Introduction

Here is the 2016-2017 Catering Guide, a publication by the Horeca & Retail Department (Department of Food & Drink & Retail), a branch of Facilities & Services, at Radboud University. This guide is meant as a useful reference for if you need to organise catering for colleagues, students, or guests of Radboud University or Radboudumc. For example, a breakfast, a lunch meeting, dinner, coffee, tea, or reception. The locations that are available for a meeting include: our newest location, the Sky Lounge, on the 20th floor of the Erasmus Building, De Refter restaurant, Het Gerecht restaurant, the Faculty of Science restaurant, the Cultuurcafé, the Sports Café, Huize Heyendael, or the versatile Soeterbeeck meeting and conference centre in Ravenstein. This guide is intended for internal use. People and organisations outside our campus can also use this guide, but will be subject to different prices.

Why has the Department of Food & Drink & Retail released a new guide? There are actually two reasons for this. First, we wish to offer you an overview of our complete product range and our different catering possibilities. After all, this has been greatly expanded over the years with new healthy and sustainable products from the surrounding region. For example, we have replaced the standard broiler chicken with sustainable chicken and we work with local suppliers such as the De Groene Weg butcher, Oregional, and De Knollentuin. We have also added gluten-free and/or lactose-free products to our assortment. We are promoting the idea of “meat-free Mondays” and also offer students, staff, and guests the opportunity to eat vegan.

In addition, we wish to provide clarity about our services: exactly what you can and cannot expect from us. In other words: you know exactly what you are ordering (custom orders are possible), while the staff in the department know exactly what they need to deliver.

Our policy is aimed at avoiding food waste as much as possible. We do so in various ways, for example, by letting you know that it is important that we receive the correct numbers of attendees for a lunch or reception. Naturally, enforcing guest registration is the best way to measure prospective numbers.

Products that are left over and meet the latest hygiene codes are processed into new products (e.g. croutons, smoothies—plus we use discount stickers [30% off] at the end of the day).

Would you like to organise an event that falls outside the catering facilities covered by this guide? You can also contact the Department of Food & Drink & Retail for this purpose. This also applies to Soeterbeeck meeting and conference centre and Huize Heyendael. We would be happy to hear your wishes and ideas in a personal conversation and can then help you come up with a practical solution.

We can also respond to all kinds of other requests. For instance, consider packed lunches for an excursion or a team-building walk across campus, plans within the framework of a sporting event, or arranging a dinner with friends or a wine tasting. Since we are used to addressing such a wide range of client needs, we are happy to provide you with a customised quote.

For more information, please contact our front office: +31 24 362 66 66. They will make sure that someone calls you back to set up an appointment.

The catering guide provides a summary of our product range, starting with breakfast and going all the way to dinner.
Planning a meeting with various participants can often be a challenge. Holding a breakfast meeting may be an easy solution. We offer two options.

**Working breakfast**

- Assortment of bread and rolls from the local bakery
- A variety of regional meats and cheeses
- Fair Trade sweet toppings and spreads
- Fruit from the local region
- Organic milk and buttermilk
- Coffee and tea

€ 7.95

**Sustainable breakfast**

- Organic quark
- Yoghurt from IJsseloorrd dairy farm
- Fresh fruit salad
- Granola
- Dried fruit and nuts
- Boiled organic eggs
- Orange juice
- Coffee and tea

€ 9.90

**Coffee & tea**

We serve tea and coffee that is certified with a Max Havelaar, UTZ, or Fair Trade quality mark. Our Douwe Egberts coffee is UTZ certified: an independent quality mark.

**Coffee at meetings**

Coffee or tea delivered to your location, self-service

Minimum order: 10 drinks

€ 1.20

**Coffee and tea buffet**

Coffee or tea served by one of our service staff members

Minimum order: 50 people

€ 1.80

* If you do not specify the number required, we will assume the following distribution:
  - Number of drinks = 1.5 times the number of people
  - Ratio of coffee to tea = 65/35

**Accompaniments for coffee and tea**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macarons, chocolate frivolité, almond friandise, mini nut cake</td>
<td>€ 1.00</td>
</tr>
<tr>
<td>Carrot cake</td>
<td>€ 1.00</td>
</tr>
<tr>
<td>Date-and-nut cake</td>
<td>€ 1.00</td>
</tr>
<tr>
<td>Waalklinkertje (Nijmegen meringue speciality)</td>
<td>€ 1.50</td>
</tr>
<tr>
<td>Muffins or brownies</td>
<td>€ 1.50</td>
</tr>
<tr>
<td>Doughnuts</td>
<td>€ 1.50</td>
</tr>
<tr>
<td>Mariken slice or square (Nijmegen speciality)</td>
<td>€ 1.50</td>
</tr>
<tr>
<td>Butter cookies</td>
<td>€ 0.25</td>
</tr>
</tbody>
</table>

Coffee/tea package I: two cups of coffee or tea, two biscuits and mints €3.50/person

Coffee/tea package II: two cups of coffee or tea, two biscuits and mints, mineral water €5.50/person
**Meeting Packages**

To simplify your booking, Facilities and Services has created a number of meeting packages. These packages can be booked at the following locations: Huize Heyendael, Soeterbeeck meeting and conference centre, and the Sky Lounge on the 20th floor of the Erasmus Building.

Would you like to finish up your meeting in an informal atmosphere? Huize Heyendael and Soeterbeeck have the perfect facilities to close your meeting with a splendid dinner. Dining at these locations starts at a rate of €29.75 per person. For more information about our dinners, please contact our front office: +31 24 362 66 66.

<table>
<thead>
<tr>
<th>Package Type</th>
<th>Price Includes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard 4-hour meeting package</strong></td>
<td>Room rental, A/V resources, unlimited water/coffee/tea, mints</td>
<td>€18.50</td>
</tr>
<tr>
<td><strong>Standard 4-hour meeting package, including lunch</strong></td>
<td>Room rental, A/V resources, unlimited water/coffee/tea, mints and a Radboud working lunch</td>
<td>€25.45</td>
</tr>
<tr>
<td><strong>Sustainable 4-hour meeting package</strong></td>
<td>Room rental, A/V resources, unlimited water/coffee/tea, mints and a sustainable lunch from the Gelderland region</td>
<td>€33.45</td>
</tr>
<tr>
<td><strong>Standard 8-hour meeting package</strong></td>
<td>Room rental, A/V resources, unlimited water/coffee/tea, mints and a Radboud working lunch</td>
<td>€40.95</td>
</tr>
<tr>
<td><strong>Sustainable 8-hour meeting package</strong></td>
<td>Room rental, A/V resources, unlimited water/coffee/tea, mints and a sustainable lunch from the Gelderland region</td>
<td>€48.95</td>
</tr>
</tbody>
</table>

**Energy breaks**

- Juice & smoothie break, various juices and smoothies from our local fruit and vegetable supplier (3 types) | €3.50
- Healthy break, assortment of granola bars, vegetable tray with dips, and Bionade (organic lemonade) | €5.95
- Hearty snack, choice of: homemade quiche/sausage roll/spinach/ricotta sandwich | €2.50
Lunches
Our lunches are put together with a focus on sustainability and the use of ingredients from regional suppliers. The following lunches are made to ensure that a sufficient amount will be served for the specified number of participants. Do you wish to order additional items or do you have specific requests about what will be served for lunch? We will be happy to help!

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Radboud working lunch</strong> (also available for order as a packed lunch)</td>
<td>€6.95</td>
</tr>
<tr>
<td>Standard, quick working lunch</td>
<td></td>
</tr>
<tr>
<td>• An assortment of small rolls filled with cheese and cold cuts</td>
<td></td>
</tr>
<tr>
<td>• Various small multigrain sandwiches filled with cheese and cold cuts</td>
<td></td>
</tr>
<tr>
<td>• Fruit from the local region</td>
<td></td>
</tr>
<tr>
<td>• Organic milk/buttermilk</td>
<td></td>
</tr>
<tr>
<td><strong>Huygens working lunch</strong> (also available for order as a packed lunch)</td>
<td>€10.95</td>
</tr>
<tr>
<td>Deluxe, quick working lunch</td>
<td></td>
</tr>
<tr>
<td>• An assortment of small rolls filled with deluxe regional cheeses and cold cuts from the surrounding region</td>
<td></td>
</tr>
<tr>
<td>• &quot;Boerensandwich&quot; Supreme (sandwich filled with deluxe cheeses and cold cuts from the region)</td>
<td></td>
</tr>
<tr>
<td>• Fruit from the local region</td>
<td></td>
</tr>
<tr>
<td>• Assortment of responsible-choice cereal bars</td>
<td></td>
</tr>
<tr>
<td>• Coffee/tea</td>
<td></td>
</tr>
<tr>
<td>• Organic milk/buttermilk</td>
<td></td>
</tr>
<tr>
<td><strong>Meat-free lunch</strong></td>
<td>€11.95</td>
</tr>
<tr>
<td>Not just on Mondays...</td>
<td></td>
</tr>
<tr>
<td>• Sourdough roll with Muhamarra and grilled vegetables</td>
<td></td>
</tr>
<tr>
<td>• Multigrain wrap with buffalo mozzarella, Sud’n Sol semi-dried tomatoes and arugula</td>
<td></td>
</tr>
<tr>
<td>• Quinoa salad with green vegetables, feta cheese, and grapes</td>
<td></td>
</tr>
<tr>
<td>• Fruit from the local region</td>
<td></td>
</tr>
<tr>
<td>• Orange juice</td>
<td></td>
</tr>
<tr>
<td>• Organic milk/buttermilk</td>
<td></td>
</tr>
<tr>
<td><strong>Comenius lunch</strong></td>
<td>€12.95</td>
</tr>
<tr>
<td>Delicious healthy lunch</td>
<td></td>
</tr>
<tr>
<td>• Sandwich with avocado and smoked salmon</td>
<td></td>
</tr>
<tr>
<td>• Sandwich with goat cheese, mango and pine nuts</td>
<td></td>
</tr>
<tr>
<td>• Salad with mixed mushrooms, spinach, almonds and cherry tomatoes</td>
<td></td>
</tr>
<tr>
<td>• Fruit from the local region</td>
<td></td>
</tr>
<tr>
<td>• Organic milk/buttermilk</td>
<td></td>
</tr>
<tr>
<td>• Orange juice</td>
<td></td>
</tr>
<tr>
<td><strong>Gelderland lunch</strong></td>
<td>€14.95</td>
</tr>
<tr>
<td>Sustainable lunch with the finest products from the Gelderland region</td>
<td></td>
</tr>
<tr>
<td>• Sourdough roll with Gelderland cheese from the Ooijpolder</td>
<td></td>
</tr>
<tr>
<td>• Herbed roll with homemade organic pastrami, truffle cream and Parmesan cheese</td>
<td></td>
</tr>
<tr>
<td>• Slice of Mariken bread (Nijmegen speciality)</td>
<td></td>
</tr>
<tr>
<td>• Fruit from the local region</td>
<td></td>
</tr>
<tr>
<td>• Organic milk/buttermilk from IJsseloor dairy farm</td>
<td></td>
</tr>
<tr>
<td>• Coffee/tea</td>
<td></td>
</tr>
<tr>
<td><strong>Sandwich tray (minimum 10 people)</strong></td>
<td></td>
</tr>
<tr>
<td>• Sandwich tray with small rolls filled with cheese and cold cuts from the region, 2/person</td>
<td>€2.50</td>
</tr>
<tr>
<td>• Sandwich tray with sandwiches filled with cheese and cold cuts from the region, 2 halves/person</td>
<td>€2.75</td>
</tr>
<tr>
<td><strong>Meal-size salads (minimum 5 people)</strong></td>
<td>€7.75</td>
</tr>
<tr>
<td>A one-person meal-size salad as a replacement for your bread-based lunch.</td>
<td></td>
</tr>
</tbody>
</table>
Afternoon tea and High tea
Only available in Soeterbeeck and Huize Heyendael for orders for a minimum of 10 people.

An afternoon tea/high tea traditionally consists of finger sandwiches, scones with jam and clotted cream, and various sweets such as tarts and cakes. In terms of structure and taste, scones lie somewhere between bread and cake, and therefore serve as a good transition between the savoury and sweet dishes. The scones are served warm and are freshly baked. If your preference is for something sweet, then you will want to choose the afternoon tea, but the high tea is more suitable if you would prefer more variety.

A lovely afternoon tea or high tea demands a nice tea. We have selected Dilmah tea. The Dilmah family business has the best tea plantations in Sri Lanka and is responsible for the entire production process. No intermediaries are involved in the business, which has a positive impact on the freshness and price. Dilmah is committed to honesty in the tea trade and also lets its staff and their families profit from the company’s success. Through the specially-created MFJ Foundation, a large portion of the company’s profit is invested in projects for the well-being of the Sri Lankan people.

**Afternoon Tea**

€14.50

- A selection of teas
- Muffins
- Scones with clotted cream and marmalade
- Macarons
- Chocolate frivolités
- Almond friandises
- Mini nut cake
- A selection of sandwiches
- Fruit salad
- Assorted biscuits

**High Tea**

€19.75

- A selection of teas
- Muffins
- Scones with clotted cream and marmalade
- Chocolate frivolités
- Mini nut cake
- Fruit salad
- A selection of sandwiches
- Cup of bouillon
- Mini quiches
- Blinis with goat cheese and red onion
For drinks and receptions
Below you will find our “bites”, which are designed to go with drinks or a reception. We offer a changing and varied assortment. The following list contains a number of examples of the bites that we serve. If you have any specific requests for appetisers, please feel free to let us know! Available to order for parties of 10 or more.

To have on the table:

Salted bites (per 5 people) €6.95
Nuts, salted cookies and Japanese rice crackers

Green bites (per 5 people) €8.50
Platter with a varying range of vegetables for tzatziki and hummus

Easy bites (per 5 people) €13.95
• Italian cold cuts
• Dutch cheeses
• Marinated olives
• Roasted nuts

For distribution

Cold bites *
Platter with a varying assortment of cold appetisers (3 per person) €4.50/person

Hot bites **
Platter with a varying assortment of hot appetisers (3 per person) €3.50/person

Mixed bites
Platter with a varying assortment of hot and cold appetisers (3 per person) €4.00/person

Bitterballen €2.25/person
Two Van Dobben bitterballen (mini croquettes) and one vegetarian Oyster mushroom bitterbal served with mustard

As a buffet

Big bites €15.50/person
Selection of the above appetisers, supplemented by breads and dips

Examples of our hot and cold appetisers
* Cold bites
• Tartelette with a smoked salmon mousse
• Organic beef with Parmesan and truffle dressing
• Skewer of crunchy vegetables with a bell pepper dip (vegetarian)

** Hot bites
• Fried scampi with a herb dip
• Organic meatballs prepared Moroccan style
• Jalapeno peppers filled with goat cheese (vegetarian)
Drinks

Standard drink selection
*The following prices are per drink, including service.*
- Mineral water, soft drinks: €2.25
- Fruit juices: €2.50
- Alcohol-free beer: €2.50
- Beer, per glass: €2.10
- Beer, per bottle: €2.50
- Red port: €3.20
- House wines: €3.50

Standard drink cart
The price for the drink cart is based on three drinks per person from 10 to 50 people, excluding service.
A recalculation will occur in the case of additional drinks consumed.
A drink cart with glassware, containing the following assortment:
- Beer, Radler
- Various soft drinks, mineral water
- Orange juice
- White and red wine
- Salted bites (pg. 6)

Deluxe drinks cart
The price for the drink cart is based on three drinks per person from 10 to 50 people, excluding service.
A recalculation will occur in the case of additional drinks consumed.
A drink cart with glassware, containing the following assortment:
- Beer, Radler
- Various soft drinks, mineral water
- Orange juice
- White and red wine
- Easy bites appetisers (see pg. 6)

The snack trolley is easy to use and you will know the costs beforehand.
Of course it is also possible to order snacks and drinks without ordering our snack trolley.
In that case you will pay on an order to order basis. You can place an order through our request form, or call our front office at 024-36 26 666
Buffets
Our buffets include a selection of hot and cold dishes and are put together in such a way that there will be enough served for all your guests. In addition, every buffet has a number of options for vegetarians.

Erasmus buffet  €19.95
- A selection of breads with tapenade and herb butter
- Mixed seasonal salad with mushrooms and almonds
- Mediterranean antipasti (sweet sun-dried tomatoes, mixed olives and cheeses)
- Braised seasonal vegetables with fresh herbs
- Free-range chicken prepared Lebanese style
- Oven-baked rosemary potatoes
- Lasagne Verdi with spinach and Parmesan

Aquino buffet  €25.95
- Artisan bread from the local region
- Salad with spinach, roasted tomatoes, and mozzarella
- Couscous salad with apricots, goat cheese and almonds
- Green beans with snap peas and green peas
- Multigrain rice with nuts
- Parsnip casserole
- Sea bream in spices, with fennel and tomatoes
- Lamb stew

Mediterranean buffet  €29.95
- Tapas Variadas (a selection of cheeses, cold cuts, dips and breads)
- Greek salad (mixed greens, olives, cucumber, tomato, feta cheese and red onion)
- Roasted organic veal with truffle mayonnaise
- Assortment of grilled vegetables
- Vegetarian lasagne
- Piri Piri free-range chicken
- Prawns in Spanish tomato sauce
- Saffron rice
- Organic spare ribs

Heyendael buffet  €36.95
You can put together your own buffet, selecting five main courses and three sides.

Cold main courses
- Carpaccio made from smoked sustainable salmon with a refreshing “hangop” (sweet curd) dressing
- Homemade organic pastrami with basil
- Salad with smoked chicken, mango and pomegranate
- Quinoa salad with feta, sage and sweet potato (vegetarian)

Warm main courses
- Sea bass fillet soaked in herb oil with sea vegetables
- Prawns marinated in whisky, served with a lobster sauce, spring onions and tomato
- Guinea fowl with morel mushrooms
- Slow-cooked beef with spices
- Saltimbocca (veal with Parma ham and sage)
- Old Dutch vegetable casserole (vegetarian)
- Organic quiche (vegetarian)
Cold side dishes
- Fresh vegetable salad with a light dressing
- Homemade pasta salad with mixed vegetables, mozzarella and pine nuts

Warm side dishes
- Basmati rice with herbs and organic egg (vegetarian)
- Ratatouille with rosemary (vegetarian)
- Oven-roasted potatoes with fresh herbs and garlic (vegetarian)

Dutch winter buffet (available from 1 October to 1 March) €19.95
- Stamppot boerenkool (potato stew with kale)
- Braised sauerkraut
- Red cabbage with apples
- Mashed potatoes
- Smoked sausage
- Beef stew
- Fried bacon and pork belly
- Gravy
- Various pickled vegetables

Desserts
- Grand café: unlimited coffee and tea with sweets, like brownies, mini muffins, mini bossche bollen (chocolate pastry from Den Bosch), petit glacés €5.50
- Homemade tiramisu (two types) €7.75
- Grand dessert: a variety of sweet treats €12.95
Dinners
Everything is possible, whether you are considering a business dinner or a festive evening with your whole department. You can choose one of our tasty three- or four-course dinners, or ask us to prepare a custom-made meal. With a customised menu, we can take dietary needs into account.

Dinners are available for a minimum of 15 people, but for smaller groups you are welcome at the Faculty Club Huize Heyendael.

We recommend that you always contact our front office to make arrangements for your desired dinner location and menu. +31 24 362 66 66.

Here are some examples:

Beet tart | mousse made from goat cheese | mesclun | honey dressing | roasted pine nuts
Fennel broth | crème fraîche | toasted brioche
John Dory fish | crispy panko crust | Thai soy sauce Almond mousse | Armagnac prunes
Caprese salad | tomatoes | basil | buffalo mozzarella | olive oil dressing | white balsamic
Tom Kha Kai | noodles | guinea fowl | mushrooms
Cannelloni | spinach | morels | asparagus
Pineapple mikado | Valderama Ocal mayonnaise | acacia honey | lime

Three-course menu  €32.50
Four-course menu  €38.00

Dit is de link die hier geplaatst moet worden....

http://www.ru.nl/facultyclub/catering/a_la_carte/
Barbecue
Please contact us if you wish to arrange a simple and congenial barbecue. We provide all the necessities at the location... and then we clean up afterwards! The only thing you have to do is grill the meat. We have tasty alternatives for vegetarians.
For groups of more than 50 people, we recommend that you also arrange for a service staff member to be present. In consultation with you, he or she will prepare all the dishes and manage the salad buffet. At the end he will clean everything; it couldn't be easier.

Bijleveld barbecue €9.50
• Javanese chicken satay
• Barbecue sausage
• Hamburger
• Marinated organic pork belly
• Cucumber salad
• Pasta salad
• French bread
• Garlic sauce
• Barbecue sauce
• Peanut sauce

Organic barbecue (entirely organic) €19.50
• Barbecue sausage
• Lamb kofta
• Hamburger
• Marinated piece of pork shoulder
• Pasta salad
• Beef salad
• Fresh raw vegetables
• French bread
• Garlic sauce
• Piri-piri sauce
• Cocktail sauce
Conditions for ordering and cancelling

<table>
<thead>
<tr>
<th>Product</th>
<th>Notice for ordering</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coffee, tea, cake/biscuits</td>
<td>By 2 pm on the day before the date of delivery</td>
</tr>
<tr>
<td>2. Served lunch</td>
<td>At least five working days before the date of delivery</td>
</tr>
<tr>
<td>3. Self-serve lunch</td>
<td>By noon on the day before the date of delivery</td>
</tr>
<tr>
<td>4. Receptions with serving staff</td>
<td>At least five working days before the date of delivery</td>
</tr>
<tr>
<td>5. Receptions without serving staff</td>
<td>At least two days before the date of delivery.</td>
</tr>
<tr>
<td>6. Dinners, buffets</td>
<td>At least 10 working days before the date of delivery</td>
</tr>
<tr>
<td>7. Weekend and event catering</td>
<td>At least 10 working days before the date of delivery</td>
</tr>
</tbody>
</table>

- All prices above apply to internal clients from Radboud University and Radboudumc. VAT does not apply. Internal clients must supply a valid cost heading, project code or specification.
- Payment should be made via Oracle.
- Other clients will be charged different rates.
- Clients who cannot supply a cost heading will be sent a bill.
- The costs of catering staff are included for activities on weekdays between 8 am and 8 pm.
  In accordance with the CAO (Collective Working Agreement), a supplement will be charged for hours worked after 8 pm and on Saturdays, Sundays and public holidays. These extra charges will be included in the quote.
- A supplement of €7.50 will be charged for providing catering outside of regular Facilities and Services locations.
- Prices and packages are subject to change.
- Price level: October 2016.

Cancellation

Cancellation by guests
a. Guests can derive no rights from a verbal cancellation. All cancellations must be made in writing.
b. If a guest does not show up for any reason, the reservation price must still be paid.

Cancellation of accommodation agreements and meeting rooms
a. There is no charge if the cancellation is made more than 1 month in advance.
b. Cancellations made more than 14 working days in advance shall result in a charge of 10% of the reservation price.
c. Cancellations made more than 10 working days in advance shall result in a charge of 15% of the reservation price.
d. Cancellations made more than 3 working days in advance shall result in a charge of 25% of the reservation price.
e. Cancellations between 3 working days and 24 hours in advance shall result in a charge of 40% of the reservation price.
f. Cancellations made less than 24 hours in advance shall result in a charge of 100% of the reservation price.
Cancellation of catering agreements

If a catering agreement has been made:

a. There is no charge for a cancellation made more than 14 working days in advance.
b. Cancellations made 11-14 working days in advance shall result in a charge of 10% of the reservation price.
c. Cancellations made 5-10 working days in advance shall result in a charge of 50% of the reservation price.
d. Cancellations made between 3 working days and 24 hours in advance shall result in a charge of 75% of the reservation price.
e. Cancellations made less than 24 hours in advance shall result in a charge of 100% of the reservation price.

If a catering agreement has not been made:

a. There is no charge for a cancellation made at least 48 hours before the reserved time.
b. Cancellation 48 hours or less before the reserved time shall result in a charge of 50% of the reservation price.

Changes to catering agreements

The number of participating/visiting people should correspond to the agreement. This number can only be deviated from if this is reported five days prior to the event and the number of people has not changed by more than 10 percent. For lunches, a change must be reported one day prior to the event (no later than noon).