

Delivered Catering at Southend

Hot and cold drinks

Orange, apple or cranberry juice (1 litre carton)	£2.50
Still and sparkling bottled mineral water 500ml	£1.20
Still and sparkling mineral water (1 litre)	£2.00
Freshly brewed Fairtrade coffee and a selection of traditional, fruit and herbal teas	£1.60
Hot Drinks all available in mugs or in disposable cups with a 10p per cup discount	

Fresh Fruit, biscuits and cakes

- Individual fresh fruit £0.75
- Double chocolate cake slice £1.50
- Cherry and sultana cake slice £1.50
- Twin pack Border biscuits £0.60

Breakfast items freshly cooked to order (available 7.30am to 10.30am)

- Croissant or pain au choc with preserves £1.75
- Breakfast Danish pastry £1.45

Sandwiches and wraps

Fresh sandwiches to suit any occasion. We offer one round (two slices of bread) per person. All served on a selection of white, wholemeal and granary bread. Please choose from our Classic or Premium ranges.

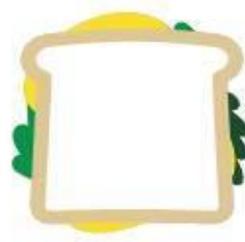
Classic range £3.50

This simple selection of sandwiches is perfect for a working lunch.

Premium range £3.95

Treat your guests with this stylish range of sandwiches.

Wrap selection £3.95



Delivered Catering at Southend

How to book

Booking procedure

- All bookings should be made using the online order form and must be of a minimum order value of £10.00. If you require any assistance please contact us.
- Confirmation of your booking, including your order reference number, will be sent by email usually within 24 hours (Monday to Friday). Please contact us if you have not received booking confirmation after this time as we may not have received your order.
- We require 48 hours' notice (not including weekends) for all drink orders, one week notice for all food orders and two weeks' notice for any weekend orders. Any orders received outside these times cannot be guaranteed and if confirmed will be subject to a late booking fee. We will endeavour to accommodate bookings at short notice but to avoid disappointment please try to give us as much notice as possible.
- If you need to amend or cancel an order please contact us as soon as possible. Orders cancelled within the minimum notice period above may be subject to cancellation charges.
- All charges will be processed after your event, using the expenditure code supplied when you place your order. Financial transfers will show up on Agresso within a few days of your event.
- We can provide members of our staff to serve your food and drinks at a rate of £6.00 per server per half hour.

Delivery and collection

- It is the customer's responsibility to book an appropriate room and to organise the provision and setting up of tables prior to catering being delivered.
To arrange furniture please contact southsec@essex.ac.uk for the Gateway Building or forumsec@essex.ac.uk for The Forum.
- All food and drink items will be labelled where appropriate, including vegetarian items and anything relating to special dietary requirements. If a menu item is not available we will let you know and endeavour to replace it with a similar item.
- We aim to collect all equipment on the same day. If you would like your delivery to be collected at/after a specific time please specify when booking
- Customers are responsible for our equipment whilst in their charge. Any damage or loss must unfortunately be paid for. The charge is dependent on the item and will be added to the order value after the event.

