

Booking information for delivered catering

Our catering teams provide a number of delivery services for events across the university and are continuously inventing new dishes, expanding menus and investing in revamping facilities.

Booking information

Please ensure you read the booking information below before you book delivered catering.

- All catering bookings are to be made via the UWE catering website, unless under special circumstances, a request to Catering Services is to be made via email to cateringservices@uwe.ac.uk.
- All amendments should be made in writing via email to cateringservices@uwe.ac.uk.
- Cancellations or reductions in numbers made after 3 working days, prior to delivery, will be subject to a charge.
- Additions to catering requests for food or drinks, or an increase in numbers received after 10:00 on the day prior to delivery, will be subject to the late booking surcharge in part, or in some cases where increases are considered significant, in full. There will be limited choice of buffets available.
- Bookings can be made up to the day before the requested delivery date via the website, for same day deliveries an emailed request must be sent to cateringservices@uwe.ac.uk.
- Bookings (including voucher requests) received after 10:00 for next day delivery, will incur a late booking charge of £25.00.
- For all deliveries, including vouchers and hospitality, there will be a minimum charge of £10.00 per delivery.
- Late bookings will be subject to a limited choice of buffets and foods that can be provided. We will make every effort to accommodate your request, but reserve the right to amend the booking to food available at short notice.
- Standard delivery times for delivered catering are: Monday to Friday, 08:00 – 17:00.
- There is a charge for the provision of catering outside the normal working hours.