Welcome

Hospitality Brochure
Birkbeck College

Birkbeck
UNIVERSITY OF LONDON

sodexo
QUALITY OF LIFE SERVICES
Welcome to the hospitality offer at Birkbeck. Our dedicated catering team at the university strives to ensure our hospitality service represents fantastic quality and variety at great value.

**Menus**

Our brochure contains suggestions for all your hospitality and event needs from the refreshments on offer through to the speciality menus.

All menus where possible incorporate Fairtrade, Red Tractor & MSC certified dishes.

All dietary requirements including vegetarian, vegan, gluten free and halal selections are available within the brochure and further options available upon request.

**Ordering**

Catering orders for centrally allocated rooms are booked via room bookings on-line catering form.

Catering orders for non-centrally allocated rooms are booked via the catering office on-line catering form.

[http://www.bbk.ac.uk/roombookings/catering](http://www.bbk.ac.uk/roombookings/catering)

**Staffing**

Should you require a bespoke menu or service, or wish to discuss your event further, please contact the catering office.

Email: catering@bbk.ac.uk or telephone: 0207 631 6293 / 0207 631 0784

Monday to Saturday service charge is included in hospitality prices.

Sunday service charge is at £12.75 per hour per member of staff for a minimum of 4 hours (£51.00)

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**Catering Service Level Agreement**

- Where catering services have been requested as part of the facilities, the client shall confirm final timings, menus and any special food requirements (as per the catering options provided by BBK from time to time) to room bookings, in writing not less than 3 clear working days prior to the provision of the facilities. The client accepts that BBK may be unable to meet any late requests.
If additional catering services are required on the day of the event, the client should contact room bookings, who will investigate if the additional catering can be provided. The client or an acceptable signatory will be asked to sign a catering order to confirm that additional catering has been provided. Any additional catering will be charged for according to the brochure prices.

- There is a minimum order of £12.00 per day for all catering bookings Monday to Saturday inclusive of labour. There is a minimum order of £50.00 for catering bookings which occur on a Sunday with a labour charge of £12.75 per member of staff per hour with a minimum of 4 hours (£51.00)

**Where catering has been booked in advance the following cancellation policy will apply:**

- No charge will be made for the cancellation of tea, coffee, biscuits, cookies, water, and fruit juice up to 4:00 pm on the working day prior to the day of the event.
- Tea, coffee, biscuits, cookies and fruit juice cancelled on the day of the event will be charged at full price.
- Tea, coffee, biscuits, cookies and fruit juice ordered for a weekend event must be cancelled by noon of the Friday preceding the weekend of the event otherwise a full charge will be made.
- A reduction or cancellation of any other catering services must be confirmed in writing to room bookings by noon 2 clear working days prior to the event. Catering not cancelled in accordance to this procedure will be charged in full.

**Additional charges:**

- Where any special requirements have been agreed in respect of catering services these will be charged in full where BBK has place a food order for such catering from its supplier and are unable to cancel this request with the supplier without cost.
- Any items used to serve hospitality that are damaged or missing will be charged to the account for the full cost of replacement.
- Any extra glasses/crockery hired will be hired for a small fee of £0.35/item. Any broken or missing items will be charged against the account at the full cost of replacement.
- In an attempt to reduce our glass use, all water for hospitality is supplied in reusable bottles. A charge of £5.00 will be levied to the booking if these bottles are not returned with the order.
- Any loss or damage to cutlery, crockery or glasses will also have a fine levied on the order.
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Refreshments

**Hot drinks**
Tea and Coffee-Fairtrade £1.81
Including a selection of herbal teas,
De-caffeinated Coffee

**Cold drinks**
Sparkling Water 1l £2.00
Still Water 1l £2.00
Canned Drinks 330ml £1.37
Orange Juice 1l £2.53
Apple Juice 1l £2.53
Cranberry juice 1l £2.53
Smoothies-Innocent 250ml £2.20
Orange Juice-Tropicana 250ml £2.14
Elderflower fizz 275ml £2.35
Biscuits, Pastries and Cakes

**Biscuits & Treats**
- Biscuit Selection-Wrapped: £0.71
- Biscuit Selection-Premium: £0.77
- Cookies-Freshly baked: £1.21
- Pastries-Freshly baked: £1.76

**Afternoon Tea (per person):** £7.75
- Fairtrade tea or coffee, sandwiches, homemade cakes & scones served with jam & clotted cream

**Additional Options:**
- Cake slice: £3.02
- Scones and jam: £1.92
- Cake bitesize selection: £2.47
- Muffin: £2.80
- Glazed Doughnut: £2.25
- Kit Kat chocolate bar: £0.99
- Naked Bar: £1.00
- Fruit, nuts and seed bag: £1.98
Bites and Nibbles

Served in bowls, 1 bowl serves 5 people

- Peanuts (salted) £6.65
- Nuts Mixed £6.65
- Crisps Kettle £6.65
- Crisps Vegetable £6.65
- Popcorn £6.65
- Olives £6.65
- Risotto Chilli Crackers £6.65
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<tr>
<th>Breakfast</th>
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<tbody>
<tr>
<td>Bacon roll</td>
<td>£2.97</td>
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<tr>
<td>Sausage roll</td>
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<tr>
<td>Yoghurt &amp; granola pot</td>
<td>£2.36</td>
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<tr>
<td>Porridge pot</td>
<td>£2.30</td>
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<tr>
<td>Smoked salmon &amp; cream cheese bagel</td>
<td>£3.24</td>
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<tr>
<td>Breakfast Box (Fruit salad, Mini Pastries, Yoghurt &amp; Smoothie, Juice Shots)</td>
<td>£8.55</td>
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<tr>
<th>Seasonal Fruits</th>
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<tbody>
<tr>
<td>Fruit bowl - selection of whole fruits</td>
<td>£6.82</td>
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<tr>
<td>Fruit Salad Pots - selection of cut fruits</td>
<td>£2.47</td>
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<tr>
<td>Fruit Piece</td>
<td>£1.26</td>
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<tr>
<td>Fruit platter - serves average of 10 people</td>
<td>£17.16</td>
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Conference Packages

The Conference Packages below are aimed to give you and your guests a simple day delegate package that incorporates morning, lunch & afternoon food and refreshments.

**Conference package 1**

**Morning**
Freshly brewed filter coffee & teas served with wrapped biscuits, still and sparkling water

**Lunch**
A selection of traditional meat & vegetarian sandwiches, fresh fruit, fruit juice, still and sparkling water

**Afternoon**
Freshly brewed filter coffee & teas served with still and sparkling water

£12.53 per person

**Conference package 2**

**Morning**
Freshly brewed filter coffee & teas served with wrapped biscuits, fruit juice, still and sparkling water

**Lunch**
A selection of premium meat, fish & vegetarian sandwiches & wraps, crisps, fresh fruit platter, fruit juice, still and sparkling water

**Afternoon**
Freshly brewed filter coffee & teas, served with freshly baked cookies, still and sparkling water

£15.65 per person

**Conference package 3**

**Morning**
Freshly brewed filter coffee & teas served with wrapped pastries, fruit juice, still and sparkling water.

**Lunch**
A selection of artisan deli working lunches with vegetables crisps, fresh fruit platter, fruit juice, still and sparkling water

**Afternoon**
Freshly brewed filter coffee & teas, premium biscuits, still and sparkling water

£19.79 per person
Fork Buffet Cold

£15.78 per person
Minimum of 15 people

Please choose TWO options from the following mains selection:
Mustard glazed gammon with pineapple salsa
Coronation chicken
Smoked salmon, egg and leek flan
Spinach and pepper fritatta (v)
Roast salmon with green beans and citrus crème fraiche
Tuna Niçoise
Caramelised onion, stilton and thyme tart (v)

Please choose THREE options from the following salad selection:
Mixed 5 leaf salad
Coleslaw dressed with yoghurt
Indian spiced rice with mango, apricots and coriander
New potato, watercress and spring onion with grain mustard dressing
Cous cous, squash and red pepper salad
Cherry tomato salad
Caesar salad undressed

Please choose ONE from the following dessert selection: Lemon posset with ginger biscuit
Chocolate brownie with honeycomb dressing
Caramel apple trifle
Chocolate orange pots
Raspberry crème brulee
Marine Stewardship Council

28% of the world’s fish stocks are overfished or depleted. The Marine Stewardship Council (MSC) ecolabel guarantees that your fish came from an independently-certified fishery employing sustainable, environmentally friendly and effective management practices. Sodexo UK is proud to be the first caterer worldwide to get all of its restaurants MSC certified.
Fork Buffet Hot

£15.78 per person
Weekend £55.00 service charge

Minimum of 15 people
Only available at Malet Street

Please select TWO main courses from the below selection:

Vegetarian
Stir fried teriyaki Asian vegetables with tofu (v)
Tartiflette (v)
Spinach, butternut squash & chickpea tagine (v)
Oven roasted root vegetables (v)
Vegetable gratin (v)

Meat
Lamb & redcurrant casserole
Traditional Moussaka
Thai red beef curry
Braised beef, button mushrooms, onions, bacon and red wine
Roast chicken with lemon, garlic and thyme

Fish
Grilled cod with a herb & lime crust
Salmon in a creamy turmeric sauce
Poached hake with tomato and parsley
Seafood linguine with chervil
Cod with basil mozzarella and tomato

Sides – please select TWO to accompany your main course:
New potatoes
Steamed rice
Cous cous
Mixed leaf salad
Seasonal vegetables

Dessert – please select ONE dessert to conclude your buffet:
Fresh fruit salad
Vanilla pannacotta
Bramley apple, fig and cinnamon crumble
Chocolate brownie with honeycomb dressing
Salted caramel chocolate torte
Caramel apple trifle
Raspberry crème brulée
Artisan Working Lunches

Served with vegetable crisps, fruit juice, still and sparkling water
Minimum order for 5 people

Artisan meat deli lunch
British ham and mustard mayonnaise mini rolls
Roast chicken with basil pesto focaccia
Roast beef and rocket Ciapini ciabatta
Signature British pulled chicken salted on malted bread
Chicken Caesar tortilla wrap
Hoisin duck tortilla wrap

£9.18 per person

Artisan mixed deli lunch
Chicken salad mini rolls
Tuscan tuna focaccia
Barbers mature cheddar and salad ciabatta
Signature smoked salmon and cream cheese on granary bread
Chicken Caesar tortilla wrap
Sunshine wrap

£9.18 per person

Artisan vegetarian lunch
Free range egg and mustard cress mini rolls, garden vegetable
Croxton manor cream cheese focaccia
Barbers mature cheddar cheese and salad Ciapini ciabatta
Signature British free range egg and Heinz salad cream on malted bread
Houmous and falafel flatbread wrap
Sunshine wrap

£8.03 per person
Baguette Working Lunches

Served with vegetable crisps, fruit juice, still and sparkling water
Minimum order 6 people

<table>
<thead>
<tr>
<th>Baguette working lunch mixed box</th>
<th>Baguette working lunch vegetarian box</th>
<th>Baguette working lunch fish box</th>
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</thead>
<tbody>
<tr>
<td>Baguette with red pepper pesto, Parma ham, rocket and parmesan</td>
<td><strong>Wrap with Lebanese salad, houmous, roasted red peppers and falafel</strong></td>
<td>Wrap with hot smoked salmon flakes, mayonnaise and cucumber</td>
</tr>
<tr>
<td>Baguette with brie grapes and Victorian chutney</td>
<td>Wrap mixed crunchy vegetable salad with mayonnaise</td>
<td>Wrap tuna salad, celery, mayonnaise and mixed salad</td>
</tr>
<tr>
<td>Baguette with grained mustard butter, ham Gruyere cheese and gherkin</td>
<td>Wrap roasted vegetable, basil pesto and spinach</td>
<td>Wrap Taramasalata Lebanese salad and spinach</td>
</tr>
<tr>
<td>Baguette egg mayonnaise bacon salad cress</td>
<td>Ciabatta with tomato tapenade, avocado, baby mozzarella and black olive</td>
<td>Ciabatta smoked mackerel, tomato and fresh herbs</td>
</tr>
<tr>
<td>Baguette salmon tartare with cucumber</td>
<td>Ciabatta cheddar with pickle and mixed salad</td>
<td>Ciabatta prawn curry mayonnaise and iceberg</td>
</tr>
<tr>
<td>Baguette tomato cheddar onion chutney</td>
<td>Ciabatta red pesto cream cheese, mixed peppers, spinach and parsley</td>
<td>Ciabatta salmon tartare and rocket</td>
</tr>
</tbody>
</table>

£10.61 per person

£10.61 per person

£10.61 per person
Sandwich Platters

**Sandwich platters premium** (per platter) £23.15

**Sandwich platter premium meat** (serves 5)
BLT, ham salad, chicken salad, chicken & bacon, prawn mayo, chicken & stuffing

**Sandwich platter premium vegetarian** (serves 5)
Cheddar Ploughman’s, double egg & cress, falafel humus & coriander, two cheese & red onion, mozzarella & pesto

**Sandwich platter premium fish** (serves 5)
Prawn Marie Rose, tuna mayo & cucumber, hot smoked salmon with cucumber, prawns & lemon mayo

**Sandwich platter premium mix** (serves 5)
Ham & cheese Ale chutney, New York deli, salmon & horseradish soft cheese, goats cheese & grilled peppers, BBQ chicken & bacon

**Sandwich platter wraps mixed** (serves 4)
BBQ pulled pork, goat’s cheese & caramelised red onion, chicken Caesar, falafel and beetroot slaw

**Sandwich lunch on the go** (per person) £7.97
Packed lunches include simple sandwich, packet of crisps, water and apple. Served on trays
25p extra to be served in bags

**Sandwich working lunch classic** (per person) £10.23
A selection of classic meat, fish and vegetarian sandwiches, crisps, still and sparkling water, selection of seasonal fruit
Minimum order 4 people

**Sandwich working lunch luxury** (per person) £11.38
A selection of luxury meat, fish and vegetarian sandwiches, vegetable crisps, still and sparkling water, fruit juice and fresh fruit platter
Minimum order 4 people
Finger Buffet
Add a few of the finger buffet items to your sandwich buffet

Select 4 choices from the below list: £6.51 per person (Minimum order 20 people)

- Sweet chilli chicken skewers
- Mini duck spring rolls
- Marinated chicken skewer with a pesto salsa Verde
- Coconut prawns with chilli dip
- Indian spiced samosa (V)
- Mini onion bhaji (V)
- Tomato, mozzarella & basil bruschetta (v)
- Mini beef sliders
- Honey glazed sausages
- Nachos served with sour cream dip (V)

Cheeseboard £32.55

A selection of British and continental cheeses, savoury biscuits, seasonal chutneys, pickles and grapes

1 board serves 10 people
**Halal, Gluten Free, Vegan**

*These are all alternative options to be included in your chosen catering delivery for those with special dietary requirements*

<table>
<thead>
<tr>
<th>Biscuits and snacks</th>
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<tbody>
<tr>
<td>Biscuits</td>
<td></td>
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<tr>
<td>Gluten free</td>
<td>£0.90</td>
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<tr>
<td>- Walkers chocolate chip shortbread</td>
<td></td>
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<tr>
<td>Cookies</td>
<td>£0.81</td>
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<tr>
<td>- Honeyrose Chocolate cookie</td>
<td></td>
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<tr>
<td>Crisps-mixed flavours (per packet)</td>
<td>£1.35</td>
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<tr>
<td>- Pop Chips</td>
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<tr>
<td>- London Crisps</td>
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<tbody>
<tr>
<td>Vegan</td>
</tr>
<tr>
<td>Selection of naked fruit bars</td>
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<tr>
<td>- Cashew cookie</td>
</tr>
<tr>
<td>- Berry delight</td>
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<tr>
<td>- Cocoa orange</td>
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<tr>
<td>- Pecan pie</td>
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</tbody>
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<thead>
<tr>
<th>Cakes and tray bakes</th>
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</thead>
<tbody>
<tr>
<td>Honeybun's mini Cakes</td>
<td>£1.75</td>
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<tr>
<td>- Cranberry and pecan flapjack</td>
<td></td>
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<tr>
<td>- Ginger and polenta shortbread with a lemon sponge topping</td>
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<tr>
<td>- Dark chocolate brownie</td>
<td></td>
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<tr>
<td>Tray Bakes</td>
<td>£1.55</td>
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<tr>
<td>- Caramel shortcake</td>
<td></td>
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<tr>
<td>- Chocolate brownie</td>
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<tr>
<td>- Lemon drizzle slice</td>
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<th>Cakes</th>
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<tr>
<td>£2.90</td>
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<tr>
<td>- Chocolate</td>
<td></td>
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<tr>
<td>- Carrot</td>
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<tr>
<td>- Victoria sponge</td>
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<tr>
<td>- Cappuccino</td>
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| Suliana Scone | £2.00 |
| Gluten free |  |

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<tr>
<th>Cakes</th>
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<tbody>
<tr>
<td>£2.90</td>
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<tr>
<td>- Pistachio loaf</td>
<td></td>
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<tr>
<td>- Chocolate and raspberry</td>
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<tr>
<td>- Trail mix flapjack</td>
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<thead>
<tr>
<th>Sandwich platters (per platter)</th>
<th>£21.42</th>
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<tr>
<td>Gluten free wraps mix platter (served 4)</td>
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<tr>
<td>Falafel and red pepper hummus, Harissa chicken, lemon chicken salad, egg and tomato</td>
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<tr>
<td>Falafel sandwich platter (served 5)</td>
<td></td>
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<tr>
<td>Chicken salad, piri piri chicken, Chicken and sweetcorn</td>
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<tr>
<td>Vegan sandwich platter (served 5)</td>
<td></td>
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<tr>
<td>Bhaji bonanza, falafelicious, shabby chic pea</td>
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## Grazing Platters

Our sharing boards are designed to offer a change from the traditional finger buffet. These platters offer a modern twist on some classic favourites. All served with a selection of artisan breads & mixed leaf salad with extra virgin olive oils and balsamic vinegar. Minimum 10 people

### Grazing platter vegetarian
- £9.18 per person
- Cheddar and onion tart (V)
- Stuffed bell peppers (V)
- Mozzarella and sun-blushed tomato skewer (V)
- Roasted vegetable bruschetta (V)
- Spinach and pepper frittata (V)
- Black olive tapenade crostini (V)

### Grazing platter Gluten free
- £9.51 per person
- Stuffed bell peppers (V)
- Mozzarella and sun-blushed tomato skewer (V)
- Spinach and pepper frittata (V)
- Parma ham wrapped halloumi
- Chicken satay

### Grazing platter anti-pasti
- £10.67 per person
- European charcuterie
- Marinated char-grilled vegetable salad (V)
- Sun-blushed tomatoes (V)
- Black olive tapenade crostini (V)
- Pesto marinated feta (V)

### Grazing platter world
- £10.67 per person
- Mini beef sliders
- Indian savoury selection with raita dip (V)
- Goats cheese and red onion tart (V)
- Marinated chicken tandoori skewer
- Thai fishcakes with dipping sauce
Mixed Canapés

Selection of mixed canapes **£14.35 per person** (6 in total)
Please select 6 items from the below
Minimum order 20 guests
Tray service available at £12.75 per member of staff per hour
with a minimum of 4 hours

**Vegetarian**
Devilled egg cup
Roast tomato and guacamole crostini
Waldorf salad in tortilla basket with apple and pecan nut
Asian noodle salad filo cup
Whipped goats cheese, lemon & thyme arancini
Crudités pots with beetroot or pea houmous

**Meat**
Mini chicken tikka kebab
Fig with prosciutto and sauce verde
Crouton of roast beef and horseradish sauce
Gloucester old spot sausage with parsley mash & crispy shallots on spoons
Tandoori chicken skewers
Duck liver parfait with red onion jam
Smoked chicken mousse on ginger bread & pickled carrots

**Fish**
Smoked Cornish mackerel with beetroot, horseradish & crispy capers in filo basket
Honeyed Fresh Salmon with Avocado and Lemon on French Bread
Spicy crab with sweet red pepper on roasted potato
Open prawn with tomato mousseline on pain de mie
King prawn with fish mousseline in tortilla basket
Smoked salmon with salmon mousse and lemon zest on brown bread
Wine and beer

All wines and beers are available for return
(Please ensure these are left in a secure location overnight)

White wine
El Muro Blanco (House White) £10.78
A wine from Spain with plenty of refreshing fruit
flavours of peach and apple lifted by some a fresh acidity on the finish.

*Kleine Rust Fairtrade Chenin Sauvignon £11.60
A Fairtrade and organic wine

Beer and Cider
Meantime London Lager 330ml £3.74
Meantime London Pale Ale 330ml £3.74
Peroni 330ml £3.74
London Pride 330ml £3.74
Magners Cider 330ml £3.74
Sol £3.74
Alcohol Free-Beck Blue £3.74

Red Wine
El Muro Tinto (House Red) £10.78
A wine from Spain with soft, fruity, easy-going bags of dark berry fruit and a twist of pepper on the finish.

*Kleine Rust Fairtrade Pinotage Shiraz £11.60
A Fairtrade and organic wine

Rose wine
II Banchetto Rosato £10.78
Lots of fresh strawberry and cherry fruit flavours and a crisp finish.

Sparkling wine
Marquis de Valette Brut £15.51
Fresh fruit flavours of green apple, lemon and peach.

Prosecco Jeio £23.26
Notes of pear and apple blossom, with delicate bubbles.

Other wine selections are available. Please contact the team for further information.
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<td>30 Russell Sq</td>
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<td>25-26 Russell Sq, Reception Only</td>
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<td>27-28 Russell Sq, Reception Only</td>
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<td>4 Gower Street, Reception Only</td>
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<td>32 Tavistock Sq, Reception Only</td>
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<td>The Derek Jarman Lab, 36 Gordon Sq</td>
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