The Institution of Structural Engineers.

HOSPITALITY BROCHURE

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Introduction

Catering services are available through the Catermasters catering team who operate at The Institution of Structural Engineers. The range of services includes beverages, breakfasts, working lunches, hot and cold fork buffet, fine dining menus and finger food.

SPECIAL OCCASIONS

We are happy to discuss all your hospitality requirements with you on a personal basis and cater for all of your needs

PLANNING GUIDELINES

We require a minimum of 2 working days notice for any bookings, and any orders cancelled with less than 2 working days notice may be liable for full costs. All working lunches and buffets are for a minimum of 4 people.

All prices are per person unless otherwise stated and exclude VAT.

CONTACT DETAILS

email the catering office on:
events@istructe.org

or call:
020 7235 4535

OUR PARTNERS & SUPPLIERS

Our breads are from the London Bread Factory in North London
Our cheese comes from Cheese Cellar / Paxton & Whitfield
All our eggs are free range and freedom food (RSPCA)
Using ONE water / ONE Foundation to support water pumps in Africa
Fairtrade coffee from Peros

Refreshments

REFRESHMENTS

ONE water, 750 ml	£2.00
Fruit juices, 750ml	£2.90
Belvoir Elderflower cordial, 1 litre	£3.95
Belvoir Farm presses, 1 litre	£4.95
Chegworth Valley, hand selected farm pressed apple juices, 1 litre	£5.45
Smoothies, 250ml	£2.10

Our dishes may contain nuts.

Creative breaks

COFFEE / TEA & CREATIVE BREAKS

Fair trade coffee, classic, fruit & herbal teas	£2.00
Fair trade coffee, classic, fruit & herbal teas with a selection of ONE biscuits	£2.50
Fair trade coffee, classic, fruit and herbal teas with selection of ONE biscuits, ONE water and fruit juices	£3.95

Cookie jar

A variety of tasty homemade cookies, pistachio, cranberry, dark chocolate, orange & lemon, white chocolate	£2.95

Mini bites

A selection of mini brownie, rocky road, flapjack & tray bakes	£2.50

Afternoon cakes

A variety of classic British cakes, Victoria sponge, lemon drizzle, carrot cake, scones, and cupcakes	£3.30

Candy jar

Jars of popcorn, fudge, marshmallows, honeycomb, smarties & jelly babies	£3.10

Our dishes may contain nuts.

BREAKFAST MENU

Mini selection of croissants, pain au chocolate & pain au raisin	£1.95
Selection of mini Danish pastries	£1.95
Seasonal fruit box	£2.20
Selection of homemade fruit smoothies	£2.10
Greek yoghurt with bowls of freshly sliced melon, seasonal berries, honey & granola	£2.10
Open oak smoked salmon & cream cheese bagels	£3.75
Sliced continental meat & cheese board with freshly baked rolls	£3.75
Warm ham & gruyere cheese filled croissant	£3.75

Our dishes may contain nuts.

BREAKFAST PACKAGE

Healthy Breakfast £6.40
Fair trade coffee, classic, fruit and herbal teas
Porridge and a selection of toppings
Smoothies and fruit juices

British Breakfast £6.40
Fair trade coffee, classic, fruit & herbal teas
Eggs Benedict – toasted English muffin with honey roast ham, poached egg and hollandaise sauce or with British bacon & sausage

Continental Breakfast £7.50
Fair trade coffee, classic, fruit & herbal teas
Continental bread
A selection of preserves and butter
Cheese & ham platter

Our dishes may contain nuts.

WORKING LUNCHES

Traditional, vegetarian and speciality sandwich lunches are freshly made on the day.

All day meeting package £24.50
3 servings of fairtrade coffee and teas
Morning - with mini croissants and pain au chocolat
Elevenses - with fruit bowl and flapjacks
Afternoon - with mini cake bites
Selection of Chef's choice sandwiches (meat, fish and vegetarian option)
3 finger food items (please refer to page 13), served with ONE water

Sample Selection
Prawn, lemon & dill mayonnaise with lettuce
Tuna mayonnaise & green salad
Smoked salmon, cucumber & cream cheese

Free-range egg mayonnaise & cress
Hummous & roasted vegetables
English Brie & red onion chutney

Our dishes may contain nuts.

Lunch 1 (Maximum of 45 people) £11.50
Selection of sandwiches on a variety of breads to include meat, fish & vegetarian fillings, Chef's choice
Potato chips
Seasonal fruit bowl

Sample Selection
Ham, cheese & mustard mayonnaise
Roast turkey, cranberry sauce & baby spinach
Roast beef, horseradish & rocket

Our dishes may contain nuts.

MIX & MATCH **£17.50**

Selection of sandwiches on a variety of breads, wraps & rolls to include meat, fish & vegetarian fillings, Chef's choice
Marinated olives, root vegetable crisps
Selection of finger food (please select 4 options from the opposite page, including dessert)
English cheese board with oatcakes & chutneys

Our dishes may contain nuts.

Working Lunches

Finger food **£3.75 PER ITEM**

Honey & mustard glazed Cumberland sausages
Fish & chips with tartare sauce
Lemon, prawn & rocket risotto balls
Tomato, basil & mozzarella bruschetta
Moroccan lamb brochettes with mint yoghurt
Mini sausage rolls & tomato sauce
Giant cheese straws
Teriyaki marinated salmon
Smoked haddock & cheddar tartlet
Spinach & ricotta quiche
Marjoram chicken skewers
Free range 'Scotch Egg, grain mustard dip

Dessert option

Seasonal fruit tartlets with crème patisserie
Seasonal fruit meringues with raspberry puree
Fresh fruit salad with orange & ginger syrup with vanilla mascarpone
Vanilla & chocolate cup cakes
Double chocolate brownie

Our dishes may contain nuts.

Working Lunches

DELI & BOARD LUNCH £18.50

Create your own sandwich lunch. We provide you with a selection of favourite sandwich fillings presented on wooden boards for you and your guest to choose from. Please choose 5 items from the selection below.

Meat selection
Pastrami
Rare roast beef
Honey roasted British ham
Free-range char-grilled chicken
Italian salami
Salt beef

Fish selection
Smoked trout
Line caught tuna & mayonnaise
Smoked salmon
Lemon & prawn

Vegetarian selection
Char-grilled vegetables
Free-range egg mayonnaise
Homemade hummus
English cheddar
British Brie

Served with
A variety of breads & butter
Tomatoes
Mixed leaves
Gherkins

Our dishes may contain nuts.

Finger Buffets

FINGER BUFFET

(We recommend a selection of 5 items) £2.15 EACH

British roast beef on Yorkshire pudding and horseradish creme
Gravadlax and dill creme fraiche
Cherry tomato & mozzarella brochette
Crayfish tails in cucumber
Mini shepherds pie
Thai green chicken curry skewer with coconut dipping
Char-grilled mini burgers with homemade ketchup
Moroccan lamb brochettes with mint yoghurt
Teriyaki marinated salmon
Fish & chips with tartare sauce
Lemon, prawn & rocket risotto balls
Smoked haddock & cheddar tartlet
Sweet potato, butternut squash & coriander cakes with salsa rosso
Cajun spiced wedges with coriander sour cream
Parmesan shortbread with goat's cheese & apple & plum chutney
Cajun spiced salmon skewer with yoghurt and lime
Mini croque monsieur with torn basil

Dessert
Chocolate cups with mango mascarpone cream
Mini lemon meringue tart

Our dishes may contain nuts.

AUTUMN & WINTER MENU

FORK BUFFET

Hot fork buffet £24.50

Please choose two main dishes and one dessert.

Seasonal vegetables and/or salads
Selection of artisan bread and English butter

Meat & fish
Beef & Guinness pie topped with horseradish mash topping
Baked chicken with braised leeks & a tomato, mushroom & pepper sauce
Slow roasted shoulder of lamb with roasted root vegetables & garlic jus
Turkey & ham casserole with celeriac & cranberries
Poached salmon with a creamy clam chowder sauce
Baked cod loin with spiced lentils & a tomato sauce
Pan-fried scallops with butternut squash & saffron risotto
Classic fish pie topped with parsley mash & glazed with Parmesan

Vegetarian
Pumpkin & roasted shallot tart
Roasted root vegetable pie with carrots, parsnips, turnips & leeks
Wild mushroom goulash with steamed rice finished sour cream

Dessert
Spicy brioche and butter pudding
Apple and almond crumble with vanillla custard
Classic bakewell tart
Lemon cheesecake
Seasonal fruit bowl

Our dishes may contain nuts.

AUTUMN & WINTER MENU

Cold fork buffet £24.50

Please choose two main dishes and one dessert.

Seasonal vegetables and/or salads
Selection of artisan bread and English butter

Meat & fish
Roast rare beef with watercress, onion chutney & horseradish
Fillet of mackerel, new potato salad & roasted beetroot
Honey glazed ham with mustard mayonnaise
Thai marinated salmon with egg noodles & soy sauce
Chicken & ham hock terrine with spiced apple & sultana chutney
Beetroot cured smoked salmon with pickled vegetables

Vegetarian
Cashew & Stilton quiche
Roasted artichoke, wild rocket & Parmesan fusilli pasta salad
Wild mushroom, thyme, mascarpone & Parmesan slice

Dessert
Spicy brioche and butter pudding
Apple and almond crumble with vanillla custard
Classic bakewell tart
Lemon cheesecake
Seasonal fruit bowl

Our dishes may contain nuts.

Fork Buffets

SPRING & SUMMER MENU

Hot fork buffet £24.50
Please choose two main dishes and one dessert.

Seasonal vegetables and/or salads
Selection of artisan bread and English butter

Meat & fish
Roasted chicken breast with cous cous and roasted fennel
Pork, roasted pepper and butterbean chilli with herb crushed new potatoes
Slow braised lamb with puy lentils & rosemary
Shin of beef with celery, carrots & shallots topped with herb & bacon dumplings
Ginger & lime crusted salmon with egg noodles & chilli sauce
Tandoori spiced cod loin with saffron & vegetable Biriyani
Smoked haddock, salmon, prawn lasagne
Thai green fish curry & basmati rice

Vegetarian
Cauliflower Pateer with steamed rice & coriander Naan bread
Asparagus, pea and watercress tagliatelle with garlic ciabatta
Fennel, spinach and ricotta

Dessert
Eton mess
Mixed berry pavlova
Classic crème brûlée
Tiramisu
Seasonal fruit bowl

Our dishes may contain nuts.

SPRING & SUMMER MENU

Cold fork buffet £24.50
Please choose two main dishes and one dessert.

Seasonal vegetables and/or salads
Selection of artisan bread and English butter

Meat & fish
Char-grilled Moroccan spiced chicken breast with cucumber and mint Raita
Pork, apricot & lemon thyme terrine wrapped in smoked bacon with onion chutney
Cured meats, selection of Italian salami, Parma ham & Bresola with sun dried tomatoes & balsamic
Seafood board, smoked mackerel, smoked salmon, marinated king prawns, pickled fennel, harrisa mayonnaise, capers
Seared Tuna Niçiose with a soft poached egg
Herb marinated smoked salmon with a citrus dressing

Vegetarian
Sun dried tomato, pesto and Parmesan galette
White onion, pea and feta tart with rocket
Mezze, roasted red pepper hummous, aioli, garlic infused ciabatta, marinated olives, roasted vegetables & char-grilled pitta
Roasted Mediterranean vegetables with haloumi cheese & basil pesto

Dessert
Eton mess
Mixed berry pavlova
Classic creme brulee
Tiramisu
Seasonal fruit bowl

Our dishes may contain nuts.

AUTUMN & WINTER MENU

FINE DINING MENU (MAXIMUM OF 25 GUESTS)

3 course menu	£39.00
3 courses with British cheeses	£45.00

STARTERS

Curried parsnip soup with crisped bread
Smoked Scottish salmon with gribiche dressing, lemon and buttered brown bread
Caesar salad, baby gem hearts & fresh water prawns
Ricotta tortellini, tomato coulis, toasted pumpkin seeds & Parmesan shavings
A warm salad of butter poached potatoes, smoked bacon rashers with red chard and horseradish
Antipasti of Parma ham, roasted peppers, olives, red pesto, salted focaccia
A salad of goats cheese, sweet potato, pickled pear and toasted almonds

MAIN COURSE

Poached chicken breast, butternut puree, leeks, spinach with cream sauce
Mustard rubbed roast pork loin with fresh beetroot relish and sautéed apple
Beef braised in red wine, mushrooms, fennel, leeks and creamy potato mash
Fillet of sea bass with pepper ragout, courgette and olive tapenade
Salmon fillet, crushed potatoes, savoy cabbage & lemon gremolata
Haddock fillet, broccoli florets, new potatoes and béarnaise sauce
Potato gnocchi, feta cheese, roast pumpkin with basil & spinach pesto
Falafel cakes with aubergine puree, rocket leaves and sun dried tomato

DESSERT

Set mascarpone cheesecake with berry compote
Warm poached pears with vanilla ice cream
Roasted banana with ginger cake, butterscotch sauce and cream
Sultana stuffed baked apple with sweetened brioche croutons and vanilla custard
Individual pear and almond puff pastry flan, dressed with mint, vanilla ice cream
Mocha tart with caramelised hazelnuts & vanilla cream

Our dishes may contain nuts.

SPRING & SUMMER MENU

FINE DINING MENU (MAXIMUM OF 25 GUESTS)

3 course menu	£39.00
3 courses with British cheeses	£45.00

STARTERS

Pork, apricot & caper terrine with white onion & thyme chutney
Thai chicken, carrot, mouli and spring onion salad with sesame seeds & soy dressing
Herb marinated smoked salmon, pickled cucumber, radish & lemon dressing
Goats cheese panna cotta, rocket & asparagus salad
Carrot & ginger soup with coriander & toasted pine nuts
Chicken & leek terrine, tomato & chilli jam
King prawn & rocket cocktail, radish, cucumber and chilli salsa & lime

MAIN COURSE

Roasted cod loin, pea, asparagus, lemon & feta risotto
Beef blade, sweet potato fondant, courgettes, confit red onion & rosemary jus
Rump of lamb, peas, mint, creamy mash potatoes and thyme jus
Roasted duck breast, crushed new potatoes, carrots, seasonal greens and jus
Baked chicken breast wrapped in pancetta, sun dried tomato & watercress risotto
Herb crusted salmon, tomato and olive cassoulet, peas and broad beans served with parsley oil dressing
Pork belly with pomme puree, broccoli, glazed chicory and jus

DESSERT

Chocolate & honey mousse with honeycomb and white chocolate shavings
Peach, passion fruit and Cointreau trifle
Ginger crème brulee , poached rhubarb and ginger biscuit
Blueberry and vanilla trifle
Raspberry panna cotta with poppy seed shortbread
White chocolate cheesecake with marinated strawberries
Orange and passion fruit tart

Our dishes may contain nuts.

Drinks reception

DRINKS RECEPTION (MAXIMUM OF 150 PEOPLE) **£2.05 PER BOWL**

Root vegetable crisps
Marinated olives
Pesto & Parmesan cheese straws
Cashew nuts
Wasabi peas
Selection of bread sticks (meat & vegetarian option)
Salted pretzels
Japanese crackers & nuts
Mezze style, vegetable crudities, toasted pitta & artisan bread with deli dips

Our dishes may contain nuts.

CORKAGE

Wine	£12.00
Champagne & sparkling wine	£19.50

CHAMPAGNE & SPARKLING

Cremant de Limoux Limoux , France	£22.50
Gaston Chiquet Champagne, France	£47.25
Bollinger Champagne, France	£86.70

Our dishes may contain nuts.

Wine list

WHITE WINE

Berry's House White Vallee de L'Aude, France	£13.65
Pinot Grigio Bertoldi Veneto Italy	£16.50
Pulenta Estate Pinot Gris Mendoza Argentina	£18.15
Sauvignon de Touraine Loire France	£20.55

RED WINE

Cessane Grenanche Merlot Herault, France	£16.05
Berry's Good Ordinary Claret Bordeaux, France	£18.30
La Flor Malbec Mendoza, Argentina	£19.65
Vista Hermosa Pinot Noir Casablance Valley, Chile	£20.55

Our dishes may contain nuts.

TERMS & CONDITIONS

The Institution of Structural Engineers wants your event to be a success and the best way to achieve this is to formulate a strong, honest and open relationship with you, where communication is clear and expectations from both sides are understood from the outset.

The Quote

Following our discussions The Institution of Structural Engineers will provide you with an individual written quotation if requested. It will remain valid for your particular event date. In the instance that the event brief alters, it may be necessary to review and reissue the quotation.

The Payment

The Institution of Structural Engineers services are hired under the terms and conditions set out below. The payment by any person of any fees and charges for such services shall be deemed to be an acknowledgment and acceptance by such person of these conditions. When the deposit (or full payment) is submitted, a signed copy of the Terms and Conditions should be supplied to confirm this.

Confirmation of your event will be upon receipt of the requested deposit. Failure to provide one may result in The Institution of Structural Engineers cancelling the event.

Payment Terms

As many costs are incurred on your behalf prior to the event date, The Institution of Structural Engineers have the following payment terms:

- A deposit, based on a minimum of 20% of total quotation costs, is required immediately to confirm your event.
- Full prepayment of all known costs is payable 1 week before the day of your event.
- Any outstanding accounts of 30 days will incur interest at 2% above the HSBC Base Rate, of the total invoice.
- Corporate accounts are required to be settled in full within 14 days of the Invoice Date.

Cancellation

In the instance that you need to cancel your event, the following conditions will apply:

- All cancellations must be made in writing via email or letter to the Events department at The Institution of Structural Engineers. The Event will only be cancelled when the Client is receipt of a Cancellation Acceptance from The Institution of Structural Engineers, which will be either a written letter or an email from The Institution of Structural Engineers.
- If the Client shall cancel or be deemed to cancel the Event one calendar month prior to the Event Date specified in the quotation, then the Client shall be liable to pay 20% of the Total Costs in addition to all out of pocket disbursements or costs of The Institution of Structural Engineers in relation to the proposed provision of the Services, credit being given for any Payment on Account already paid.
- If the Client shall cancel or be deemed to cancel the Event less than one week prior to the Event Date specified in the quotation, then the Client shall remain liable to pay 100% of the Total Costs.
- Where circumstances beyond The Institution of Structural Engineerss control prevent us from fulfilling any obligations, The Institution of Structural Engineers will, by notice in writing to the Client, terminate the Contract and return to the Client any balance of the Payment on Account remaining after settlement of all or any costs, expenses or liabilities howsoever incurred in respect of the proposed provision of the Services.

Liability

The Institution of Structural Engineers confirms that they have and will maintain sufficient Public Liability Insurance for events of the nature of the booking. A copy of the certificate (or scanned PDF image) is available upon request.

The Institution of Structural Engineers follows strict HACCP guidelines for all food production, handling, storage and distribution and dealings with our clients and their guests. Our policy, based on these guidelines, restricts the service of foodstuffs to a maximum of four hours after being removed from refrigeration. The Institution of Structural Engineers advise that all food must be consumed after two hours of initial serving, therefore any food consumed after two or more hours of it first being served is at the clients discretion and therefore becomes their resposibility.

Catermasters

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