



# Menus

April 2012 to March 2013

Please note that all published menus are valid from April 2012 to March 2013  
You will be advised of any variations in availability should circumstances dictate.

LEITH'S

# Leith's Philosophy

“**Welcome** to Leith's at The Queen Elizabeth II Conference Centre from all of the team. The Queen Elizabeth II Conference Centre is one of the many prestigious organisations to have appointed Leith's as their caterers.

Prue Leith founded her business in 1972 with the motto ‘**simply better**’. Today this **integrity** is reflected in everything we do from menu planning to communicating with our clients.

We are constantly aiming to achieve and exceed all your expectations whatever the size of the event. We believe food should be **fresh, uncomplicated** and **contemporary**.

The following menus offer just a few ideas on how Leith's can transform your event into the ultimate dining experience to compliment a stunning venue.

I hope you find them **inspirational**”

**Theresa Edwards**  
Leith's Head Chef

# Leith's Sustainable Policy Statements

“**Leith's** has always looked to use **fresh** and **seasonal** ingredients within its menus and by default has been **environmentally** aware.

It now realises that it has more corporate **social responsibilities** and therefore has created a **Corporate Responsibility Framework** that reflects Leith's views and attitudes.”


## People

Keeping our employees, clients and consumers **safe** is number one on Leith's agenda.

We are committed to encouraging the continuous **development** of our people, with the objective of maximising both their career potential and the overall performance of the business.

## Sustainable Sourcing

The **provenance** and origin of the food we buy is a key consideration to us. We are committed to a policy of **sustainable** procurement, working in partnership with our suppliers and distributors to manage the impact of our business

Offer Fairtrade certified products (Guarantees a **better deal** for Third World Producers)  ~ **Leith's Coffee and Tea is Fairtrade and offer a choice of wines.**

Minimise vehicle miles by offering products from **locally and sustainable** sourced ingredients ~ **Leith's are able to offer seasonal menus and is able to state with confidence, the origin and route to market of all the products it uses.** These menus generate a donation to either of our Charities of the Year **Shelter**

and  Please speak to your Leith's Event Manager if you wish to offer a Seasonal Menu.

Offer Rainforest Alliance certified Coffee 

Leith's has MSC CoC Certification and offers seafood from MSC certified fisheries



All Mineral Water provided is One Water - One Water's profit, funds water solutions in Africa



Shelter registered charity number 263710

Cancer Research UK registered charity number 1089464

CoC Number MEP-C-072

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# Leith's Sustainable Policy Statements cont...

## Wellness and Nutrition

Leith's can also offer balanced choice menus with health claims, **GDA**, Green light and **nutrition** analysis.

Key members of staff have gained NCFE qualifications on food and nutrition.

## Environment

Reduce **Carbon footprint** by measurement of emissions and setting targets.

Leith's encourages its staff to use public transport.

Initiate good housekeeping that includes energy management to control heating, cooking, lighting, and water.

Recycle where possible by providing **recycle** bins for collection. 

Leith's paper for printing is made from recycled paper.  100%


Where possible disposables are made from a recycled source. Where not available, made from recyclable, sustainable forest or **biodegradable** (Bio ware)

Leith's promotes the use of electronic marketing and media..... Leith's brochures are now in pdf format with links to web address.

Leith's food waste is taken away and composted as part of schools, charities and community garden projects.

## Community

Form partnerships with **Shelter** and  ~ Leith's has adopted Shelter and Cancer Research as its Charities of the Year to demonstrate its commitment and benefit from a strong and integrated relationship. Leith's 'Charity meal' promotion generates a donation.

Involve staff in the sharing and caring scheme. Give as You Earn is the simplest way for employees to make a regular **commitment to charity** by giving through their payroll every month. 

Shelter registered charity number 263710

Cancer Research UK registered charity number 1089464

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# Contents

Breakfast & Refreshments	Page 6
Canapés	Page 7
Finger & Bowl Food	Page 8
Fork Buffet Selector	Page 9
Simply Easy Delegate Packages	Page 10
À La Carte Selector	Page 11
Wine List	Page 12
Spirits, Beers & Mixers	Page 13
The Cocktail Party Collection	Page 14
Exhibitor Catering	Page 15 & 16
Exhibitor Catering Order Form	Page 17
Essential Information	Page 18
Terms & Conditions	Page 19 & 20

If you would like more information on the services that can be offered please contact your Leith's Event Manager

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# LEITH'S

# Breakfast & Refreshments

## **Fairtrade Coffee and Tea with Biscuits**

(Fruit and herbal infusions and decaffeinated coffee)

## **Full English Breakfast**

Scrambled Eggs, Bacon, Sausage, Mushroom, Tomatoes, Hash Brown and Toast  
Fruit Juice  
Fairtrade Coffee and Tea

## **Continental Breakfast**

Croissants with Butter and Preserves  
Assorted Mini Danish Pastries  
Selection of Fresh Melon and Berries  
Fruit Yoghurts  
Fruit Juice  
Fairtrade Coffee and Tea

## **Breakfast Canapés**

Kedgeree Tartlets  
Leek Welsh Rarebit on Cheese and Chive Scone (v)  
Black Pudding with Scrambled Egg and Crispy Bacon  
Tomato and Mushroom Omelette on Toasted Brioche (v)  
Fruit Juice  
Fairtrade Coffee and Tea

## **Healthy Breakfast**

Granola  
Selection of Melon and Berries  
Dried Fruits  
Fruit Yoghurts, Natural Low Fat Yoghurt  
Fruit Juices and Tomato Juice  
Fruit and Herbal Teas

## **Warm Savoury Sandwiches (Wholegrain Bloomer or Organic Baguette)**

Smoked Back Bacon  
Scrambled Free Range Egg  
Smoked Back Bacon and Scrambled Free Range Egg  
Cumberland Sausage  
Warm Savoury Filled Croissants

## **Morning Break**

Selection of Mini Danish Pastries (2 Per Portion)  
Mini Croissants or Pain au Chocolat (2 Per Portion)  
Croissants with Butter and Preserves  
Selection of Mini Muffins (2 Per Portion)  
Homemade Almond Shortbread Fingers

## **Afternoon Break**

Chocolate Brownie and Vanilla Cheesecake  
Carrot Cake  
Homemade Cookies  
Mini Scones with Strawberry Jam and Clotted Cream  
Mini Apple Cream Turnovers  
Mini Chocolate Cream Choux Buns  
Mini Sacher Torte  
Mini Fruit Tartlets

## **Drinks Ideas**

One Water Still and Sparkling (750ml)  
One Water Still and Sparkling (330ml)  
Freshly Squeezed Orange Juice (litre)  
Orange Juice (litre)  
Apple Juice (litre)  
Cranberry Juice (litre)  
Smoothies and Thickies (litre)  
Milk Shakes (litre)



**Fairtrade Coffee and Tea with Biscuits**

(v) = Vegetarian

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# Canapés

Please note that Canapés are not a meal replacement and are designed to last no longer than one hour. Leith's recommend a minimum order of 6 bites per head over 1hr.

## Cold

Chive Omelette Roulade with Rocket Pesto and Tomato Salsa (v)  
Turmeric Sablé with Baba Ghanoush (v)  
Pickled Pear and Truckle Cheddar on Multigrain Toast (v)  
Selection of Vegetable Maki Rolls (ve)  
Mini Onion Tarte Tatin with Goats' Cheese Cream and Crispy Onions (v)

Potted Confit of Duck with Spiced Plum Chutney on Granary Croûte  
Smoked Chicken with Roasted Garlic Mayonnaise on Tarragon Stuffing  
Rare Roast Beef, Pickled Onion and Horseradish on Crostini  
Indian Spiced Lamb on Crispy Plantain with Cucumber Raita  
Chinese Slow Roasted Belly of Pork with Pickled Ginger

Crayfish and Lobster Cocktail Tartlet  
Smoked Salmon Blini with Lemon Crème Fraîche and Dill  
Lime and Chilli Crab with Mango in Filo  
Smoked Haddock with Curried Quails Egg on Onion Toast  
California Rolls

## Hot

Thai Spring Rolls with Sweet Chilli Dip (ve)  
Chickpea and Butterbean Cakes with Coriander Mayonnaise (v)  
Garlic Mushroom and Cream Cheese with Pumpkin Seed Crust (v)  
Courgette and Feta Fritter with Cucumber and Mint Salsa (v)  
Mexican Beans on Cornbread with Sour Cream and Guacamole (v)

Cocktail Sausages with Mango Chutney and Wholegrain Mustard  
Lamb Kofta with Harissa Dip  
Colcannon Potato Cakes with Smoked Bacon and Parsley Sauce  
Peanut Butter Chicken Skewers with Ginger and Chilli  
Open Beef Burger with Cherry Tomato and Gherkin

Cajun Spiced Salmon Skewers with Red Pepper Sauce  
Thai Scented Salmon Fish Cakes with Lemongrass Vinegar  
Prawn Gyoza with Soy Sauce  
King Prawn Skewer with Sweet Chilli Dipping Sauce  
Herb Crusted Plaice with Aioli

## Pudding

Strawberry and Crème Patisserie Shortbread  
White Chocolate, Baileys and Cookie Cups  
Mini Eccles Cakes  
Macerated Pineapple Skewers with Chilli and Lemongrass  
Raspberry and Amaretto Cheesecakes  
Mini Apple and Cinnamon Crumble Tartlets (warm)

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(ve) = Vegan

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# LEITH'S

# Simply Lighter Delegate Package

Leith's have designed a Delegate Catering Package in order to take the headache out of organising your event. The Package includes: all cloth requirements for the event in white, all special dietary requirements (excluding Kosher), arrival coffee and tea with filtered water, mid-morning coffee, tea and biscuits with filtered water, a finger and bowl food lunch with a glass of orange juice and filtered water, and lastly mid-afternoon coffee, tea and biscuits with filtered water... could it be any simpler?

## Finger & Bowl Food

For a buffet with a difference why not try our finger & bowl food. All of the hot dishes are served in individual bowls that are designed to fit neatly into the palm of your hand.

### A Selection of Sandwiches

¾ of a round per person to include meat, fish and vegetarian options on a variety of breads

### **Cold Bites**

Applewood Cheddar and Parmesan Cheese Straws (v)  
Selection of Fish and Vegetarian Sushi

### **Cold Bowl (please select 1 bowl)**

Farfalle Pasta with Roasted Mediterranean Vegetables and Pecorino (v)  
Bulgur Wheat, Cherry Tomato, Spring Onion and Feta with Herb Dressing (v)  
New Potato, Egg and Beetroot with Mustard Dressing (v)  
Tofu and Vegetable Rice Noodle Salad with Soy and Mirin Dressing (ve)  
Lemon and Chick Pea Cous Cous with Roasted Aubergine and Saffron Yoghurt (v)

### **Hot Bowls (please select 2 bowls)**

Thai Massaman Beef Curry with Steamed Fragrant Rice  
Pork and Leek Sausages with Savoy Cabbage Mash and Onion Marmalade  
Moroccan Spiced Lamb with Vegetable Cous Cous and Preserved Lemons  
Chicken, Olive and Chorizo Stew with Roasted New Potatoes  
Pumpkin Tortelloni in White Wine Cream Sauce with Roasted Pumpkin Seeds (v)  
Cauliflower, Potato and Pea Bhuna with Pilau Rice (ve)  
Vegetable Cassoulet with Cheesy Mash (v)

### **Puddings**

Chocolate and Orange Cheesecake  
Peach and Almond Tartlet  
Fresh Fruit



Fairtrade Coffee and Tea with Biscuits

(v) = Vegetarian (ve) = Vegan

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# Simply Priced Delegate Package

Leith's have designed a Delegate Catering Package in order to take the headache out of organising your event. **Package One** includes: all cloth requirements for the event in white, all special dietary requirements (excluding Kosher), arrival coffee and tea with filtered water, mid-morning coffee, tea and biscuits with filtered water, a standing fork buffet lunch with a glass of orange juice and filtered water, and lastly, mid-afternoon coffee, tea and biscuits with filtered water.

**Package Two** includes everything as stated above, with the addition of assorted mini danish pastries on arrival and the Choice 2 Fork Buffet Lunch... could it be any simpler?

## Fork Buffet Menu Selector

**Choice 1** 1 hot buffet, 1 potato or rice, 1 cold buffet, 1 vegetarian, 3 salads & 2 puddings.

**Choice 2** 1 hot buffet, 1 potato or rice, 2 cold buffet, 1 vegetarian, 4 salads & 3 puddings.

**Please note** that if you would like your delegates to be seated over lunch there is a supplementary seating charge per person.

### Hot Buffet

Braised Beef in Guinness with Caramelised Shallots and Thyme Roasted Root Vegetables  
Chilli Beef Casserole with Coriander and Sour Cream  
Chicken in White Wine, Mushroom and Tarragon Sauce with Concassé Tomatoes and Sautéed Button Onions  
Thai Red Chicken Curry with Lemongrass infused Coconut Milk and Thai Basil  
Greek Lamb with Orzo, Sun Blush Tomatoes and Minted Greek Yoghurt  
Pork in Grainy Mustard and Calvados Cream with Crispy Black Pudding Croutons  
Rosemary Oven Roasted Salmon on Braised Puy Lentils with Blistered Cherry Tomatoes and Crispy Spring Onions  
Smoked Haddock in Parsley Sauce with Bubble and Squeak Mash

### Potatoes & Rice

Buttered Parsley New Potatoes  
Roasted Parisienne Potatoes with Rosemary and Maldon Sea Salt  
Wholegrain Mustard Mash  
Scented or Baked Rice  
Thyme Roasted Sweet Potatoes  
Creamy Potato and Leek Gratin

### Cold Buffet

Chicken and Chorizo Ballotine with Marinated Roasted Mediterranean Vegetables  
Homemade Pork and Sage Pie  
Trio of Smoked Fish with Horseradish Remoulade  
Cajun Spiced Salmon with Lime and Coriander Mayonnaise  
Roast Fillet of Beef, Bresaola and Pastrami with Beetroot Chutney  
Seared Gressingham Duck Breast with Red Onion Chutney and Pickled Red Cabbage

### Vegetarian

Ratatouille Lasagne (H)  
Thai Vegetable Curry with Toasted Coconut and Fresh Coriander (H)  
Tuscan Bean Casserole with Parmesan Crust (H)  
New Potato, Spring Onion, Mustard and Cream Cheese Quiche  
Pumpkin, Spinach and Ricotta Puff Slice

### Salads

Mixed Baby Leaves  
Basmati and Wild Rice with Baby Spinach and Broad Beans  
Moroccan Chickpea Salad with Tomatoes, Olives and Coriander  
Red Lentil Salad with Shallots and Red Chilli Vinaigrette  
New Potatoes, Garden Peas, Sun Blushed Tomatoes and Feta with Mint Dressing  
Roasted Courgettes, Halloumi and Mixed Cherry Tomatoes with Balsamic and Olive Oil

### Puddings

Coffee and Hazelnut Roulade  
Lemon and Blackberry Brûlée Tart  
Strawberry Posset with Strawberry Crisp  
Raspberry and White Chocolate Gateau with Pistachio Macaroons  
Rhubarb and Pear Custard Cake  
Baked Vanilla and Blueberry Cheesecake  
Chocolate and Caramel Cake  
Fruit Salad

Coffee and Fresh Fruit are also included in the menu



Fairtrade Coffee and Tea with Biscuits

(ve) = Vegan

(H) = Hot

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# Simply Easy Delegate Package

Leith's have designed a couple of additional Delegate Catering Packages in order to make things even easier when organising the catering, where all the decisions have been made for you...could it be any simpler?

The **Finger and Bowl Package** includes: all cloth requirements for the event in white, all special dietary requirements (excluding Kosher), arrival coffee and tea with filtered water, mid-morning coffee, tea and biscuits with filtered water, a cold finger and bowl food lunch with a glass of orange juice and filtered water, and lastly mid-afternoon coffee, tea and biscuits with filtered water.

## Finger & Bowl Food

### A Selection of Sandwiches

1 round per person to include meat, fish and vegetarian options on a variety of breads

### **Cold Bites**

Parmesan and Applewood Cheddar Cheese Straws (v)

Selection of Vegetarian Sushi (ve)

### **Cold Bowl**

Farfalle Pasta with Roasted Mediterranean Vegetables and Pecorino (v)

### **Puddings**

Chocolate and Orange Cheesecake

Pear and Almond Tartlet

Fresh Fruit

The **Fork Buffet Package** includes: all cloth requirements for the event in white, all special dietary requirements (excluding Kosher), arrival coffee and tea with filtered water, mid-morning coffee, tea and biscuits with filtered water, a simple fork buffet lunch with a glass of orange juice and filtered water, and lastly mid-afternoon coffee, tea and biscuits with filtered water.

## Fork Buffet

### **Hot Buffet (choose 1 of the following):**

Chicken in White Wine Sauce with Roasted Peppers and Button Mushrooms

Moroccan Lamb Tagine with Sour Cream, Fresh Coriander Leaves and Chilli Flakes

Pork with Chorizo and Butterbean Stew

Sweet Chilli Salmon on Stir Fried Vegetables

### **Served with (choose 1 of the following):**

Buttered Parsley New Potatoes

Baked Rice

Mixed Vegetable Cous Cous

### **Vegetarian (choose 1 of the following):**

Courgette, Mushroom and Sun Blush Tomato Bake

Chickpea and Spinach Tagine with Honeyed Sweet Potato (ve)

### **Salads:**

Mixed Baby Leaves

Green Lentil and Red Pepper Salad with Thyme and Roasted Garlic Dressing

### **Pudding:**

Fresh Fruit Salad

Coffee and Tea are also included in the menu



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# À La Carte Menu Selector

You may choose any of the following dishes for a 3 course lunch or dinner, including coffee and petit fours.

## First Courses

Ham Hock and Bean Terrine with Pickled Vegetables  
Buffalo Mozzarella, Tomato and Basil with Tricolore of Dressings (v)  
Smoked Salmon with Caper and Dill Dressing  
Sesame Seared Tuna with Asian Noodles and Wasabi Dressing  
Carpaccio of Peppered Beef, Pickled Beetroot Jelly with Horseradish and Herb Salad  
Marinated Baby Artichokes and Roasted Figs with Sussex Slipcote and Honey (v)  
Smoked Chicken, Marinated Anchovies and Charred Baby Gem with Parmesan Croûte and Caesar Dressing  
Sunblushed Tomato, Roasted Pepper, Olive and Rocket Salad with Cucumber and Caper Dressing (ve)

## Main Courses

Seared Duck Breast with Braised Red Cabbage  
*Chateau Potatoes, Roasted Root Vegetables and Spiced Onion Marmalade*

Pan-fried Fillet of Beef with Fondant Potatoes  
*Spinach Velouté, Glazed Vine Tomatoes and Stout Gravy*

Honey and Mint Crusted Rack of Lamb with Potato Rosti  
*Roasted Root Vegetables and Red Wine Reduction*

Slow Roasted Belly of Pork with Butter Bean and Sage Mash  
*Caramelised Onion Gravy and Seasonal Greens*

Pan-fried Corn-fed Chicken Breast with Wild Mushrooms  
*Roasted Sweet Potato, Sautéed Leeks and Tarragon Cream*

Rosemary and Lemon Baked Haddock  
*Buttered Mashed Potatoes, Fine Green Beans and Carrot Cream Purée*

Poached Sea Bream with Cider Sauce  
*Peas and Savoy Cabbage, Crushed New Potatoes*

## Vegetarian Main Course Alternatives

Wild Mushroom, Thyme and Garlic Charlotte  
Broad Bean and Parmesan Risotto with Truffle Oil  
Gorgonzola Polenta with Balsamic Glazed Courgette, Aubergine and Sun Blushed Tomatoes  
Pumpkin Ravioloni with Sage Cream

## Puddings

Spicy Thai Rice Conde with Mango, Strawberry and Passion Fruit Salsa  
Rich Chocolate Truffle Tort with Fresh Raspberries and Chantilly Cream  
Strawberry Cheesecake Swiss Roll with Strawberry Compote  
Apple and Calvados Cake with Apple Crumble Ice Cream and Blackcurrant Sauce  
Steamed Spiced Ginger Pudding with Rhubarb Compote and Clotted Cream (warm)  
Cherry Mascarpone Brûlée Tart with Black Cherry Coulis and Kirsch Cream

**British Cheese Plate** (Supplementary charge per person)



**Fairtrade Coffee and Tea**

(ve) =Vegan

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# Wine List

## White Wine

Terre Forti Trebbiano Chardonnay 2009/10, Emilia Romagna, Italy  
Tarabilla White 2010/11, Spain

Ceilo Sauvignon Blanc 2010/11, Veneto, Italy  
Moncaro Bianca Verdicchio, Marche, Italy  
Mas de La Source 2010/11, Vin de Pays d'Oc, France

Tempus Sauvignon Blanc 2011, Central Valley, Chile  
Pinot Grigio Sentito 2010, Veneto, Italy  
Arabella Chardonnay 2010/11, Robertson, South Africa  
War Horse Chenin Blanc 2011, Stellenbosch, South Africa

Château Pavillon de la Brie 2010, Bergerac Blanc, France  
Villa du Clos Viognier 2010, Pays d'Oc, France  
Le Bouquet 2010, Domaine Laporte, Loire, France  
Clarence River 2011, Marlborough, New Zealand  
Pouilly-Fumé 2010, Domaine Tinel-Blondelet, Loire, France  
Sancerre Blanc 2010, Domaine Tinel-Blondelet, Loire, France

## Red Wine

Terre Forti Sangiovese 2009/10, Emilia Romagna, Italy  
Tarabilla Red 2010/11, Spain

Solano Tinto Tempranillo 2010, Vino de España, Spain  
Rocca Merlot 2010/11, Veneto, Italy  
Clef d'Argent Syrah 2010, Pays d'Oc, France

La Chamiza Malbec 2010, 'Polo', Mendoza, Argentina  
Tempus Merlot 2011, Central Valley, Chile  
Arabella Cabernet Sauvignon 2011, Robertson, South Africa  
Leval Pinot Noir 2010, Vins de Pays d'Oc, France

Lacrimus Rioja 2010, Sendero Royal, Spain  
Sotherton Shiraz/ Viognier 2007, South Eastern Australia  
Château Bellevue 2009, Bordeaux, France  
Beaujolais-Villages 2010, Château de Bellverne, France

Leylines Shiraz 2007, Pomegranate, McLaren Vale, South Australia  
Castle Rock Pinot Noir 2009, Mendocino Valley, USA

## Rose Wine

Petit Papillon Grenache Rose 2008, Vin de Pays d'Oc, France  
Mon Rose de Montrose 2009, Vin de Pays d'Oc, France

## Sparkling Wine & Champagne

Prosecco Brut Doc Bel Star NV, Italy  
Pannier Brut NV, Champagne  
Lanson Black Label NV, Champagne  
Lanson Rose Label NV, Champagne  
Lanson Gold Label Vintage 1996, Champagne

## Fine, English, Organic and Fairtrade Wines

Please contact your Leith's Event Manager who will liaise with our Wine Merchant to discuss your specific requirements.

In the unlikely event of any variation in availability or price of wines, we will advise you immediately and recommend appropriate alternatives.

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# LEITH'S

# Spirits, Beers and Mixers

## House Spirits

Famous Grouse Whiskey	25ml
Gordons Gin	25ml
Smirnoff Red Label	25ml
Barcardi	25ml
Malibu	25ml
Archers	25ml
Cuervo Tequila Gold	25ml
Southern Comfort	25ml

## Premium Spirits

Jack Daniels	25ml
Glenfiddich (12 Year Old)	25ml
Laphroaig (10 Year Old)	25ml
Smirnoff Black	25ml
Bombay Sapphire Gin	25ml

## Bottled Beers and Alcopops

Grolsch	275ml
Blackthorn Dry Cider	275ml
Bacardi Breezers	275ml
London Pride	500ml
Magners Irish Cider	500ml
Spitfire	500ml

## Aperitifs

Martini Bianco	50ml
Martini Rosso	50ml
Pernod	25ml
Harveys Bristol Cream	50ml

## Digestifs

Fonseca Bin 27	50ml
Courvoisier VSOP	25ml
Courvoisier ***	25ml

## Liqueurs

Ameretto Saronno	25ml
Baileys Irish Cream	25ml
Cointreau	25ml
Tia Maria	25ml
Sambucca Luxardo	25ml

## Soft Drinks

Airline Mixers/Juices	150ml
Assorted Canned Drinks	330ml
One Water Still and Sparkling	330ml
Freshly Squeezed Orange Juice	1ltr.
Orange/Apple Juice	1ltr.
Cranberry Juice	1ltr.

**Assorted Dry Snacks:** Kettle Chips, Wasabi Peas, Mixed Nuts and Chilli Rice Crackers (per person)

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# The Cocktail Party Collection

What better way to sum up a long day of meetings, lectures and seminars than with one of Leith's Cocktail Receptions. The only decision you need to make, is which package to choose.

Please note that each package is based on a 1 hour reception. Any time extension will result in either charges on consumption or a revised package price.

## Collection I

Terre Forti Trebbiano-Chardonnay 2009/10, Italy and Terre Forti Sangiovese 2009/10, Italy

Bottled Beer, Orange Juice & Mineral Water

Kettle Chips, Wasabi Peas, Mixed Nuts and Chilli Rice Crackers

## Collection II

Prosecco Brut Doc Bel Star NV, Italy and Bucks Fizz

or

Tempus Sauvignon Blanc 2011, Central Valley, Chile and La Chamiza Malbec 2010, 'Polo', Mendoza, Argentina

Bottled Beer, Fruit Breeze Cocktail (Non-Alcoholic) & Mineral Water

Kettle Chips, Wasabi Peas, Mixed Nuts and Chilli Rice Crackers

## Collection III

Pannier Brut NV, Champagne and Bucks Fizz

or

Tempus Sauvignon Blanc 2011, Central Valley, Chile and La Chamiza Malbec 2010, 'Polo', Mendoza, Argentina

Bottled Beer, Fruit Breeze Cocktail (Non-Alcoholic) & Mineral Water

2 Cold Canapés (please see Canapés on page 7)

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# Exhibitor Catering

## Savoury Offers

### Finger Food (for 10 people)

Selection of Sandwiches on a variety of Breads  
Sliced Fresh Fruit Platter  
Kettle Chips and Dips

### Canapé (for 10 people)

Selection of 30 Cold Bites

### Breakfast Canapé (for 10 people)

Selection of 30 Cold Bites

### Hot Breakfast Baguettes (10 items)

### A Selection of Nibbles (for 10 people)

Toasted Pitta with Houmus  
Herbed Olives, Wasabi Peas  
Kettle Chips with Cream Cheese and Chive Dip

### Sweet Offers

Fresh Fruit Basket (20 items)  
Sliced Fresh Fruit Selection (10 items)  
Mini Croissants (20 Items)  
Assorted Mini Danish (20 items)  
Homemade Cookies (10 items)  
Chocolate Brownies (10 items)  
Assorted Mini Muffins (20 items)  
Bowls of Fruit Sweets and Mints (1Kg)

### Lunch Bags

Sandwich  
Bag of Crisps  
Wrapped Cake or Muffin  
Piece of Fruit  
Mineral Water or Fruit Juice

### Premium Lunch Bag

Sandwich or Wrap  
Boxed Salad  
Wrapped Cake or Muffin  
Fresh Fruit Salad  
Mineral Water or Fruit Juice

### Beverage Ideas

House Wine  
Prosecco Brut Doc Bel Star NV  
Pannier Brut NV Champagne  
Bottled Beers and Lagers from  
One Water Still & Sparkling Mineral (750ml)  
One Water Still & Sparkling Mineral (330ml)  
Orange Juice (1 litre)  
Assorted Canned Drinks (330ml)  
Filtered Water (per 100 delegates)

### Other Items

Fairtrade Coffee and Tea Flask (8 cups)  
Box of Biscuits  
Staff Member (per 4 hour shift)  
Staff Member (per 8 hour shift)



Fairtrade Coffee and Tea with Biscuits

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# Exhibitor Catering continued

## Equipment Hire

Pour and Serve Coffee Machine  
Pour and Serve Coffee Packets (per packet – 1ltr.)

Fridge

Cold Water Cooler Dispenser (18.9ltr.)  
Hot and Cold Water Dispenser (18.9ltr.) (including tea and coffee supplies for approximately 60 servings)  
Additional Tea and Coffee Supplies (approximately 60 servings)  
Additional Water Barrel

White Exhibitor Table Cloth (70' x 144')  
White Cabaret Table Cloth (90' x 90')

N.B. Additional beverage services are available through approved third party suppliers, who will invoice directly. Please speak to your Leith's Event Manager for further details.

## Drinks Service Charge

N.B. If you wish to provide your own beverages, a drinks service charge will apply. Please contact your Leith's Event Manager for a quote

# Exhibitor Catering Order Form

**Event Name:**

**Room:**

**Stand Number:**

Date	Time	Item	Quantity	Price (£)

Please complete & return this form by fax to your Leith's Event Manager on 020 7798 4266.

Leith's must receive the completed form at least 2 weeks prior to the event.

On behalf of the above named organisation, I request the provision of a food and/or beverage service for the duration of the above event. I agree that a Leith's invoice shall be proof enough for the charge of the services provided. I also accept that such an invoice will be paid using a valid credit card, prior to the event taking place.

Print Name:

Signature:

Company Name:

Contact Tel:

Contact Fax:

Email:

**Credit Card Details**

Cardholder Name:

Card Number:

Expiry Date:

**N.B: FOOD & BEVERAGE CANNOT BE BROUGHT ONTO THE PREMISES WITHOUT PRIOR CONSENT FROM YOUR LEITH'S EVENT MANAGER AND FAILURE TO INFORM THEM MAY INCUR AN ADDITIONAL CHARGE.**

Please note that all published menus are valid from April 2012 to March 2013  
You will be advised of any variations in availability should circumstances dictate.

# Essential Information

1. It is a contractual obligation that clients do not provide their own food and beverage at the Centre.
2. Final catering numbers should be notified to Leith's no later than 11am, three working days prior to the event (excluding Bank Holidays and Weekends). If numbers do increase after this time, every effort will be made to provide the additional service however this may incur additional charges.
3. An 85% prepayment of the expected catering spend must be paid before the event. Leith's are entitled to cancel all pre-booked catering if payment is not received.
4. Agencies booking events eligible for commission must state their claim with Leith's prior to the event. Leith's pay commission at 8% + VAT on all menus, and coffee, tea and biscuits, where part of a package, with a minimum spend of £34.00 Per Head excluding VAT.
5. Special dietary requirements (excluding Kosher) can be catered for at a supplementary charge of £4.50.
6. A number of our menus can be reproduced with organic produce at a supplementary charge.
7. There is a £6.00 charge per cloth for all "non-catering" tables.
8. Any catering required at or before 0700hrs will incur a minimum staffing charge of £174.00 + VAT.
9. Any catering required at the weekend or on a Bank Holiday may incur an additional staffing charge
10. There is a minimum charge of £58.00 to provide filtered water per 100 delegates.
11. Any non-listed product will be charged on the total amount ordered, whether used or not, and in some cases may be subject to availability.

# Terms and Conditions

## 1. Definitions

In these terms of trade the following words shall have the following meanings: “the Company” means Leith’s Limited”; “the Customer” means the person, firm or company which engages the Company to provide the Services at Queen Elizabeth II Conference Centre here in referred to as the “QEIIICC”; “the Services” means the provision of catering services, function services and supply of consumables; “Consumables” means the food, drink, wines, spirits and tobacco supplied by the Company at the Event; “the Event” means the banquet, function, conference or specified occasion, the date of which has been agreed by the parties at which the Company is engaged to provide the Services.

## 2. Consumables

- a) The Company has the sole right to the provision of the Services in its designated areas at the Event and no Consumables may be brought into these areas. Where with the Company’s consent Customers consume their own beverages a corkage charge shall be applied.
- b) All listed drinks are sold on a sale or return basis and the Company reserves the right to charge for all opened bottles, even if unconsumed.
- c) When Consumables are charged on a consumption basis, the Customer shall check the opening and closing of stocks of Consumables in the presence of the Company’s representative(s). In the event of a Customer refusing or delaying to do so, the figures recorded by the Company shall be conclusive.
- d) It is the Customer’s responsibility to notify the Company of its authorised representative(s) for the Event and to ensure that all orders of Consumables are signed for by the authorised representative of the Customer. Where the Customer fails to notify the Company of its authorised representative(s) or orders are placed by persons other than a Customer’s authorised representative, the figures recorded by the Company shall be conclusive and the Customer shall be bound to pay the charges for the Services. The Company will not accept any adjustments to the price unless this procedure is followed.
- e) All Consumables offered are subject to availability. Where Consumables are not available, all reasonable endeavours will be made to offer a substitute.

## 3. Numbers Attending

- a) At the time of booking with the QEIIICC the Customer shall provide details of the expected number of persons attending the Event overleaf. The Catering Contract and Deposit Invoice will be based on these numbers.
- b) Final catering numbers are required 3 working days (excludes Saturday and Sunday) before the Event. Charges for the Services will be based on that number or the number actually attending, if greater. If the Company provides the Services for any number less than the Guaranteed Minimum Number previously advised on the front page of these terms and conditions the Company’s charge to the Customer based on the number previously advised, will nevertheless apply in full.

## 4. Room Hire

Any rooms or areas made available to the Customer are by agreement with QEIIICC to who’s Terms and Conditions of Hire to the Customer is subject. Charges quoted by the Company to the Customer are exclusive of the cost of any room hire charges and/or any entrance ticket charges payable to QEIIICC pursuant to their Terms and Conditions of Hire.

## 5. Charges

- a) All charges for the Services will be the charges quoted by the Company at the time of booking or where no charge is quoted, the charge listed in the Company’s published price list at the date of acceptance of the Customer’s booking.
- b) All charges are subject to Value Added Tax at the current rate.
- c) All payments are required in pounds Sterling.
- d) Once a signed Catering Contract is received, a Deposit for 85% of the expected catering spend will be issued. The catering booking will not be considered confirmed until the designated deposit has been paid in full. The Company reserves the right to cancel the provision of Services to any Event for which the deposit has not been paid by the due date.
- e) The Company reserves the right to make additional charges for Events commencing before or after the operating hours of 7am – 12 midnight.
- f) Customers shall pay the balance of any charges outstanding within 14 days of the invoice date. The Company reserves the right to charge interest on overdue accounts at a rate of 2% per month.
- g) All queries relating to amounts invoiced must be notified in writing to the Company within 7 days of the date of the Event invoice.

# Terms and Conditions cont...

- h) If the Customer fails to make payment of any charges on the due date then, without prejudice to any other rights or remedy available to the Company, the Company shall without liability to the Customer, be entitled to cancel the provision of the Services and any orders for future Services from the Customer and charge the Customer the cost of recovery of payments outstanding.

## 6. Cancellation by the Company

- a) The Company may cancel the provision of the Services to an Event and forthwith terminate this Agreement and the rights granted to the Customer if:-
- (i) The QEIICC or part of the QEIICC has to be closed for reasons beyond the Company's control; or
  - (ii) The Customer is already in arrears with any payment due to the Company and/or QEIICC; or
  - (iii) The Customer is in breach of any of these terms and conditions and/or QEIICC Terms and Conditions of Hire and fails to rectify such breach within 7 days of written request so to do by the Company and/or QEIICC; or
  - (iv) A petition is presented or a resolution is passed for the winding up of the Customer (except for the purpose of a reconstruction, amalgamation or members voluntary liquidation); or the Customer stops or threatens to stop payment of its debts or ceases or threatens to cease to carry on its business; or
  - (v) An encumbrancer takes possession or a Receiver is appointed over the whole or part of the assets or undertaking of the Customer; or
  - (vi) The Customer is unable to pay its debts within Section 123 of the Insolvency Act 1986 or any statutory modification or re-enactment thereof; or
  - (vii) An application is made to the Court under Section 9 of the Insolvency Act 1986 for an Administration Order in relation to the Customer or if the Customer passes a resolution for the making of any such application to the Court; or
  - (viii) A proposal is made under Section 1 of the Insolvency Act 1986 for a voluntary arrangement in relation to the debts or affairs of the Customer; or
  - (ix) The Customer shall convene a meeting of or propose to enter into any arrangement with its creditors generally; or
  - (x) The Customer (being an individual) is adjudicated bankrupt or dies;

## 7. Cancellation by the Customer

- a) A confirmed booking shall only be deemed to be cancelled when the Company receives written notification of the cancellation.
- b) Where a customer cancels the provision of the Services the Customer shall pay to the Company the following charges:-
- (i) Over 18 weeks notice of cancellation – No cancellation charge
  - (ii) Between 18 and 12 weeks notice of cancellation – 10% of full charge
  - (iii) Between 12 and 8 weeks notice of cancellation – 25% of full charge.
  - (iv) Between 8 and 4 weeks notice of cancellation – 50% full charge.
  - (v) Less than 4 weeks notice of cancellation – 100% of full charge

## 8. Liability

- a) The Company shall not be liable to the Customer by reason of any delay in performing or any failure to perform any of the Company's obligations in relation to the Services if such delay or failure is due to any cause beyond the Company's reasonable control.
- b) The Company shall have no liability to the Customer for any consequential loss to the Customer arising out of or in connection with the provision of the Services pursuant to the Contract (except in respect of death or personal injury resulting from negligence) and the total liability of the Company for any other loss of the Customer shall not exceed the price payable by the Customer for the Services.
- c) All goods of any kind placed in the care of the Company, or that of QEIICC, are entirely at the owner's risk.

## 9. General

- a) No variation to these terms and conditions shall be effective unless agreed in writing and signed on behalf of the Company and the Customer.
- b) These terms and conditions shall prevail over any conditions offered by the Customer.
- c) If the expression the Customer includes more than one person those persons shall be jointly and severally liable under these terms and conditions.
- d) These terms and conditions shall be governed and construed in accordance with English Law and each party agrees to submit to the non-exclusive jurisdiction of the English Courts as regards any claim or matter arising.

All details are correct at time of printing on Tuesday, 17 April 2012.  
However you may be advised of slight variations in specification and charge should circumstances dictate.

Please note that all published menus are valid from April 2012 to March 2013  
You will be advised of any variations in availability should circumstances dictate.