

Birkbeck Hospitality Brochure 2025

Hospitality Booking Guide

To order from our menu, please note our service guidelines developed to provide the best experience:

Birkbeck is committed to providing sustainable catering and we endeavour to use ethical, Fairtrade, high welfare and locally sourced produce wherever possible.

Our menu has been created to suit various events, tastes and budgets from light refreshments to working lunches, receptions and formal dining.

Should you not be able to find what you're looking for please reach out to our catering team and bookings department on the below emails. Catering catering@bbk.ac.uk, Birkbeck Room Bookings roombookings@bbk.ac.uk

We offer our clients the following services:

A drop-off-and-go service: delivery is made to the location of your choice. Restrictions may apply if the building is not fully accessible.

Waiting service: a dedicated member of our team will look after your event. @ £17.50 per hour

Bespoke hospitality: is an option for clients whose events are more complex in planning. We will tailor the menus and event service just for you, which will help create the perfect dining experience for you and your guests. Please contact us with any enquiries you may have, via email at catering@bbk.ac.uk

Served Deliveries

Our catering service runs from 8am to 5pm, any events that start or end after this are subject to a minimum staffing charge. This charge applies from the time the event is due to end and considers clearing and washing up afterwards, which would also affect weekend events. Any additional staffing requirements should be booked in advance and are charged at £17.50 per hour.

Catering deliveries for 50+ people include a member of the catering team to serve catering for up to an hour.

Catering deliveries for less than 50 people will not be served as standard. If you require a serviced delivery for less than 50 people, staffing charges will apply.

Events that run over their finish time may be subject to staff charges post event, these charges are guaranteed if the event takes the event past 5pm and will take into account clearing the event. A minimum spend of £30 is required for all delivered orders. External clients, please note that the prices in this menu are exclusive of VAT.

Notice Periods

10 working days for Formal dining and Bespoke events.

Bookings for the following week must be received by the Thursday midday before, allowing for staffing allocation, any orders after this will be subject to a staff charge and will need confirming by the Room Bookings team.

As a standard, our staff will wait for 15 minutes before leaving for their next delivery.

Alterations to finishing times will always be considered. Additionally, if staff are refused entry to clear an event at the agreed time the client will be responsible for additional staffing charges incurred.

Dietary Requirements

Please inform us of any dietary requirements, especially allergies and intolerances, when booking. We try to meet all requirements; however we cannot guarantee our catering is free from nuts or gluten as products containing these items are prepared in the same environment.

Menu Key

GF) Gluten Free / (V) Vegetarian / (VE) Vegan.

We can cater for all religious dietary requirements, but additional charges may apply, and 7 working days' notice is required.

Cancellation charges

No charge with 4 or more working days' notice. A charge applies for food orders canceled with 2 working days' notice. Full charges apply with less than 2 working days' notice.

Furniture and Space

Please ensure that you have booked furniture for your catering via the Room Bookings team. We regret, that we are unable to provide catering within the lecture theatre.

Sweet and Savoury Snacks

Grazing Selection

Assortment of Canned drinks, Chocolates and Crisps, £5.00
5-person minimum order, per person charge

Biscuits and cookies

Biscuit - individually wrapped £1.20
Walker's shortbread (GF) £2.00

Treats

Priced individually, Brownie, Millionaire's slice & Raspberry Bar individually wrapped
Assorted Muffins £2.75
Chocolate Brownie, Millionaire's slice, Raspberry Bar (All GF,VE) £3.30

Chocolate bars

Kit Kat, Snickers, Twix, Mars, Kinder Bueno, Dairy Milk, Chocolate Rice Cakes £1.45

Cakes

Whole gateau – serves 16
Chocolate fudge, Victoria sponge or lemon drizzle £48.00

Mini cake selection x4 per person £7.00

Crisps

Individual bags (35g)
Sea salt, Salt & Vinegar, Cheddar & Onion vegetable crisps (V, VE) £1.60

Snacks to share (150g – serves 5 guests)
Sea salt or Salt and Vinegar crisps £4.40
Marinated Olives £8.00

Refreshments

Hot Drinks

Proudly serving Malet St Coffee Company Coffee, charged per person
Freshly Brewed Coffee £2.30
Tea (with a selection of herbal teas) £2.30
Coffee / Tea & biscuits £3.30
Coffee/ Tea & 2 mini pastries £4.30

Sharing Options

BBK Sparkling water 1L £2.00
BBK Still water 1L £2.00
Orange Juice or Apple Juice £6.00

Individual Options

Still or Sparkling water 500ml (individual bottle) £1.50
Soft Drinks 330ml can (*Fanta Orange, Sprite, Coca-Cola, Diet Coke*) £1.45
San Pellegrino Orange or Lemon £1.65
Red Bull £2.20
Coconut Water £3.30

Breakfast Options

Breakfast package

£9.50

Minimum order – 5 guests

Selection of mini pastries

Fresh Fruit

Fruit juice

Coffee and Tea

Still and sparkling water

Pastries

Individual pastries

£2.40

Pain au chocolat, butter croissant, Danish pastries

Mini pastries (2 per person)

£2.75

Fruits

Whole fresh fruit (per item)

£1.00

Fruit platter

£3.00

Minimum order 5 guests, price per guest

Lunch Options

Sushi Range

£45.00

Vegan Platter (serves 5 guests)

Fish Platter (serves 5 guests)

Sandwich and wrap platters

One platter for 5 guests

Vegetarian sandwich platter (V)

£30.00

Meat sandwich platter

£30.00

Fish sandwich platter

£30.00

Mixed sandwich platter

£30.00

Plant-based sandwich platter (VE)

£35.00

Mixed wraps platter

£32.50

Mixed vegan wrap platter

£32.50

Artisan sandwich platter

£40.00

This consists of a range of premium breads and fillings

Lunch package

£12.50

Minimum order of 5, price per guest

Sandwich platter

Bowl of crisps to share

Fruit juice, tea and coffee, still and sparkling water

Whole fresh fruit, add a GF brownie for £2 per person

Packed lunch bag

£10.00

Minimum order of 5, price per guest

Premium sandwich, a packet of crisps, chocolate bar and water

Conference Package

Full day delegate

£30.50

Minimum order of 10 guests, price per guest

On arrival

Selection of mini pastries

Fresh fruit with fruit juice, coffee & tea, still and sparkling filtered water

Mid-morning

Tea and coffee with biscuit

Still and sparkling filtered water

Lunch

Sandwich platter (for selection see page 3)

Served with still & sparkling filtered water and juice

Fruit platter/ whole seasonal fruit/ bowl of crisps

Coffee and tea

Afternoon break

Tea and coffee with biscuit

Still and sparkling filtered water

To add a drinks reception to your event please speak with our team, see page 9 for our range

Half day delegate

£17.50

Minimum order of 10 guests, price per guest

On arrival

Tea and coffee with biscuit, still and sparkling filtered water

Lunch

Sandwich platter (for selection see page 3)

Served with still & sparkling filtered water and juice, Fruit platter/ whole seasonal fruit/ bowl of crisps

Coffee and tea

Upgrade your fresh fruit to a fruit platter for an extra £1.50 per person

Finger Food Buffet

Minimum order of 5 guests, price per guest

£14.00

Select 4 choices from the following list:

Mushroom scotch egg with Sriracha mayonnaise (V)

Korean BBQ Chicken Skewers

Tempura Prawns with Tartare Sauce

Indian spiced samosa (GF)

Mini onion bhaji (GF)

Tomato, mozzarella & basil bruschetta (V)

Smoked salmon, cream cheese, dil and caper on a blini

Snacks to share

Priced per bowl

Snacks to share (150g – serves 5 guests)

Sea salt or salt & vinegar crisps

£5.00

Marinated olives

£8.00

Minimum order of 5 guests, price per guest

Cheese board – selection of cheese, chutney, fruits and biscuits £5.50

Fresh fruit platter £3.00

Sharing Platter

Minimum order of 5 guests, price per platter

Charcuterie Board- cold sliced meats with olive oil, £44.00
balsamic vinegar, Ciabatta and Manchego

Vegan Grazing Board (Vg) - Selection of cold grazing bites £49.50
with Dips

Mixed Sharing Board- Selection of cold grazing bites with Dips £49.50

Mixed Canapés

Minimum order of 20 guests, price per guest £25.00

Selection can change depending on allergens

For any alternative offering, please get in touch with catering@bbk.ac.uk

Select 6 choices from the following list:

Fish

Smoked salmon tartar with mascarpone on blinis

King prawn with mayonnaise in tartlet

Meat

Spicy naan with smoked chicken mousse coriander & mango

Chargrilled chicken with spicy tomato salsa on sweet potato

Vegetarian

Avocado mousse with parmesan, black olive on Mediterranean bread (V)

Crunchy vegetables wrapped in spinach tortilla (V)

Poppy seed goats' cheese, yellow salsa & chives on triangle toast (V)

Spiced aubergine square, coriander & red pepper on crostini (V)

Diced avocado salsa, salad caprice ficelle (V)

Tomato tapenade, red & yellow peppers, tomato bread (V)

Grilled artichoke with hummus & chickpea on herb crostini (V)

Mozzarella base & stick with tomato tapenade, shallot salsa, black olive (V)

Vegan & gluten-free

Carrot cup with grated celeriac salad & red pepper (GF, VE)

Caviar d'aubergine on rosti potato (GF, VE)

Half artichoke with pepper mousse & fried leek (GF, VE)

Grilled zucchini wrap with rocket, peppers & tapenade (GF, VE)

Health and Wellbeing Lunch

Minimum order of 20 guests, price per guest £25.00

Selection can change depending on Allergens.

For any alternative offering, please contact catering@bbk.ac.uk

This offer consists of your choice of two proteins served with three salad options and one choice of dessert.

Select 6 choices from the following list:

Proteins

Mediterranean vegetable quiche (V)

Rare roast beef, horseradish cream & endive

Roast salmon with ginger, soy & lime

Continental charcuterie selection

Sweet potato falafel, red pepper hummus & rocket

Cornish mackerel, hot smoked salmon, roasted fennel & lime mayo

Parma ham, fig & goats' cheese salad with honey

Salads

Roasted squash, rocket & mixed grains with toasted pumpkin seeds (VE)

Heritage tomato & basil salad (VE)

Chickpea & roasted Mediterranean vegetables (VE)

Seasonal leaf salad (VE)

Greek feta, chilled watermelon & watercress salad

New potato, rocket & spring onion with grain mustard dressing

Asian-style slaw with chilli & coconut

Dessert

Strawberry chocolate cup

Apple & sultana crumble tart

Chocolate mousse with ginger crumb

Dark chocolate brownie

Hot Fork Buffet

Minimum order of 20 guests, price per guest £25.00

A service-assisted buffet meal for 20 people or more. Please choose one option per function. Please allow 1 hour set up time. Please note that hot buffets are only available in certain locations – please check before ordering.

Vegetarian

Pesto pasta with roasted vegetables & goats' cheese

Moroccan chickpea tagine, tomato, harissa & aubergine stew

Indonesian pumpkin & spinach curry

Meat

Braised beef, baby button mushroom, silver skin onions, bacon & wine

Tarragon roasted chicken

Chicken Provencal with puy lentils

Lamb, shallot & date tagine

Slow-roasted pork belly with sage & apples

Fish

Thai red prawn & coconut curry

Smoked fish & prawn gratin

Stir fry prawns, egg noodles & peppers with teriyaki & ginger

Cajun baked salmon, lime & coriander mayonnaise

Dessert

Baked chocolate brownie with salted caramel drizzle

Banoffee torte

Tiramisu

Apple & sultana crumble

Afternoon Tea

Minimum order of 10 guests, price per guest £16.00

Selection of triangle sandwiches
Traditional scones with strawberry preserve & Devon clotted cream
Assortment of mini cakes
Served with tea & coffee

To make your afternoon tea special why not add some wine or prosecco from page 9. Please get in touch with the Room Booking team to arrange a quote.

Formal Dining

Minimum order of 10 guests, price per guest £45.00

Our seasonal fine dining menus include freshly baked bread rolls with butter, table water, and tea or coffee. Available in select locations - please check before ordering. Please choose one starter, one main, and one dessert for your entire party. Please get in touch with the Birkbeck catering team for dietary requirements and wine recommendations.

Starter

Hot smoked salmon, charred leeks, horseradish, crème fraîche & dill oil
Poached chicken, sweetcorn, crispy shallots & spring onion
Heirloom tomato, mozzarella & basil with toasted pumpkin seed

Main course

Roast chicken supreme, dauphinoise potato, buttered spinach & celeriac
Braised halibut, pomme anna, butternut squash & calvo nero
Pan-fried gnocchi, roast broccoli, blue cheese & pickled shallots

Dessert

Dark chocolate delice, roast plums & vanilla crème fraîche
Selection of British cheeses, crackers, celery & grapes (2.00 supplement)
Lemon Brulé tart, raspberry textures, pistachio crumble

Optional add-ons

Menus - £3.00 each
Place cards - £2.00 each
Flowers and lighting – POA
White or coloured linen:
Tablecloths - £20.00 each
Linen napkins - £3.00 each

For different styles of china, silverware, or glassware, costs will be discussed during event planning with the Catering team.

Drinks List

Please get in touch with our Room Bookings team for any bespoke drinks not listed below.

Wine and Prosecco

White

Chablis	£23.00
Cuvee Rousson Cote De Gascogne Sauvignon Blanc	£19.00
Primi Soli Pinot Grigio	£21.00

Red

Sea Change Malbec	£23.00
Cuvee Rousson Syrah	£19.00
Cramele Recas Pinot Noir	£21.00

Rose

Cuvee Rousson Rose	£19.00
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Prosecco	£24.00
Jug of Pimm's	£17.00

Beer

Camden Hells Can, 330ml	£4.50
Peroni Nastro Azzurro, 330ml	£4.50
Corona 330ml	£4.50
Lucky Saint 0.5% 330ml	£4.50

Cider

Kopparberg Strawberry & Lime or Mixed Berries 500ml	£5.10
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Sale or Return: Only unopened, secure alcoholic items can be returned. Please ensure these are left in a secure location overnight and inform the Room Booking or Catering team within 24 hours of the event.