbers of delegates arriving at the same time some queuing, regrettably, may be unavoidable. In order to minimise any discomfort, staggered meal/refreshment breaks might need to be considered for delegates attending different workshops or sessions. Alternatively a cash bar could be provided at mealtimes close to the restaurant to reduce queuing for food if delegates arrive en masse. Meal times **must** be agreed with Catering Services before being included in conference programmes.

Receptions

A variety of venues across campus are available for receptions. Wine, sparkling wine, champagne and Pimms are all available along with a selection of reception platters or canapés.

***N.B.** Corkage will be charged on wine not purchased from University Catering Services if served in Bramber House.*

Bars

Bars will be provided free of charge to conferences with more than 50 delegates. Exclusive use of a bar area may be secured for a fee, subject to availability and in consultation with Catering Services.

Residential conferences wishing to have a bar open beyond 23:00 hours will require a licence extension, and should make their requirements known to Catering Services at least six weeks in advance in order that the appropriate permissions may be sought. A charge will apply for this facility.

Account bars can be arranged with prior notice. Organisers should make it clear in advance who is allowed to sign for drinks, what limit they would like imposed on the tab, and if there are any restrictions on what can be signed for (e.g. cigars, triples, bottles of wine or champagne, etc.). Staff can keep a check on the tab and will inform the organiser if the limit is reached, at which point the organiser can decide if they wish to increase this limit.

Please note that Catering Services' bars are subject to national licensing regulations.

Entertainment

Catering Services is happy to advise on local groups and companies who can provide entertainment for conferences, including string quartets, live bands, discos, ceilidhs, subject to licence regulations. The University nightclub, The Cube, located in Falmer House can be booked by conferences for evening discos and other events.

Planning

A Catering Interview should take place at least six to eight weeks prior to the event at which time all catering requirements will be discussed. A *Catering Summary* will then be sent to the organiser at least four weeks prior to the event. This should be thoroughly checked for accuracy. This must then be returned at least ten working days before the event and must include final catering numbers.

N.B.

The numbers which appear on this form will be the minimum for which the conference will be charged on the final invoice for each meal.

An administration charge of £50 plus VAT will be made for every change made to final catering numbers after the ten working days deadline.

Changes cannot be accepted any later than five working days before the commencement of the event.

Catering Services reserves the right to change the location, cost and/or time of a function or service, in consultation with the organisers, if numbers do not reach expectations (see Terms & conditions of booking in Appendix D).