

Imperial College London Catering & Hospitality Policy

Policy Statement

1. Any catering and hospitality taking place at South Kensington, White City, Hammersmith, and Charing Cross campuses should be supplied by the [College's catering service](#).
2. The College's catering service provides a varied menu which can suit a wide range of tastes, budgets, and dietary requirements. Bespoke menus are also available on request.
3. External catering may only be used if the College's catering service cannot accommodate a request. In this instance, the following forms must be submitted to the Head of Catering and Events before confirming the booking with the external caterer:
 - a. External Caterer Notification Form (to be submitted at least 21 days before the event)
 - b. Operational Declaration Form
 - c. Allergen Declaration Form

This is to ensure the external supplier is compliant with food safety & hygiene, health and safety procedures and relevant regulatory legislations.

Rationale

1. The College's catering service is not-for-profit. It is dedicated to supporting the College mission. Using the College's catering service is more financially efficient than using external services, as VAT is not charged on College catering, and it better supports the College's mission.
2. The College's catering team are highly skilled, capable of delivering the high standard of service the Imperial community expects and aims to exceed expectations.
3. By using the College's catering service, staff, students, and visitors can be assured of compliance with all relevant legal and regulatory requirements. This includes:
 - a. Health and safety regulations
 - b. Food safety regulations
 - c. Allergen legislation
4. By using the College's catering service, significant risks associated with external catering can be mitigated. These include:
 - a. The service failing to meet the expected standard
 - b. Failing to fulfil the College's duty of care to students, staff, and visitors, putting them at risk

- c.** Failing to meet the legal obligation to advise people consuming food and drink of allergens. Some allergies can be life-threatening
- 5.** The forms required for external catering provide additional assurance for the College community, ensuring that all food served at our campuses complies with the Food Safety Act 1990 (as amended), The Food Safety and Hygiene (England) Regulations 2013 and subordinate legislations.

For further information please email roomsandcatering@imperial.ac.uk or visit [our website](#) where you will find the links to our menus and on online booking form.