

Catering @ Living Space

All prices are per head unless otherwise stated and inclusive of VAT

Refreshments

Selection of teas (for up to 5 people)	£5.00
Coffee (for up to 5 people)	£5.00
Fruit Juice (Jug)	£2.00
Still/Sparkling Water (Bottle)	£2.00
Bottle of Red or White Wine	£10.00
Biscuits plate (sufficient for 3 people)	£1.00



Morning Break Selection £2.50

A medley of at least 3 of the following:

Mini Danish, Croissants, Pain au Choc, Muffins, Brioche, Choc Chip Chinos, Cereal Bars.

Afternoon Cake Selection £2.50

A tray of sweet cuisine consisting of at least 3 of the following per tray:

Doughnuts, Flapjacks, Scones, Shortbread and Teacakes

Served with Butter, Jam & Marmalade



BUFFET CATERING LUNCHESES

All Buffets are 1/3 vegetarian as standard

A) Working Lunch £3.95

A varied Selection of Sandwiches, on White and Wholemeal Bread and Fruit

B) Baguette Bites or Panini Platter £5.00

A selection of Baguettes and Toasted Panini's with Tortilla Chips and Dip.

Plus a selection of Fruit or Crudities

C) Traditional Lunch Time Fayre £5.50

A selection of Sandwiches and Rolls, with an assortment of fillings.

Plus a choice of 2 of the following:

Mini Buffet Sausage Rolls, Pork Pies, Chicken or Vegetable Satay, Mini Quiche, Vegetable Puff Pastries or Indian Snacks.

Served with Crisps and Dip.

Plus Fruit or Slices of Cake. (An option of 1/2 Fruit and 1/2 Cake is available to orders of 10 people or over)

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D) Halal & Vegetarian Buffet (*minimum order of 8 people*) **£7.95**

(All meat in this buffet is Halal, you are welcome to see our Halal policy)

This can also be served as an entirely vegetarian buffet.

A selection of Sandwiches and Rolls with an assortment Halal meat and vegetarian fillings.

Plus a selection of 4 buffet food items that contain Halal meat or are vegetarian, all served with Crisps and Dips:

Meat Patties, Chicken Satay, Meat Goujons, Chicken Drumsticks, Vegetable Pastries, Indian Snacks, Samosas, Carrot and Coriander Goujons, Vegetable Satay.

Served with Fruit or Slices of Cake. (An option of 1/2 Fruit and 1/2 Cake is available to orders of 10 people or over)

E) Gala Food Buffet (*minimum order of 8 people*) **£10.50**

A selection of at least 9 of the following:

Chicken Drumsticks, Chicken Satay, Pork Pies, Sausage Rolls, Cocktail Sausages, Salmon Canapés, Salmon Pastry Bites, Mini Quiche, Vol-au-vents, Vegetarian Quiche, Vegetable Puff Pastries, Vegetable Satay, Indian Snacks, Crudities, Mixed Salad, Coleslaw.

At least one of the following Potatoes:

Jackets, Croquets, Wedges or Potato Salad

Served with Selection of Dips, A Fruit Platter, Slices of Cake and Fruit juice.



We are now licensed so why not have a bottle of wine?



Please do not hesitate to ask us to tailor our catering to suit your individual needs and dietary requirements.

We require at least 1 week's notice for any tailor made menu.

**Ruth Lewis
Catering Manager
020 7926 8445
ruthlewis@living-space.org.uk**



Living Space Conditions of Hire

Booking the rooms

1. All bookings must be confirmed by completing and signing the attached form.
2. All bookings must provide the name, address, and telephone number of the person responsible for the booking.

Using the rooms

1. Customers are obliged to comply with local by-laws relating to noise and the environment, health and safety, and fire regulations.
2. The contact person named on the booking form must be on the premises for the duration of the booking.
3. Named persons are responsible for keys, security, safety and cleanliness.
4. In the event that rooms are left in an unsatisfactory condition, an additional cleaning charge of **£30** will be incurred.
5. Customers will be held liable for any damages caused through negligence or non-accidental actions.
6. Living Space is a non-smoking environment.
7. On completion of use the named person(s) and a member of staff will check that all hiring conditions have been met.
8. No customer will have access to any keys, either external or internal, unless by prior arrangements between the named person(s) and the Business Manager of Living Space.
9. Customers are reminded that bookings are for an agreed time period. Any over-run of bookings will be charged at the appropriate rate, in order to cover staffing and other costs.
10. Only food and drink purchased on the premises can be consumed here. Any food delivered to the site by an external caterer will be refused.

Payment

Payment is required prior to the booking date. All cheques are to be made payable to 'London Borough of Lambeth'. **Please call first to confirm the amount.**

Failure to comply with these conditions may result in a financial penalty and/or refusal of further use.

Cancellation

A minimum of 10 working days notice is required for cancellations, otherwise charges will be incurred.

25% of full booking cost chargeable for cancellations with 6-10 working days notice

100% of full booking cost chargeable for cancellations with fewer than 5 working days notice.

(Living Space is accessible for wheelchair users)

Living Space | 1 Coral Street | Waterloo | SE1 7BE | 020 7926 8440



Living Space Facilities Booking Form

Name Of Organisation:	
Address:	
Contact Name:	
Phone:	Fax:
Email:	
Date Room Required:	
Start Time:	Ending At:
Purpose Of Booking:	
Number of People Attending:	

Please tick the room you wish to book and any equipment you wish to hire:

- Conference Room
- Small Meeting Room
- Rotunda
-
- Flip Chart (No. Required)
- TV & Video
- Data Projector Laptop
- Catering
- Other Requests:

I the undersigned agree to the conditions of hire and will accept responsibility in the event they are breached.

Signature: **Date:**

Please return completed forms to: Living Space
1 Coral Street
Waterloo
London
SE1 7BE

Fax: 020 7926 8441

How did you find out about Living Space?



Living Space Catering Booking Form

Name of Organisation:	
Date Required:	

Please indicate the catering options you would like, with the quantities and the time of delivery

<i>Refreshment Option</i>	<i>Quantity</i>	<i>Time of delivery</i>	<i>Time of delivery</i>	<i>Time of delivery</i>	<i>Time of delivery</i>
Tea <i>(for up to 5 people)</i>					
Coffee <i>(for up to 5 people)</i>					
Fruit Juice <i>(jug)</i>					
Water <i>(bottle)</i>					
Biscuit plate <i>(sufficient for 3 people)</i>					
Wine <i>(bottle)</i>					

<i>Catering Option</i>	<i>Quantity</i>	<i>Time of delivery</i>
Morning Break Selection		
Afternoon Cake Selection		

A	Working Lunch		
B	Baguette Bites or Panini Platter		
C	Traditional Lunch Time Fayre		
D	Halal & Vegetarian Buffet		
E	Gala Food Buffet		

Any other information:

I the undersigned agree to the conditions of hire and will accept responsibility in the event they are breached.

Signature: **Date:**