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# Hospitality at the University of Bradford

**baxterstorey**  
we love this business

 UNIVERSITY of  
BRADFORD



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# Hospitality at the University of Bradford

Welcome to University of Bradford Hospitality, where we are committed to consistently delivering the highest standard of hospitality catering. Our food offer is intrinsically linked to the service standards which we set, and we will deliver a prompt and discreet service to you. We would be pleased to discuss any aspect of your catering requirements with you, and if you have any special requests, we will do our utmost to ensure that these are accommodated. In support of this we are always happy to tailor or create a menu to suit your budget or special occasion.

Our goal is to ensure that we will exceed your expectations every time.

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## OUR MISSION

Our mission at BaxterStorey is to provide the level of service and quality you want at the right price. We hope you like the tempting menus we have created for you, however please remember that these menus are only a guide. We are always happy to discuss your catering requirements and create a bespoke menu just for you. If you have any special dietary requirements, we ask you to please let us know in advance so we can take this into consideration when creating your menu.

We look forward to working with you on your next event!

**From your catering and hospitality team.**

**IF YOU HAVE ANY FOOD ALLERGY OR  
INTOLERANCE & REQUIRE INFORMATION  
ABOUT INGREDIENTS, PLEASE ASK A MEMBER  
OF OUR TEAM**

# Booking Protocols

## How to Book Catering for a Meeting or Event

- All catering requests for University of Bradford will be processed by BaxterStorey. The request to supply catering, please make enquiries through our hospitality line (ext 5850) or email [Catering@bradford.ac.uk](mailto:Catering@bradford.ac.uk) A completed CI form will need to be submitted to confirm your order.
- The correct cost centre the catering will be recharged back to will be required for all catering requests at the time catering is requested. Bookings for catering will not be accepted without a cost centre.
- For 'on the day' short notice requirements, please contact the catering office on 01274 235850 no later than 4 hours prior to the required lunch time. Catering will not be available on the day after the cut-off time.
- All prices are exclusive of VAT. Vat is added to any events paid for externally

## Venues and Locations

- We can deliver your hospitality requirements to a number of locations. Please ensure the location you wish to have catering is allowed to have food and drink events held in as some locations are not permitted to have catering in. Please check when booking your room.
- Please note you will be required to ask 'Room Bookings' for additional catering tables when booking your event.

## Just so you know...

- Due to the Health & Safety policy it is not possible to deliver certain hot items to specific areas of the campus, please ensure you check the locations list opposite. Please check with Room Bookings for details of permitted areas prior to placing your catering request.
- Crockery and glassware is only available in the conference suite D floor, small hall, Atrium Restaurant, VCs office Richmond building, Norcroft Conference Centre and Re:Centre but this may incur additional charges.
- Hot bowls and premium menus are also only available in the conference suite D floor, small hall, Atrium Restaurant, VCs office Richmond building, Norcroft Conference Centre and Re:Centre but this may incur additional charges

**Any questions please contact us, email: [catering@bradford.ac.uk](mailto:catering@bradford.ac.uk) or call: 01274 234901.**

**Room bookings Office**  
<https://www.bradford.ac.uk/timetabling/staff/book-a-room/>

**Portering Team Support T: 01274 23 3001 between 8.30am and 5.00pm Monday to Friday**

**E: [portering@bradford.ac.uk](mailto:portering@bradford.ac.uk)**



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# Booking Protocols

## Continued...

### Staffing

- If your event required staffing please contact the catering team to obtain cost.

### Special Diets and / or Allergies

- Please advise of any special requirements, particularly allergies, at time of booking and every effort will be made to provide suitable dishes. For example: Vegetarian options are illustrated with (v) and all soup ordered for hospitality will be vegetarian, unless specified. Gluten/wheat free products are available on request. Halal meat and poultry are available on request.
- Please note: traces of potential allergens may be found in some of the dishes so please ensure you check on ordering if there is a risk to anyone present, and also notify the Baxterstorey team of exact allergens/dietary requirements so that we can, where possible, accommodate them.

### Vouchers

- Vouchers are to be produced by your own department, but must include, date, value, cost centre codes, name of event & organiser. Failure to have all relevant information could result in these being declined. The Catering Office will require notice of the vouchers 1 week prior to the event.

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## TERMS AND CONDITIONS

### Catering Cut-off Times, Cancellation Policy and General Information

- Beverage, breakfast and lunches: (with the exception of a formal English, all buffets and formal dining) by 12:00pm, 48 hours' notice. Dependent on numbers.
- All formal dining, formal English breakfast, buffets and finger food: By 12:00pm, 72 hours' notice.
- Canapés and events: By 12:00pm, 72 hours' notice.
- You will be charged for catering if the cancellation is after the cut-off time for the type of catering you have requested.
- Hospitality core operating hours are from 7:30am to 4:30pm Mondays to Fridays (excluding bank holidays). Bookings outside of these hours will incur additional labour charges.
- Evening dining will be pre-chosen set menu. The menu can be obtained by contacting the Catering Manager via [catering@bradford.ac.uk](mailto:catering@bradford.ac.uk). Please select from the set menu one starter, one main course and a dessert to suit all attendees with the exception of any specific dietary requirements.
- Our Fine dining / bespoke menus can be made available however will be subject to significant additional labour charges in addition to the out of hours cost as above.

### Special Requests and Bespoke Menus

Requests for catering that are not showing as being available on the set hospitality menu will need to be requested at least one week in advance of the date of the meeting and with agreement from the Head Chef and Catering Manager.

Please email them with the full details of your request. Please note that some special requests will incur an additional charge to those showing on the set menu.

### Feedback Process

Please send any feedback you may have on the hospitality catering services to [catering@bradford.ac.uk](mailto:catering@bradford.ac.uk) or telephone 01274 235850.

### Delivery Times

All prices within this brochure are applicable to orders between 8:00am and 4:00pm, Monday to Friday. Any catering requests out of these hours must be emailed to [catering@bradford.ac.uk](mailto:catering@bradford.ac.uk) and a charge may be applicable.

### Minimum Order

Minimum order value £15 per order

### Missing or Lost Items

Our team will setup your hospitality with all crockery, glassware and accompaniments as required. Any equipment or supplies which aren't returned or can't be accounted for at the end of the meeting/event will be charged for in full.

We also kindly ask that buffet platters or any crockery/equipment isn't taken back to offices. Should this happen, it is the responsibility of the group to return these to the hospitality team otherwise these will be charged as missing or lost.



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# Meet The Team



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## CATERING MANAGER

Katharine Dixon  
katdixon@baxterstorey.com  
mobile: 07785922715



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## HEAD CHEF

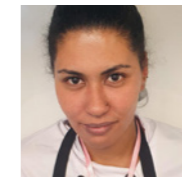
Phil Bolton  
pbolton@baxterstorey.com  
mobile: 07775753911  
kitchen: 01274 234482



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## SOUS CHEF

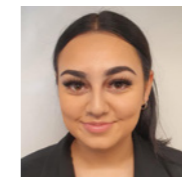
Ryan Baines



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## HOSPITALITY CHEF

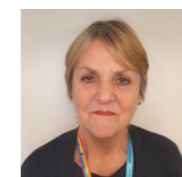
Louisa Frances



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## HOSPITALITY ADMINISTRATOR / COORDINATOR

Mariaya Gelder  
catering@bradford.ac.uk  
mobile: 07879808545



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## HOSPITALITY COORDINATOR

Barbara Drake  
mobile: 07748143108



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# Beverage Trays

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## BEVERAGE TRAY 1

Freshly brewed Down to Earth triple certified coffee and tea selection, including herbal infusions

**£1.25 per person**

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## BEVERAGE TRAY 2

Freshly brewed Down to Earth triple certified coffee and tea selection, including herbal infusions served with still and sparkling mineral water

**£2.25 per person**

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## BEVERAGE TRAY 3

Freshly brewed Down to Earth triple certified coffee and tea selection, including herbal infusions served with still and sparkling mineral water and a selection of biscuits

**£3.25 per person**

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## BEVERAGE TRAY 4

Freshly brewed Down to Earth triple certified coffee and tea selection, including herbal infusions served with still and sparkling mineral water Selection of baked mini pastries (before 11am) or (selection of loaf cakes after 11am)

**£4.75 per person**

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## ADDITIONS

Large glass bottles of still or sparkling water  
**£2.50 serves 4 people**

Carton of apple or orange juice  
**£3.00 serves 4 people**

Cordial  
**20p per person**

Selection of biscuits  
**£1.00 per person**

Selection of Cakes  
**£2.50 per person**

Selection of Pastries  
**£2.00 per person**

Gluten free or Vegan cake  
**£4.50 per person**

Selection of sweets i.e. jelly babies, mints etc.  
**£3.00 per bowl**



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# Breakfast Menu

All breakfasts are served with Freshly brewed Down to Earth triple certified coffee and tea selection, including herbal infusions served with still and sparkling mineral water.

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## WORKING BREAKFAST

Selection of baked Danish pastries and seasonal cut fruit platter.

**£ 8.00 per person**

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## IT'S A BAP

Selection of Cumberland sausage, red tractor British smoked back bacon or roasted field mushroom and halloumi baps (V)

Served with a selection of sauces

**£5.50 per person**

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## HEALTHY BREAKFAST

Crunchy granola served with dried fruit, Greek style yoghurt, fruit compote and seasonal cut fruit platter.

**£8.00 per person**

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## CONTINENTAL BREAKFAST

A selection of cured meats and sliced cheese with vine cherry tomatoes , Freshly baked artisan bread rolls and English butter, baked croissant with local preserves.

Seasonal cut fruit platter

**£12.00 per person**





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# Sandwich Lunch

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## FROM A WORKING LUNCH TO A BUFFET

A selection of fresh sandwiches on traditional breads including meat, fish and vegetarian fillings ( please specify upon ordering if you require halal options)

Kettle crisps

Selection of Indian savouries and dips (VG)

**£8.50**

To the above sandwich menu why not add a few bespoke items from the list below

**£2.50 each**

Farmhouse style sausage rolls with sweet onion relish

Vegan sausage roll with sweet onion relish (VG)

Cheese and onion roll with spiced tomato chutney (V)

Selection of seasonal crudites and dips (VG)

Punjabi vegetable samosa and pakora selection (VG)

Coconut breaded king prawn skewers (H)

Roasted vegetable quiche (V)



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# Bowl Food

Lead time 72 hours

Hot bowl with accompaniments  
£9.00 per person

Please note it is a minimum  
of 15 people per cuisine and  
customer numbers below 30  
will mean the menu is  
dictated by the chef.

All our bowl food items are done bespoke for your event please get in touch with our catering department and see what delights they can offer you for your preferred culture.

Below are a few examples of dishes from around the world

- Marinated chicken pieces- poached in a traditional green Thai curry paste finished with Pak choy and green basil.
- Spicy chicken tikka curry with red chilli and fresh coriander.
- Slow cooked lamb meatballs with cumin, tomato and red pepper.
- Sweet potato satay curry finished with toasted peanuts.

All dishes will be served with accompaniments such as rice, crusty bread, mash or salad.



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# Fine Dining and Bespoke Menus

Lead time 1 week.

If you are planning a specific event then our Catering Manager will be able to advise on our selection of menus or work with you to customise a menu for your event based on your budget, tastes and guests' dietary requirements.

Please contact the Catering Manager for further information and advice, through our hospitality line (ext 5850) or email [catering@bradford.ac.uk](mailto:catering@bradford.ac.uk)

Our dinner menus aim to offer a wide variety of choice to cater for most events, seeking to provide a mixture of classical and contemporary dishes.

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## LOCATIONS

Fine dining events require a kitchen to be in the vicinity of the dinner dining area, we recommend D floor Meeting rooms or the refurbished Richmond Eatery. Other locations will incur additional costs and restricted menu choices. Please ensure you have booked rooms via room bookings and arranged set up with portering.



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## STAFFING

Staff requested to serve an event week days 8am to 4pm, or evening and weekend staff will be charged for at an additional cost to the catering prices, please obtain a quote by contacting the Catering Manager for further information and advice, through our hospitality line **(ext 5850)** or email **catering@bradford.ac.uk**

Delivered in catering between the hours of 8am to 4.00pm will not be charged additional labour.

Whether it be a special occasion, celebration or drinks reception, our team of waiting staff can ensure all guests are well looked after – we recommend staff arrive 30 minutes prior to your guests, to ensure the venue is properly prepared and catering laid out accordingly (this may vary depending on event).

Our staff shall pour and top-up drinks, circulate the crowd to serve canapés or man the catering stations, depending on the catering ordered. The venue shall be kept tidy, with the waiting staff cleaning the area at the end of the event, requiring 30 minutes once all guests have left. We recommend having one member of staff per 50 guests for a simple wine reception, but if you wish to have a more interactive service then two members of waiting staff would be optimal.

Waiting staff are charged per hour, per staff member, for a minimum of 3 hours each (includes the setting up/ clearing down time advised). Additional charges will apply for Chef hours for events outside of the contracted times- evening and weekends. These will be quoted at time of inquiry. We require 5 working days' notice for a requirement of staff, with the cut-off being 10.00am on the deadline date. Orders received after this time may not be accepted.

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## LINEN

Linen will be charged for at an additional cost to the catering, prices vary, please obtain a quote by contacting the Catering Manager for further information and advice, through our hospitality line **(ext 5850)** or email **catering@bradford.ac.uk**

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## FLOWERS

Please contact the Events Manager Clare Wilson for further information and advice, through email **c.wilson@bradford.ac.uk**

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## WINE AND ALCOHOL

Please contact the Events Manager Clare Wilson for further information and advice, through email **c.wilson@bradford.ac.uk**

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