

# 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 local businesses alike.

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

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

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## 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 fair trade coffee, tea, sugar and fruit as well as a wide range of tasty chocolate snacks.

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## 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.

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## Bespoke Hospitality

We have a standard product offer to cater for your everyday hospitality requirements, but we also enjoy doing something a little out of the ordinary. 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.

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## Contact Us

For Mile End and Whitechapel bookings, please email: [su-events@qmul.ac.uk](mailto:su-events@qmul.ac.uk)

For Charterhouse bookings, please contact: [su-shieldbookings@qmul.ac.uk](mailto:su-shieldbookings@qmul.ac.uk)



# How to order

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## Before your booking

### 1. Choose Options

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

### 2. Complete our order form

Download our order form from [www.qmsu.org/hospitality](http://www.qmsu.org/hospitality)

### 3. Contact us

Email [su-hospitality@qmul.ac.uk](mailto:su-hospitality@qmul.ac.uk) with your booking form or general enquiry. Please give at least 3 working days notice prior to the date of your event and longer for larger events. Please check your inbox for a confirmation of your booking email, which we will endeavour to send within 2 working days. If you do not receive an email in this time, please contact us on 020 7882 8977 for Charterhouse Square, or 020 7882 3904 for Mile End & Whitechapel, as your email order might not have been received.

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## After your booking

### 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 020 7882 8977 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 University campuses. All our rooms have their own unique facilities and ambiance, with bar and catering facilities deliverable across all of**



# Hire Costs

## Costs

Additional waiting staff can be hired for £15 per hour. Please note that external caterers are not permitted within the venues. All costs are exclusive of VAT.

Venue	Capacity (standing)	Hours	Venue hire cost per hour	
			Including catering	Dry Hire
Shield Café	250	6am - 12am	£55	£145
Shield 2	100	9am - 6pm	£27.50	£55
		6pm - 12am	£35	£85
Shield (whole venue)	350	6am - 12am	On request	On request
Ground Café		6pm - 11pm (Mon-Fri)	£27.50	£27.50
		6am - 12am (Weekends)	£55	£130
Drapers Bar & Kitchen	600	11am-2am	On request	On request
Drapers Lounge	250	11am-2am	£35	£85
Drapers (whole venue)	850	11am-2am	On request	On request

Venue	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 11am-4pm weekends)	Super-Off Peak (Non term-time, weekdays, 9am-5pm )
Blomeley Rooms 1	50	Staff	£45	£40	£30
		External	£60	£55	£50
Blomeley Rooms 2	50	Staff	£45	£40	£30
		External	£60	£55	£50
Blomeley Rooms 1&2	100	Staff	£80	£70	£50
		External	£110	£100	£90
Recovery Room	80	Staff	£40	£30	£25
		External	£55	£45	£30



# The Shield Café

The Shield Café 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 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.

## The Shield Café

The Shield Café 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 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**

## Shield Two

Shield Two, our separate meeting room, is perfect for meetings and lunches and can seat up to 50 people with a standing capacity of 100 people.

Capacity  
**100**

## Charterhouse 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

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

## Opening Hours

<b>Monday - Friday</b>	8am–6pm (reduced hours during the summer and reading week)
<b>Evenings / Weekends</b>	Open for special events / on request



# 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. 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

## Facilities

- State of the art fixed audio visual system
- 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

<b>Monday - Friday</b>	Licensed from 11am–2am.
<b>Evenings / Weekends</b>	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. 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



# 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

## Facilities

- In house speaker system
- Moveable tables and chairs
- Mobile projector / flipcharts available

## How to Find Us

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

## Opening Hours

<b>Monday - Friday</b>	8am–6pm (reduced hours during the summer and reading week)
<b>Evenings / Weekends</b>	Open for special events / on request





# The Blomeley Rooms

The Blomeley Rooms (1 and 2) are our largest and most popular rooms for meetings. 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 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 computerised presentations and videos
- Movable tables and chairs
- Flipcharts available

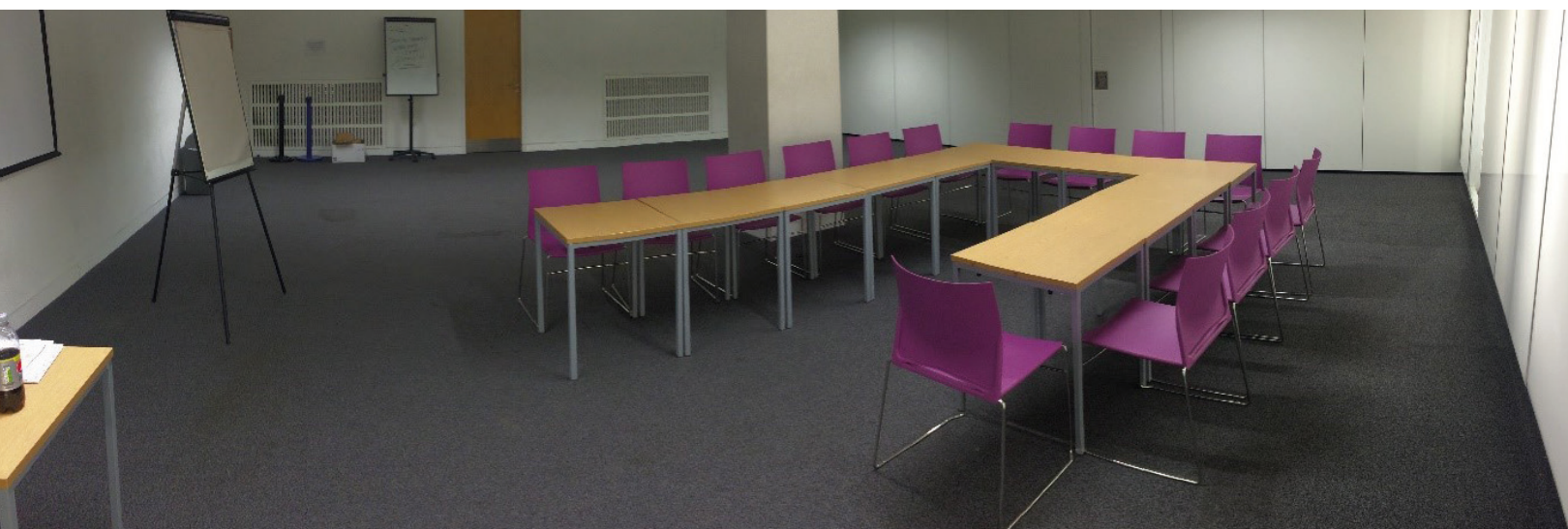
## How to Find Us

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 the summer and reading week)



# Recovery Room

Based on the Whitechapel campus within the BLSA building, this room is suitable for social events and meetings. Located on the first floor of the building with disabled lift access.

## Capacity

- 80 standing/reception
- 60 theatre style
- 60 banquet

Capacity  
**80**

## Facilities

- TV screens
- Speakers
- Flipchart
- Tables and chairs

## How to Find Us

The Recovery Rooms are located in the Students' Association Building on the Whitechapel campus: BLSA Building, Newark St, London E1 2AT

## Opening Hours

**Monday - Friday**

8am–9pm (reduced hours during the summer and reading week)





# The Griff Inn

A 300 capacity rustic, trendy venue in the heart of East London with a fully-equipped kitchen. This space is able to host events for 30 to 300 people. Suitable for celebrations, Christmas parties, movie screenings, social events, live music, comedy, charity events and promotional events.

## Capacity

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

Capacity

## Facilities

- Fixed audio system
- Large projector screen
- 3 plasmas

## How to Find Us

The Griff Inn is located in the Students' Association Building on the Whitechapel campus:  
BLSA Building, Newark St, London E1 2AT

## Opening Hours

Monday - Friday	Licenced from 11am-12am and till 2am on Wednesdays and Fridays. Extensions can be applied for on request.
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





# Breakfast

Prices are per person and are exclusive of VAT.

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## 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.

## Healthy Breakfast..... £9.00

Porridge, yoghurt pot, fresh fruit & individual fruit juices.  
Served with freshly brewed coffee, a selection of teas, orange juice and iced water (minimum 10 persons).

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## Extras

Bagels, danish pastries & muffins available on request.

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## 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 exclusive of VAT.

**The Basics..... £1.90**

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

**Classic Coffee Break ..... £2.70**

An assortment of all of your favourite biscuits.

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

**Premium Coffee Break ..... £4.00**

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

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

**Afternoon Coffee Break.....£5.50**

Seasonal cake & 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 available on request.

Premium and seasonal soft drinks and smoothies also available on request.





# Lunches

Prices are per person and are exclusive 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 available on request.

## Need lunch to go?

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



# Snacks

Looking for some extra nibbles for your event? We may just have something suitable.

## Snack options

<b>Crisps</b>	£1.10
<b>Popcorn</b>	£1.10
<b>Hummus / lentil quinoa / veggie chips</b>	£1.40
<b>Fresh Fruit (apple, banana or seasonal)</b>	£0.90
<b>Seasonal Fruit platter (minimum 8 people)</b>	£2.50
<b>Cake selection</b>	£1.75
<b>Premium cake selection</b>	£2.75
<b>Nuts</b>	£1.80
<b>Fairtrade flapjack / cocoa bar / brownie</b>	£1.50
<b>Muffin (Nutella / blueberry / lemon / chocolate and seasonal)</b>	£2.00
<b>Cupcakes</b>	£2.80
<b>Portuguese custard tart</b>	£0.85
<b>Rice cake</b>	£1.85





# Bowls & Buns

£5 per person (minimum order of 10 per item). Prices are per person and are exclusive of VAT.

## Bowls

- Mini sausage & mash w / onion gravy
- Mini pie & mash w/ onion gravy (chicken or beef)
- Mini hot pot with rustic bread roll (beef or veg)
- Mini fish & chips w/ mushy peas and tartare sauce
- Mini scampi & chips w/ lemon wedge and tartare sauce
- Mini mushroom risotto



## Boa steamed buns (2 per serving)

- BBQ pulled pork, asian slaw and pickled red onion
- Hoisin shredded duck, spring onion and cucumber slaw
- Grilled halloumi, asian slaw and chilli glaze
- Hoisin glazed mushrooms, toasted sesame, pickled red onion
- Five spiced fried tofu with kimchi



## Mini sliders (3 per serving)

- Mini beef burger w/ melted cheese
- Southern fried chicken w/ barbecue sauce
- Pulled pork w/ apple chutney
- Grilled halloumi and roast vegetable
- Roast pepper & mushroom with



# Finger Buffet Options

All prices are per person and exclusive of VAT

## Meat options

- 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 options

- 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 options

- 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 options

- 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 options

- 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 exclusive of

## 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



# Fork Buffets

All prices are per person and exclusive of VAT

## Meat/Fish options

- Beef in black bean sauce w/ egg fried rice
- Chicken jalfrezi w/ pilau rice, naan bread & poppadoms
- Beef bourginon w/ steamed rice and crusty bread
- Jamaican jerk chicken w/ rice and peas
- Traditional cottage pie w/ buttered seasonal vegetables
- Fishermans pie topped with creamy mash potato and cheese gratin
- Roast cod fillet, basil mash potato & peppercorn sauce

## Vegetarian / Vegan options

- Vegetables in black bean sauce w/ egg fried rice, spring rolls & prawn crackers
- Veg tikka massala w/ pilau rice, naan & poppadoms
- Italian stew w/ red beans, carrot, okra & corn
- Butternut squash & roast vegetable lasagne
- Veg moussaka w/ lentils & roasted cherry tomatoes

## Salads / Sides options

- Dressed mixed leaf salad
- Coleslaw
- Kale and apple slaw
- Roast vegetable cous cous
- Tomato and basil pasta salad
- Rocket, cherry tomato, basil & onion salad
- Classic caesar salad

## Dessert options

- Sticky toffee pudding w/ custard
- Chocolate pudding w/ custard
- Apple crumble w/ custard

## Menu A £12

1 x Meat/fish item

1 x Vegetarian / vegan item

2 x Salads / sides

1 x Dessert

## Menu B £14

2 x Meat / fish items

1 x Vegetarian / vegan item

2 x Salads / sides

1 x Dessert

## Menu C £18

2 x Meat / fish items

2 x Vegetarian / vegan items

3 x Salads / sides

1 x Dessert

1 x Cheese board





# BBQ Menu

Minimum order 40 people

## 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..... £3.50-£5.00

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 over summer or a mulled wine reception over 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.....£5.00

Our house red & white wine with a selection of classic nibbles

### The Premium Wine Package.....£7.00

A selection of red, white and rosé wines served with a choice of premium nibbles.

### The Celebration Package .....£10.00

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

### The Party Package ..... £3.50

Bottles of beer, cider and soft drink ready for your party on arrival.

### The Tonic Package .....£6.00

With 13 gins and 6 different tonics on offer, we can offer your event that something extra, to be served inside or out.





# Terms & Conditions

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## 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-hospitality@qmul.ac.uk](mailto:su-hospitality@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

48 hrs notice	No charges incurred
Less than 48 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.

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## 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.

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## 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.

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## 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-hospitality@qmul.ac.uk](mailto:su-hospitality@qmul.ac.uk) or by calling 020 7882 8977 for Charterhouse Square / 020 7882 3904 for Mile End and Whitechapel.

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.

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## 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





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## Contact Us

**Email:**

su-hospitality@qmul.ac.uk

**Telephone:**

0207 882 8977 for Charterhouse

0207 882 3904 for Mile End & Whitechapel

**Address:**

327 Mile End Road, E1 4NS