

Hospitality

Catering & Venue Hire



Queen Mary
Students' Union

Contents

Welcome & ContactPg 3

How to OrderPg 4

Venue Hire.....Pg 5

Hire CostsPg 6

Mile End

Ground Café Pg 7

Drapers Bar & KitchenPg 8

Drapers LoungePg 9

Blomeley Rooms & The NestPg 10

Whitechapel

The Griff Pg 11

Old Library, Garrod Building Pg 12

Charterhouse Square

The Shield Café & Bar Pg 13

Charterhouse Square Lawn Pg 13

Catering Options..... Pg 14

Allergens and Information..... Pg 15

Breakfast Pg 16

Coffee BreakPg 17

Afternoon TeaPg 17

Sandwiches, Wraps & Rolls Pg 18

Packed Lunches Pg 18

Finger Buffet Options Pg 19

Canapés Pg 20

Sushi Boards & Platters Pg 21

BBQ MenuPg 22

Drinks Packages Pg 23-24

Terms & Conditions Pg 25-26

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. Please check your inbox for a confirmation of your booking email, which we will endeavour to send within 5 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 5 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, Mile End or 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)	£50	£125
		4pm-11pm (Sat-Sun)	£50	£125
Drapers Bar & Kitchen	600	11am-2am	£100	On request
Drapers Lounge	250	9am-2am	£40	£80
Drapers (all spaces)	850	11am-2am	£150	On request
The Griff	200	5pm-12am (Mon-Fri)	£75	On request
		8am-11pm (Sat-Sun)	£75	On request
Old Library	150	8am-11pm	£75	On request
Shield Café	250	7am-11pm	£50	£125

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

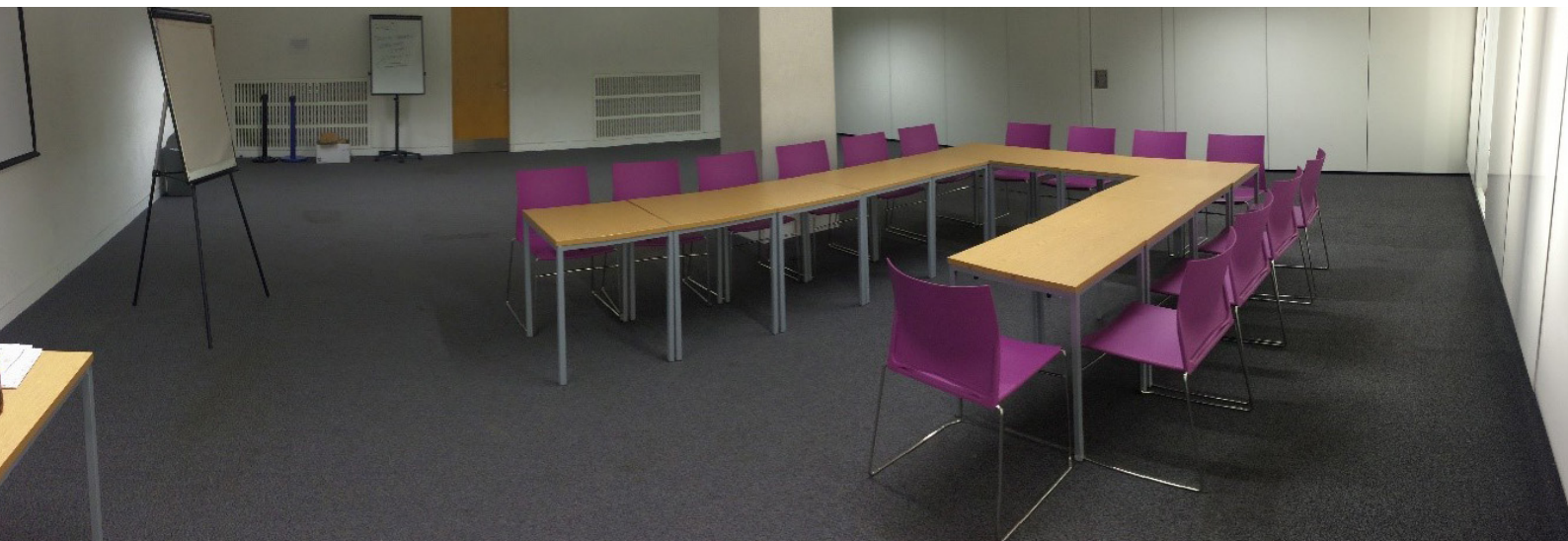
- Two projectors
- Speakers and screens for presentations, videos and teaching
- Movable tables and chairs
- Flipcharts and whiteboards available

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 250 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

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

Capacity
250

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	Licensed 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 200 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 250 people.

Capacity
200

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.



Allergens and Information

Our dedicated team can tailor options for your dietary requirements. Please contact us for detailed information on each food order.

Halal offering

All meat offerings are Halal except where otherwise mentioned, please see the key below or contact us for more options.

Allergens

We use a wide range of ingredients in our kitchen, some of which may contain allergens.

If you have a specific allergy or dietary requirement, please let us know when booking. We would love to tell you what's in our food and how it's made to assist you with your choices for your booking.

While every precaution is taken preventing cross-contamination, we cannot guarantee an allergy-free environment in our kitchen.

For more information and to see detailed allergen information, please contact us: **su-hospitality@qmul.ac.uk**.

Key

- GF** Gluten-free
- GFO** Gluten-free Option
- VE** Vegan
- VEO** Vegan Option
- V** Vegetarian
- H** Halal



Breakfast

Prices are per person (minimum 10pax unless stated otherwise) and are exclusive of VAT.

Basic Breakfast£4

Fresh mini croissants and pain au choc, served with freshly brewed coffee and a selection of tea.

Classic Breakfast..... £5.25

A delicious croissant or pain au chocolat, served with preserves and jams. Served with freshly brewed coffee, a selection of tea, and juices.

Premium Breakfast.....£6.50

A selection of Danish pastries, including croissant and pain au choc. Served with freshly brewed coffee, a selection of tea, and juices.

Healthy Breakfast.....£10

Our build-your-own yoghurt parfait bar, including a selection of berries, seeds, dried fruits and granola to start your day the right way. Served with freshly brewed coffee, a selection of Birchall tea, and fresh juices (minimum 20pax)

Fresh Fruit Bowl £15

Selection of whole fresh fruit

Fresh Fruit Platter£25

Sliced and whole British and exotic fruits

Extras

Pancakes available on request. Please contact us if you require Gluten Free and Vegan options.

Need breakfast to go?

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



Coffee Break

Minimum order of 20pax if ordered without any other products. All our tea & coffee is served with dairy and plant based milk. Prices are per person and are exclusive of VAT.

The Basics.....£2

Freshly brewed coffee, teas, and filtered water

Classic Coffee Break.....£2.75

An assortment of all your favourite biscuits, served with freshly brewed coffee, a selection of teas and water.

Premium Coffee Break.....£5

Freshly brewed coffee and tea, served with a selection of cakes, mini muffins & tray bakes.

Extras

Seasonal Cake Slices.....£2.50

Jug of Juice.....£4

Orange, Apple, Cranberry or Pineapple
(1 Litre)

Filtered Still Water.....£2

Hydration Station.....£8

5 Litres of filtered water infused with lemon & lime

Afternoon Tea

Minimum order of 10pax unless stated otherwise.

Classic Afternoon Tea.....£12.50

Freshly brewed coffee, selection of Birchall tea, served with finger sandwiches, mini scones and macaroon selection.

Premium Afternoon Tea.....£17.50

Freshly brewed coffee, selection of Birchall tea, served with finger sandwiches, brioche rolls, scones, with clotted cream & jam and a selection of fruit tartlets.



Sandwiches, Wraps & Rolls

Prices are Per Person and exclusive of VAT.
Minimum 10pax.

Basic Lunch.....£5.50

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

Classic Lunch.....£7.50

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

Premium Lunch.....£9.50

A selection of artisan wraps with an assortment of premium vegan, vegetarian, fish, and halal meat fillings, and self-serving salad and fruit platter (4 per person).

Extras

Crisp Bowl.....£5

Large bowl of premium salted crisps

Nibbles.....£10

Grizzini with assorted dip selection

Crudites.....£15

Platter of Crudites with hummus

Cheese Board.....£30

A selection of hard and soft cheeses, served with crackers, grapes, and chutney. For 10 people.

Packed Lunches

We can arrange pre-packed meals, lunch bags or you can come to visit one of our coffee shops. Inform us of your party's choices (meat/veg/GF/vegan/fish etc.) and let us do the rest! Prices are exclusive of VAT.

Classic.....£7.50pp

Sandwich, bottle of water, crisps, and piece of fruit in a recyclable bag.

Premium.....£8.50pp

Premium sandwich, crisps, flapjack, a piece of fruit and a bottle of water in a recyclable bag.

Extras & Dietary Requirements

We can look into specific pack lunch requests for you.

Just let us know what you are looking for when you book.

Snack and nibbles packages are available on request. Vegan, Gluten Free & Halal options also available on request.



Finger Buffet Options

Pick and Mix your own personalised selection from the below options.

Meat and Fish

- Chicken Wings with trio of glazes **H GFO**
- Southern Fried Chicken Tenders with selection of dips **H**
- Herby Lamb Kofte with garlic sauce **H**
- Chicken Gyoza with dipping sauce
- Duck Spring Rolls with soy dip
- Cod Goujons with tartare sauce
- Panko Breaded King Prawn with sweet chilli sauce
- Lamb Samosa with mint raita **H**

Vegetarian & Vegan (All options **V**)

- Vegetable Spring Roll with sweet chilli sauce **VE**
- Vegetable Pakora with tomato and mint raita **VE GF**
- Falafel Bites with hummus **VE GF**
- Vegetable Samosas with mango chutney **VE**
- Vegan Sausage Rolls with BBQ sauce **VE**
- Mozzarella Sticks with tomato sauce
- Cauliflour bites with BBQ sauce **VE**

Sides & Salads

- Skin of Fries with sauce selection **VE GF**
- Potato Wedges with sauce selection **VE**
- Mixed Leaf Salad **VE GF**
- Mediterranean Cous Cous **VE**
- Greek Salad **GF**
- Garlic Bread

Desserts

- Chocolate Brownies with caramel sauce **GFO VEO**
- Éclairs
- Mini Muffin Selection
- Mini Doughnuts



Six Items

£11pp

2 x Meat & Fish

3 x Veg & Vegan

1 x Dessert

Eight Items

£13pp

3 x Meat & Fish

3 x Veg & Vegan

1 x Dessert

Ten Items

£15pp

3 x Meat & Fish

5 x Veg & Vegan

2 x Dessert

Twelve Items

£17pp

4 x Meat & Fish

5 x Veg & Vegan

3 x Dessert

Canapés

Prices are exclusive of VAT. All allergens displayed on day.

Chefs Choice Canapés.....£11pp

A selection of freshly made canapes, for vegetarians, vegans and carnivores

Pick and Mix Selection.....£12.50pp

Any 6 items

Savoury Selection Sweet Selection

- Avocado puree and smoked chipotle salsa crostini
- Sun blushed tomato crostini with baby mozzarella and basil
- Mushroom, thyme and caramelised onion tartlet
- Prawn and avocado blini with tomato mayonnaise
- Beetroot and feta blini with pesto
- Smoked salmon blini with crème fraîche and chives
- Coronation chicken on mini naan with mango chutney
- Jerk chicken with sweetcorn relish on mini naan bread
- Duck with hoisin and spring onion
- Chocolate brownie with salted caramel
- Fruit tartlets
- Mini strawberry jam and cream scones
- Macaroon selection
- White chocolate and raspberry brulee cheesecake bites
- Mini chocolate eclairs



Sushi Boards & Platters

Prices are exclusive of VAT.

Fish Sharing Board (28 pieces).....£37.50

Prawn, salmon and smoked salmon nigiri with salmon and avocado and chicken katsu rolls. Served with crispy onion and chilli mayo.

Vege Sharing Board (24 pieces).....£37.50

Egg and fried tofu with spicy tofu and vege California rolls. Served with sweet chilli soy and crispy onions.

Vegan Sharing Board (25 pieces) £35

Carrot & burdock and spicy tofu rolls, with butternut squash and roasted red pepper nigiri.

Gyoza Platter (25 pieces)..... £25

Our delicious Vege Gyoza with dipping sauce to make a great accompaniment to any event

Classic Sushi Platter (60 pieces).....£65

Selection of fish nigiri, large and small fish maki rolls.

Vegetarian Sushi Platter (46 Pieces)£57.50

This Vegetarian tray contains the ever popular California rolls, alongside a mixed selection of maki rolls.

All rounder Sushi Platter (64 Pieces).....£80

This is a beautifully presented and varied platter, including fish, meat and veg sushi. This one is a big hit!

Showstopper Sushi Platter (74 pieces).....£110

For that extra special occasion, including traditional sushi, premium sashimi and edamame beans



BBQ Menu

Can be served outdoors at the Mile End campus.
Not sure what to order? Pick and Mix your own personalised selection from the below options.

Mains

- Beef burger **H GF**
- Linda McCartney Burger **VE**
- Quorn Buttermilk Style Burger
- Pork Sausages
- Quorn Sausages **VE**
- Chicken Wing Selection Platter **H**
- Halal Turkey Bratwurst **GF H**
- Bratwurst

Salads (All Vegetarian **V**)

- Halloumi Salad **GF**
- Coleslaw **GF**
- Potato Salad **GF**
- Mixed Leaf salad **GF**
- Cous Cous Salad **VE**
- Tomato Pasta Salad **VE**

Desserts

- Doughnuts **V**
- Chocolate Brownies **GFO VEO**
- Muffins **V**



Six Items

£10pp

2 x Main

3 x Salad

1 x Dessert

Eight Items

£12.50pp

3 x Main

3 x Salad

2 x Dessert

Ten Items

£15pp

4 x Main

4 x Salad

2 x Dessert

Drinks Packages

We understand that its difficult to decide what people will or wont drink, so for that reason, we have tailored our packages to give you both choice and flexibility. All of our booking prices are exclusive of VAT but include the provision of glassware for the event. All prices are on a per person basis unless stated other wise.

Drinks Packages

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

The Voucher Package.....From £4

This is for the bookings within our licensed venues and is designed to offer your group as much flexibility as possible, giving you a selection of soft drinks, beers, wines and spirits to choose from. Ranging from Bronze to Gold vouchers, this ensures that your drinks can be spread evenly amongst your party, no matter what time they arrive. (Min 50 vouchers to be purchased).

The Reception Package.....£4.50

Designed to add a glamorous entrance, a bubbly reception is the perfect choice. With Frizzante, and Non-alcoholic prosecco on offer, this is sure to start your night off in the right away.

The Cocktail Reception From £6.50

Looking for something more than bubbly. Our cocktail / mocktail reception is sure to be a winner. One of our bar managers will be happy to take you through the options.

The G&T Package From £7.50

Join our Gin Club with numerous Gins and tonic varities on offer to be served within our spaces. Non alcoholic options available, and all measures are double.



Drinks Packages

All prices are exclusive of VAT and are starting prices. For individual outlet menus, please enquire.

The Dozen Deal£40

We now sell a range of premium 330ml soft drinks, beers and ciders by the dozen so you don't have to worry about stocking for your event. This can be to serve on or off our premises.

- BrewDog Punk IPA, 5.4%
- Beavertown Lazar Crush Alcohol Free IPA, 0.3%
- Camden Hells, 4.6%
- Camden Pale Ale, 4.0%
- Estrella Damn, 4.6%
- Caple Road Cider, 5.2%
- Rekordelig Strawberry Lime, 4.0%
- Rekordelig Wild Berries, 4.0%

The Dozen Soft Drink £25

We also offer premium 250ml soft drinks for our bookings.

- San Pelligrino Orange
- San Pelligrino Lemon
- Frobishers Fusion Apple & Raspberry
- Frobishers Fusion Apple & Mango
- Frobishers Fusion Passionfruit & Orange

Wine SelectionFrom £18

- Inkosi Chenin Blanc, South Africa, 12.5%.....£18
- Luna Azul Sauvignon Blanc, Chile, 12.5%.....£20
- Primi Soli Pinot Grigio, Italy, 12.0%.....£23
- Petrarinusa Organic Grilla Sicilia, Italy, 12.5%..£25
- Charlie Zin White Zinfandel, California, 10.5%.£18
- Primi Soli Pinot Grigio Blush, Italy, 12.0%.....£23
- Inkosi Shiraz, South Africa, 13.5%.....£18
- Luna Azul Merlot, Chile, 13.0%.....£20
- Cramele Recas Pinot Noir, Romania, 12.5%.....£23
- Petrarinusa Organic Nero D'Avola Sicilia, Italy, 13.5%.....£25

Why not add nibbles to your drinks package?

- Grizzini, pretzels and chips.....£2.50pp

Nothing that fits your booking?

That's no problem, just leave a message in the notes of what you would like and we will try to accommodate.



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-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

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-hospitality@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:

07825 498832

Company Address:

329 Mile End Road, London, E1 4NS