

SALFOOD

Hospitality terms and conditions

TO AVOID ANY DISAPPOINTMENT, PLEASE TAKE A MOMENT TO READ OUR BOOKING TERMS AND CONDITIONS BEFORE PLACING YOUR HOSPITALITY REQUEST.

Chartwells is the University chosen provider of hospitality and catering across campus. The use of external caterers is not permitted. All food and drink for hospitality must be purchased via Salfood.

Before booking any hospitality we ask you to make sure the room you are choosing is available and suitable for the type of refreshments you are ordering. Please arrange for any tables to be available.

We cannot accept any bookings without an Internal Cost Code. If your external visitors are booking hospitality they need an Internal Cost Code. The University will cross charge any invoices to these cost codes for you to claim back from your guests if required.

Hospitality is available 8:00 am – 5:30 pm Monday – Friday. Anything outside these hours may attract a labour charge. We are happy to discuss each event in more detail if you require an out of office service or a bespoke menu.

The layout and location of buildings, or the number of guests, may restrict the use of crockery. If you specifically require crockery, rather than disposables, please note this on your booking.

All food is delivered for immediate consumption.

Cancellation charges may apply if it is within 24 hours of the event. Cancellations on the day will be charged in full.

Hospitality equipment must stay in the room, for collection. Any missing items will be charged in full to the given cost code for that event.

All tariffs are per person and exclude VAT,