



**Taste**  @  
**HOSPITALITY**

**YOUR GUIDE TO DELIVERED  
CATERING ACROSS  
WOLVERHAMPTON UNIVERSITY**



## **WELCOME TO DELIVERED INTERNAL CATERING**

**Welcome to the University of  
Wolverhampton official internal catering  
delivery service.**

**Introducing University of Wolverhampton (UoW)  
official catering delivery service, Taste@.**

**We provide quality food and beverages to a wide  
range of campus locations, with menus designed  
for delivery to specific buildings.**

**Our menus are designed to complement your  
meeting and delight your colleagues – from  
simple morning coffee to fine dining.**

**Taste@**

## BOOKING POLICY

When placing an order, please consider the booking notice required (outlined below). This is to ensure your needs are met and high-quality produce sourced

- 3 working days notice for refreshments and snacks.
- 5 working days notice for sandwich and sharing platters.
- 14 working days notice for evening, weekend, and bespoke luncheons and dinners.

Late bookings may only be accepted at the discretion of the Catering Manager.

Email [catering@wlv.ac.uk](mailto:catering@wlv.ac.uk) with details of your request.

It is the responsibility of the person making the booking to ensure:

- The location is suitable for the provision of catering (e.g. lecture theatres, computer and seminar rooms are not permitted).
- There are sufficient and appropriate tables available to provide for accessible presentation of your catering order. The event organiser may request event and room layouts to be set up in advance of your meeting or event. Internal staff should log a separate request on the Estates and Facilities helpdesk, Planon.

**CLICK HERE - MAKE A INTERNAL BOOKING**

**CLICK HERE - MAKE A EXTERNAL BOOKING**

## PRICING INFORMATION

All prices shown are exclusive of VAT for internal bookings and will require a viable charge code. All external bookings will be subject to VAT at the current rate.

There is a minimum total order of £25 per booking. If you require delivery of your order and the total cost is below £25, you will be charged the minimum fee.

Prices are correct at the time of going to print, however, some adjustments may be made in the event of seasonal variation or shortage. You will be advised of any price changes at the time of booking.

## PRICING INFORMATION continued

Please be aware that charges may be incurred for any of the following:

- lost or damaged items of catering equipment.
- delivery to other locations (not within university campuses).
- full or partial cancellation within 72 hours of the delivery date.
- Large, or bespoke orders and specific menu items if cancelled within five working days.

## DELIVERY TIMES AND ROOM LOCATIONS

Standard delivery times are Monday – Friday between 8:00am and 3:00pm.

Our food policy requires that all food supplied must be consumed within two hours of delivery.

Delivered catering is not permitted in all university rooms. It is important you check to ensure the room you have chosen allows food and beverages to be consumed.

On some occasions there may be difficulties to deliver due to staffing levels, poor weather, limited access to certain rooms etc, meaning that hospitality is unable to be delivered.

The Catering team will then advise you on alternative options.

## OUT OF HOURS / WEEKEND BOOKINGS

Hospitality services and deliveries required outside of normal working hours, require 14 working days advance notice.

Additional optional services and associated costs are as follows:

- Monday – Friday after 3:00pm  
Waiting staff - £25.00 per hour for each member of waiting staff
- Saturday all day  
Waiting staff - £37.50 per hour for each member of waiting staff
- Sunday all day  
Waiting staff - £50.00 per hour for each member of waiting staff

A minimum of 4 hours per staff will be applied per booking.

Staffing numbers required for events will be advised by catering management. For larger or high-profile events, Chefs and Managers may be required. Hourly rates provided upon request.

## BOOKING AMENDMENTS & CANCELLATIONS

Internal booking amendments or cancellations can be made directly on the Estates and Facilities Helpdesk, Planon prior to the booking being accepted. Once the booking is accepted, changes cannot be made on Planon, so please email [catering@wlv.ac.uk](mailto:catering@wlv.ac.uk). In the event of a full or partial cancellation of a confirmed booking the following cancellation charges will apply:

- more than five working days prior to event – no charge
- less than five working days prior to the event – 50% of expected income based on numbers
- less than one working days' notice – the full cost will be incurred.

For external booking amendments, please e-mail us details of your change in requirements

## ROOM HIRE

City campus	Chancellors Hall   Maximum 160 people   £400 event cost (includes set up and linen)
City campus	Glasshouse   Maximum 50 people   £200 event cost
Telford campus	Please discuss with Catering Site Manager
Walsall campus	Please discuss with Catering Site Manager
Science Park	Please discuss with Catering Site Manager

## EXTERNAL CATERING SUPPLIERS

There may be instances when University of Wolverhampton teams may choose to use another catering service external to the organisation.

In this instance the UoW Catering team are required to undertake checks to reassure the university that the preferred caterer is adhering to the necessary safety regulations and best practice.

Please complete the relevant form available on the website.

## CROCKERY

Our bookings are delivered with disposable plates & cups as standard.

Crockery is available on request at City and Walsall Campus sites. Please be mindful a member of our team will be required to service your event to wash and replenish your crockery. Crockery will be charged 50p per cup & plate. Minimum orders of 30 apply.

## ALLERGENS

Please inform us of any of your guest's special dietary requirements at the time of booking, particularly allergies and intolerances. We will try to meet all requirements. Unfortunately, we cannot guarantee all our catering is free from nuts or gluten because products containing these ingredients are prepared in the same environment.

We cater for all religious dietary requirements; however additional charges may apply.

## ANY ASSISTANCE

To make a booking or to discuss your event with a member of the team, please contact:

City Campus -	A.Skerrett@wlv.ac.uk or K.Higgins@wlv.ac.uk
MU The Forum -	Maureenalonge@wlv.ac.uk
Springfield Campus -	L.Wright10@wlv.ac.uk
Telford Campus -	D.Maxfield@wlv.ac.uk
Science Park -	Pam.Fletcher@wlv.ac.uk
Walsall Campus-	J.Thomas6@wlv.ac.uk

# REFRESHMENTS

**Tea and coffee** £2.40

Served in compostable cups (min. order - 10)

**Tea , coffee and biscuits** £2.90

Served in compostable cups (min.order - 10 )

**Bottled water 750ml** £2.95

**Sparkling and still water**

**Selection of healthy, fruit juices** £1.95  
330ml bottles

**Bottled water 500ml** £1.40

**Still water**

**Jugs of apple or orange fruit juice 1 litre** £3.85



# BREAKFAST PASTRIES & FRUIT

**Assorted large Danish pastries platter - serves 10** £24.00

**Flowerpot blueberry or chocolate muffins platter - serves 10** £24.00

**Platter of whole fruit serves 10** £12.40

**Fruit platter skewers with a toffee or raspberry sauce dip - Serves 8** £33.00



Products are subject to availability

# BREAKFAST BAPS & MORE

Delivered breakfast baps to your meeting area, (minimum-30)

Our menu offer varies slightly due to specific designated meeting locations. Please ask the Catering Manager, for more information.

From £2.95 per person



## ALL DAY TREATS

Island Bakery selection of biscuits  
Shortbread, lemon melt, chocolate  
ginger biscuits

£1.40

Multi pack mini biscuits pack

70p

Sweet FA gluten free,vegan cookies  
pack

£1.40

Platter of sponge cakes: carrot cake,  
Victoria sponge, red velvet cake.

Serves 10

£3.00 per person/£30.00 per platter

Oh so flapjacks and muffins

£1.90

Products are subject to availability



# LUNCH OPTIONS

## Sandwich Platters

**Vegetarian Classic Range - serves 6**

**£25.00**

**Mild cheddar cheese in white, free-range egg mayonnaise in white, cheese savoury in malted**

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**Meat Classic Range - serves 6**

**£25.00**

**Chicken tikka mayonnaise in white, chicken mayonnaise in malted, gammon ham in white.**

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**Seafood Classic Range - serves 6**

**£25.00**

**Tuna mayonnaise in white, tuna mayo & sweetcorn in malted, prawn mayo in oatmeal**

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**Fairfields farm crisps**

**£1.20 pack**

**A variety of flavours of crisps such as lightly sea salted ; cheese & onion ; sea salt & black pepper ; sea salted & Aspall cyder vinegar.**

**Our platters packaging is 100% recyclable, ensuring zero waste when cleaning up for your event. Having a sandwich that is tasty and doesn't cost the earth has never been so easy**

Products are subject to availability



# LUNCH OPTIONS

## Sandwich Platters

**Halal meat platter - serves 3**

**£17.00**

**Meat - Chicken mayo in white, chicken salad in malted, chicken tikka mayo in white.**

**No Gluten here platter - serves 3**

**£17.00**

**Vegetarian - Free-range egg & cress, sweet potato piri-piri houmous & spinach; cheese ploughman's all in gluten-free bread.**

**Meat - Ham & cheese savoury; chicken & sweetcorn mayonnaise & lettuce; chicken tikka mayonnaise & spinach all in gluten-free bread.**

**£17.00**

**Vegan platter - serves 3**

**£17.00**

**100% Dairy-free - zero cheese Wowmans on rye bread, vegan BLT in malted, spicy houmous and spinach.**

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# LUNCH OPTIONS

## Wrap Platters

**Vegetarian wrap platter - serves 5** **£36.00**

**Jalapeno pepper & cheese bites (x5), spicy salsa bites (x10), pesto mozzarella & tomato bites (x5)**

**Meat wrap platter - serves 5** **£36.00**

**Chicken caesar bites (x5); ham, cheese, tomato & mustard mayo (x10); piri piri chicken bites (x5)**

### Working Lunches

Min 5 £7.50pp

Assorted pack of sandwiches (meat, fish, vegetarian)

choose from cheese, tuna, ham, chicken tikka, chicken mayonnaise

Two finger KitKat ,crisps,  
Piece of fruit  
Bottled water

### Vegan, halal, gluten free

### Working Lunches

£9.50pp

Boxed vegan, halal, gluten free sandwich

An approved vegan, halal, gluten free chocolate bar and crisps  
Piece of fruit  
Bottled water

Products are subject to availability



# SHARING PLATTERS

**Mini Onion Bhajis - serves 10** £22.00  
**Mini onion bhajis, served with minty yoghurt dip.  
3 pieces per person**

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**Mini Chicken Tikka Kofta Kebabs- serves 10** £24.00  
**1 kebab per person with minty yoghurt dip**

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**Baked Falafel Bites - serves 10** £24.00  
**Vegan and gluten free. 3 bites per person  
with sweet chilli dip**

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**Sausage Roll Platter - serves 10** £20.00  
**Traditional mini pork sausage rolls  
complimented with BBQ sauce dip. 3 rolls  
per person.**

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**Luxury Crudité Platter - serves 8** £32.00  
**Carrot batons, cucumber batons, celery sticks,  
pepper batons, cherry tomatoes, humus dip**



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Products are subject to availability

# Taste@ MEAL VOUCHERS

**A flexible way to meet, eat, & drink with greater choice.**

**Ideal for all guests with different tastes and needs, influenced by the time of day and whether they feel like healthy options, comfort food, adventure or indulgence. Our bookings team will produce these vouchers and have ready for your arrival.**

**No minimum numbers.**

**The pre-purchased vouchers, can be purchased in any values from £2 upwards to meet your need of your particular event or group.**

**Guests can then re-deem vouchers at the all-catering areas on the day from our wide selection of foods from jacket potatoes, sandwiches, paninis, soups, hot lunch specials, and boxed fresh salads**

**Please order vouchers for your internal event via Planon or on our external booking form if you are external to the university.**

