

Hospitality

Catering & Venue Hire



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Welcome

Welcome to Queen Mary Students' Union's hospitality brochure, highlighting the catering and hire services offered by the Students' Union for Students, Staff and our local community.

With facilities across all 3 primary London campuses (Mile End, Whitechapel & Charterhouse Square), we cover everything from corporate lunches and product launches, to birthdays, leaving parties and drinks receptions.

We offer a service that promises to be friendly yet professional, whilst offering fantastic value for money.

Ethical Statement

We are committed to sourcing and serving fairtrade products throughout the Students' Union and are always striving to make our outlets as environmentally friendly as possible. We currently serve fairtrade coffee, tea, sugar and fruit as well as a wide range of tasty chocolate snacks.

About the Students' Union

Queen Mary Students' Union is the hub of student activity at the heart of Queen Mary University. The Students' Union offers several shops, cafés, venues, vibrant social spaces and a welcoming Sport & Fitness Centre. All profits from our hospitality services are reinvested back into the services the Students' Union provides for students.

Bespoke Hospitality

We have a standard product offer to cater for your everyday hospitality requirements, but we also enjoy doing something a bit different. If you can't see something that's suitable for you, please get in touch and we can design a bespoke menu to suit your event, budget and dietary requirements.

Contact Us

Please email us on su-hospitality@qmul.ac.uk or find out more and book online at www.qmsu.org/hospitality



How to order

Before your booking

1. Choose Options

Decide what you would like to eat and drink for the required number of people.

2. Complete our online booking form

Follow the link [here](#).

3. Contact us

If you have any questions regarding your booking, please get in touch via email su-hospitality@qmul.ac.uk or by calling **020 7882 8030**. Please check your inbox for a confirmation of your booking email, which we will endeavour to send within 2 working days.

Next steps after booking with us

Confirmation

Please check your inbox for a quote and booking confirmation, which we will endeavour to send within 2 working days. Please send back a signed copy and either raise a purchase order or arrange for payment of a deposit (external customers). Once we have received a purchase order or deposit your booking is confirmed.

Amends

Should you need to amend your order, please contact the relevant venue directly.* Your order may arrive as early as 30 minutes before the time selected. If your order does not arrive on time, please call us direct on **07825 498 832** for Charterhouse Square or **020 7882 3904** for Mile End & Whitechapel. **These changes would still be subject to T&Cs.*

After the booking

Once your booking has been delivered and consumed, please leave the reusable items on the table provided for us to collect.

Feedback

Please complete our feedback form sent to you via email, to enable us to continually improve our service.



Venue Hire

Queen Mary Students' Union offers nine individual spaces to hire across three London campuses. All our rooms have their own unique facilities and ambiance, with bar and catering facilities deliverable across all of these areas.



Hire Costs

Costs

Additional waiting staff can be hired for £17.50 per hour. Please note that external caterers are not permitted within our venues. All costs are exclusive of VAT.

Venue	Capacity (standing)	Hours	Venue hire cost per hour	
			Including catering	Dry Hire (venue only)
Ground Café	200	6pm-11pm (Mon-Fri)	£55	£130
		4pm-11pm (Sat-Sun)	£55	£130
Ground Cafe (roped-off area - 1/3 of venue)	60	7am-8pm (Mon-Fri)	£40	N/A
		7am-6pm (Sat-Sun)	£20	£50
Drapers Bar & Kitchen	600	11am-2am	On request	On request
Drapers Lounge	250	11am-2am	£30	£70
Drapers (all spaces)	850	11am-2am	On request	On request
The Griff	300	8am-1am	On request	On request
Old Library	150	8am-1am	On request	On request
Shield Café	250	7am-4pm	£55	£130
		4pm-11pm	£45	£90
Shield Café (Half venue)	100	7am-4pm	£30	£70

Venue (Students' Union Hub)	Capacity	Booker	Venue hire cost per hour		
			Peak (Term-time 4-10pm Mon-Fri, 12-10pm Wed)	Off-Peak (Term-time 9am-4pm Mon-Fri, 9am-12pm Wed and 9am-4pm weekends)	Super-Off Peak (Non term-time, weekdays, 9am-5pm)
Blomeley Room 1	50	Staff	£45	£40	£30
		External	£60	£55	£50
Blomeley Room 2	50	Staff	£45	£40	£30
		External	£60	£55	£50
Blomeley Rooms 1 & 2	100	Staff	£80	£70	£50
		External	£110	£100	£90
The Nest	200	Staff	£120	£100	£80
		External	£150	£125	£100

Ground Café

Bustling coffee house by day, perfect event space by night. In the heart of the Mile End campus, this space not only offers a catering service to the staff and students on the Mile End campus, but is also available for weekday evening and weekend hire.

Capacity

- 200 standing/reception
- 120 theatre style
- 100 banquet

Capacity
200

Facilities

- In-house speaker system
- Moveable tables and chairs
- Mobile projector / flipcharts / staging and other AV equipment available upon request

How to Find Us

Ground Café is located behind the library on the Mile End campus:
327 Mile End Road, E1 4NS.

Opening Hours

Monday - Friday	8am–8pm (reduced hours during vacation periods, available for private hire until 11pm)
Weekends	10am–4pm (available for private hire 7am–11pm)



Drapers Bar & Kitchen

A 600 capacity venue, with fully-equipped kitchen and a 40ft bar, this versatile space is able to host events for 60 to 600 people. A cloakroom is also available on request. Drapers Bar & Kitchen is available as a single booking or part of a larger booking to include Drapers Lounge, offering capacity for up to 850 people. Suitable for large parties, photo shoots, film location, press launches, dance classes, dinners, promotional events, charity events and Christmas celebrations.

Capacity

- 600 standing/reception
- 200 theatre style
- 130 banquet

Capacity
600

Facilities

- State of the art fixed audio visual system & lighting
- 5 plasma screens

How to Find Us

Drapers Bar & Kitchen is located in Godward Square on the Mile End campus:
15 Godward Square, Mile End, London E1 4FZ

Opening Hours

Monday - Friday	Licensed from 11am-2am
Evenings / Weekends	Open for special events / on request



Drapers Lounge

This space is able to host events for 30 to 250 people. Drapers lounge has its own bar and full catering can be provided. Drapers Lounge is available as a single booking or part of a larger booking to include Drapers Bar & Kitchen, offering capacity for up to 850 people. Suitable for small parties, movie screenings, photo shoots, live music and comedy, film location, dance classes, promotional events, charity events and Christmas celebrations.

Capacity

- 250 standing/reception
- 120 theatre style
- 80 banquet

Capacity
250

Facilities

- State of the art fixed audio system with full lighting rig
- Large projector and screen

How to Find Us

Drapers Bar Lounge is located in Godward Square on the Mile End campus:
15 Godward Square, Mile End, London E1 4FZ

Opening Hours

Monday - Friday	Licensed from 11am-2am
Evenings / Weekends	Open for special events / on request



The Blomeley Rooms

The Blomeley Rooms are our largest and most popular rooms for meetings, conferences and seminars. They can be split by an internal wall into two rooms of 50 capacity, or can be used as one with an overall capacity of 100 seated or 80 standing. They can also be used as an event space with the adjacent Students' Union Hub social area. The Blomeley Rooms are located on the ground floor of the building and connect directly to the Hub and reception area.

Capacity

- 100 standing/reception
- 80 theatre style

Capacity
100

Facilities

- Two projectors
- Speakers and screens for presentations, videos and teaching
- Movable tables and chairs
- Flipcharts and whiteboards available

How to Find Us

The Blomeley Rooms are located in the Students' Union Hub on the Mile End campus: 327 Mile End Road, E1 4NS.

Opening Hours

Monday - Friday	8am–9pm (reduced hours during university vacation periods)
Weekends	Open for special events and private hire on request



The Griff

The Griff is a brand new 300 capacity cafe & bar venue. Located in the historic Garrod Building, at the heart of East London in Whitechapel, it opened in 2024. The space is able to host events for 30 to 300 people and has a fully equipped kitchen. Suitable for celebrations, Christmas parties, movie screenings, social events, live music, comedy, charity and promotional events.

Capacity

- 300 standing/reception
- 160 theatre style
- 60 banquet

Capacity
300

Facilities

- 2 x 98inch screens
- New audio visual system
- DJ booth & professional lighting and sound equipment
- Range of high quality furniture - booths, fixed, moveable

How to Find Us

The Griff is located in the Garrod Building on the Whitechapel campus:
Turner Street, London E1 2AT

Opening Hours

Monday - Friday	Licenced from 11am-1am. Extensions can be applied for on request
Evenings / Weekends	Open for special events and private hire on request



Old Library, Garrod Building

This beautiful, historic venue featuring fine examples of Georgian architecture was formerly the library of the Royal London Hospital, and is now an exquisite event space at the heart of the Garrod Building. Fully refurbished and re-opened in 2024 it is the perfect space for conferences, banquet dinners, celebrations, meetings, rehearsals and music concerts and other gala events.

Capacity

- 150 standing/reception
- 100 theatre style
- 108 banquet

Capacity
150

Facilities

- 98" presentation screens, full audio & visual system, lectern
- Full video conference / live streaming facilities
- High quality moveable furniture
- Mobile Bar & Catering provision
- Professional stage lighting

How to Find Us

The Old Library is located on the ground floor of the Garrod Building on the Whitechapel campus, Turner Street, London, E1 2AD.

Opening Hours

Every day

7am–1am



The Shield Café & Bar

The Shield Café & Bar offers a catering service to staff and students on the Charterhouse Square campus. Whether you require tea and coffee for a meeting or a drinks reception for a social occasion, The Shield Café & Bar is happy to arrange refreshments for you. We can deliver catering to any room within the Charterhouse Square campus and can also host events within both our spaces. We also offering catering on the beautiful Lawn at the centre of campus.

The Shield Café & Bar

The Shield Café & Bar is an ideal venue for drinks receptions or events and has a standing capacity of up to 250 people. If you need a smaller space for a function or event during the day, we can reserve an area of The Shield Café & Bar for you at no extra cost. It is also possible to combine the two rooms for large functions increasing the capacity to 350 people.

Capacity
250

Charterhouse Square Lawn

We are also able to offer catering to the beautiful outside space at the centre of the campus. We can offer you barbecues, mobile bars and buffet options (subject to temporary event notice provision).

How to Find Us

The Shield Café & Bar is located on our Charterhouse Square campus:
Dawson Hall, Charterhouse Square, London EC1M 6BQ

Opening Hours

Monday - Friday	8am–9pm
Evenings / Weekends	Open for special events / on request



Catering Options

At Queen Mary Students' Union, our hospitality team prides itself on being able to provide a seamless option from initial booking request to delivery. Our dedicated team can tailor options for your dietary requirements.



Breakfast

Prices are per person and are inclusive of VAT.

Classic Breakfast..... £5.00

A delicious freshly baked croissant or pain au chocolat.

Served with freshly brewed coffee, a selection of teas, orange juice and iced water

Premium Breakfast.....£6.50

A delicious freshly baked croissant with butter and preserves (one per person).

Served with freshly brewed coffee, a selection of teas, orange juice and iced water.

Extras

Bagels, danish pastries & muffins available on request.

Need breakfast to go?

We can arrange ready bags for you or alternatively feel free to visit one of our coffee shops.



Coffee Break

Prices are per person and are inclusive of VAT.

The Basics..... £1.90

Freshly brewed coffee, a selection of teas and iced water.

Classic Coffee Break£2.50

An assortment of all of your favourite biscuits.

Served with freshly brewed coffee, a selection of teas and iced water

Premium Coffee Break £4.00

An assortment of freshly prepared tray bakes, such as brownies, rocky road and shortbread biscuits.

Served with freshly brewed coffee, a selection of teas, orange juice and iced water

Afternoon Coffee Break.....£5.50

Seasonal cakes & individual soft drinks.

Served with freshly brewed coffee, a selection of teas, fruit juices and iced water.

Extras

Muffins, custard tarts, doughnuts and a variety of alternative pastries and cakes available on request.

Premium and seasonal soft drinks and fresh fruit and veg smoothies also available on request.



Lunches

Prices are per person and are inclusive of VAT.

Classic Lunch..... £5.00

A selection of sandwiches, with an assortment of vegetarian, fish and meat fillings (4 per person).

Working Lunch..... £7.50

A selection of sandwiches, wraps and rolls with an assortment of premium vegetarian, fish and meat fillings (4 pieces per person).

Executive Lunch£11.50

A selection of baguettes, wraps and rolls with an assortment of premium vegetarian, fish and meat fillings (4 pieces per person in total), fresh fruit platter and crisps.

Served with individual bottled water.

Dietary requirements

Vegan / gluten free & halal options also available on request.

Need lunch to go?

We can arrange pre-packed meals, lunch bags or you can come to visit one of our coffee shops.



Finger Buffet Options

All prices are per person and inclusive of VAT. Please contact to discuss your requests.

Meat

- Sausage rolls w/ onion chutney
- Buffalo chicken wings w/ glaze of your choice (peri peri / sticky BBQ / honey & ginger) **HALAL**
- Chicken skewers w/ garlic mayo and sweetcorn relish **HALAL**
- Mini pies with dipping gravy (steak / chicken & bacon)
- Southern fried chicken goujons w/ BBQ dip **HALAL**
- Mini lamb kofte kebabs w/ salsa verde
- Shredded duck spring rolls w/ hoisin sauce
- Sweet & sour spring roll w/ soy and ginger dipping sauce
- Honey & mustard chipolatas

Fish

- Cod goujons w/ tartare sauce
- Panko breadcrumb prawns w/ sweet chilli sauce
- Mini thai fish cakes w/ lemongrass dip
- Plaice goujons w/ salsa verde
- King prawn rolls w/ soy sauce



Vegetarian & vegan

- Vegetable spring rolls w/ sweet chilli sauce
- Vegetable pakoras w/ mint yoghurt & mango chutney
- Falafel bites w/ hummus
- Vegetable samosas w/ tomato & chilli relish
- Vegetarian quiche selection (mushroom, cheese & chive, roast pepper)
- Spicy sweet potato bites w/ creole relish
- Garlic breaded mushrooms w/ lemon aioli
- Crispy mozzarella sticks w/ tomato relish
- Grilled halloumi lollipops w/ roasted pepper and olive salsa

Salads & sides

- Potato wedges w/ selection of dips
- Skin on fries w/ selection of dips
- Mixed leaf salad
- New potato salad
- Coleslaw
- Kale and apple slaw
- Roast vegetable cous cous
- Tomato and basil pasta salad
- Rocket, cherry tomato, basil & onion salad

Desserts

- Mini muffin selection
- Mini Jam doughnuts
- Mini chocolate brownies w/ caramel dip
- Mini chocolate eclairs w/ caramel dip
- Mini black forest cakes

Finger Buffet Pricing

All prices are per person and inclusive of VAT.

Menu A £12

2 x Meat Items

1 x Fish Items

2 x Vegetarian / vegan options

2 x Salads / sides

1 x Dessert

Menu B £14

3 x Meat Items

2 x Fish Items

2 x Vegetarian / vegan options

2 x Salads / sides

2 x Dessert

Menu C £18

3 x Meat Items

3 x Fish Items

3 x Vegetarian / vegan options

3 x Salads / sides

2 x Dessert

1 x Cheese board



BBQ Menu

Minimum order 40 people. Can be served outdoors at the Mile End campus and Charterhouse Square.

Bronze BBQ menu £7.50pp

- Beef burger in a brioche bun
- Spinach and falafel burger in a brioche bun
- BBQ pork sausages / BBQ vegetarian sausages
- Coleslaw salad
- Potato salad
- Mixed leaf salad



Silver BBQ menu £9.00pp

- Beef burger in brioche bun
- Quorn burger / spinach & falafel burger in a brioche bun
- Classic bratwurst sausages
- Coleslaw salad
- Potato salad
- Roasted vegetable cous cous
- Mixed leaf, tomato, cucumber and onion salad
- Fresh fruit salad



Gold BBQ menu £10.50pp

- Maple glazed beef burger in a brioche bun
- Portobello garlic mushroom and roast pepper burger
- Jerk, piri piri, and lemon & herb chicken quarters or wings
- Salt and pepper tofu skewers
- Classic bratwurst sausages
- Coleslaw salad
- Potato salad
- Mixed leaf, tomato, cucumber and onion salad
- Halloumi and roast pepper salad
- Fresh fruit salad
- Selection of mini jam doughnuts
- Chocolate brownies w/caramel dip



Drinks Packages

We know how difficult it can be to decide what your party would like to drink at an event. For this reason, we offer a variety of packages to suit your needs. If you require something else, whether it's a full menu, alcohol free option or a particular product, we will endeavour to get it for you so feel free to ask.

Drinks Packages

All prices provided are on a per drink basis, are inclusive of VAT and are starting prices. For individual outlet menus, please enquire.

The Voucher Package..... £3.85-£6.00

Our most popular selection, giving your party their choice, with a selection of soft drinks, beer, wines and spirits available for them to choose from. With Silver – Platinum vouchers available, this ensures that your drinks can be spread evenly amongst your party, no matter what time they arrive.

The Seasonal Package.....£6.00

Whether it's a Pimms reception during summer or a mulled wine reception in the midst of winter, we can host this both indoors and out with a selection of light nibbles also included (minimum of 20 people).

The Classic Wine Package..... £6.50

Our house red, white and rosé wine with a selection of classic nibbles.

The Celebration Package..... £12.00

A sparkling wine, prosecco or champagne reception with an assortment of chef's choice bitesize food (minimum of 20 people).

The Canape Package..... £14.00

Bottles of beer, cider and soft drink ready for your party on arrival with an assortment of canapes. Menu available on request.



Terms & Conditions

Cancellation Policy

If you wish to cancel your booking you must notify us verbally as soon as possible and also confirm in writing by emailing su-qmsu.reception@qmul.ac.uk.

Cancellation terms differ depending on the booking type:

Venue hire

72 hrs notice	50% charge of total booking price
Less than 48 hrs notice	100% charge of total booking price

Refreshments

24 hrs notice	No charges incurred
Less than 24 hrs notice	100% charge of total booking price

Sandwich Lunches & Finger Buffets

72 hrs notice	No charges incurred
Less than 72 hrs notice	100% charge of total booking price

The notice period required relates to working days, Monday to Friday. For example, if your booking is at 12pm on Monday, cancellation would need to be made by Thursday 12pm to incur no charges.

General

On rare occasions we may need to substitute products with suitable alternatives. We endeavour to inform you before the event, however this may not always be possible.

Final Numbers

We require an update on your final numbers at least 48 hours before the event. After this time we cannot change your numbers and the full cost will need to be paid.

Late Notice Bookings

If you wish to book any refreshments or food, you must contact us 24 hours prior to your event. For bookings of over 20 guests, this will need to increase to 48 hours notice. You can contact us Monday-Friday by emailing su-qmsu.reception@qmul.ac.uk.

Bookings made 48 hours before the event may incur an additional charge.

Bookings for Monday must be made by Friday 11am.

Payments

For all University departments we require an Agresso purchase order number prior to the event. We will not be able to confirm the booking without the PO number.

External bookings can pay by card, cheque or invoice.

Missing/Broken Equipment

Where equipment is delivered, customers are responsible for its security whilst in their charge.

Any damage or loss must be paid for. The charge will be added to the order value after the event.



Contact Us

Email:

su-hospitality@qmul.ac.uk

Telephone:

0782 5882 8030

Company Address:

329 Mile End Road, London, E1 4NS