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CULINAIR



Table of content

Foreword	3
Ordering and Delivery guidelines	4
Meeting room service	7
Breakfast service.....	9
Cake service.....	9
Lunch.....	9
Drinks and snacks	12
Custom events quotations and cost of service personnel.....	16

Foreword

Dear purchaser,

This folder contains the banqueting menu for the academic year 2015-2016. In this folder, you will find information about the catering possibilities we offer at various locations of the Erasmus Universiteit, Rotterdam. We would like to invite you to use the examples in this document as a source of inspiration. There are numerous possibilities to enhance your meeting, conference, party or other event with suitable catering options. We offer much more than the lunches, snacks and packages set forth in this folder.

“Offering a Deluxe ten course buffet dinner in a charming setting accompanied by a selection of wine is no problem at all for VITAM!”

Should you have any special requests or wish to exchange ideas about the details of an event, please do not hesitate to contact us. Starting this academic year, the Global Campus Hospitality Desk will be ready to take care of you. You can request information and quotes (without any obligation) from the Hospitality Desk.

The Hospitality Desk has an office in Building G on Campus Woudestein. Internal purchasers can place orders via the website. External purchasers can place orders via e-mail vitam-office@catering.efb.eur.nl

For questions regarding standard orders, the Hospitality Desk can be reached by phone at 010-4082415. For custom quotes please contact our Banqueting Manager at telephone number 010-4082416 or by e-mail at banqueting@catering.efb.eur.nl

We would like to assure you in advance that we are committed to providing nothing but the best service!

Kind Regards,

Global Campus Hospitality Desk
Fiona Nijsen

Banqueting Manager



Ordering and Delivery guidelines

All users will be informed by means of the ordering system on the website www.eur.nl/catering. Only internal purchasers can place orders via the website. External purchasers can place orders via e-mail vitam-office@catering.efb.eur.nl

In order to facilitate delivery, we have set up a number of guidelines. We would like to ask you to bear in mind a number of things.

1. Possibilities pertaining to placing orders and requesting information:

- a) Internal purchasers can order standard products from our banqueting folder via www.eur.nl/catering
- b) Information regarding custom orders can be requested by telephone at 010-4082416 (Campus Woudestein and EUC) or at 070 4260439 (ISS).
- c) Information regarding custom orders can be requested via email at banqueting@catering.efb.eur.nl

Authorized purchasers of the EUR, are able to order standard and additional services, 24 hours in advance, stating the date and time, location, desired service, number of people, name, department, budget number, email address and telephone number.

2. Confirming the order:

- a) For standard orders placed by internal purchasers: via the website. For external of non-authorized purchasers: per email via the Hospitality desk.
- b) For custom orders: personal consultation, followed by quotation process.

3. Delivering the order:

- a) a) We would like to know at what time you want your order to be delivered. The order will be delivered 5 - 15 minutes before the specified time. Preparatory work, if any, will be finished at least 15 minutes before the start of the meeting. When a meeting starts at 9:00 pm and you want your order to be ready at 08.45, please specify 8:45 pm as the desired delivery time for the service you ordered. The order will be delivered between 8:30 and 8:40 pm. Unfortunately our college are asked on a regular basis to return on the exact time of the booking. This is not the standard that is agreed with the EUR. When this happens, other booking are affected and we will charge an extra delivery fee of €5,00.
- b) If the room is occupied, service staff will knock. It is then discussed whether it is possible to deliver in or outside of the room in question. The booked room will need to be accessible to VITAM. When the room is not accessible for VITAM at the time of the booked delivery and our colleges will need to for example pick up keys to have access to the booked we will charge a fee of €5,00.
- c) When a delivered order needs to be brought to another room on request of the host/booker a fee of €5,00 will be charged for the delivery.
- d) The order will be placed on the buffet table or, if absent, the meeting table.
- e) Delivery is possible during the following days and times:
 - Campus Woudestein: Monday – Friday, 8.00 – 18.00 o'clock
 - EUC: Monday – Friday, 08.00 – 18.00 o'clock
 - ISS: Monday – Friday, 08.00 – 16.00 o'clock
 - Outside these hours, approval and / or further alignment is needed. May be subject to additional personnel costs.

4. Picking up the order:

- a) When placing an order, the ending time of the meeting is communicated. We will collect the order within 60 minus after the ending time. If the door is closed, we will knock and ask whether we can take away the order.

- b) The following times also apply to picking up orders:
- Campus Woudestein: Monday – Friday, 8.00 – 18.00 o' clock
 - EUC: Monday – Friday, 08.00 – 18.00 o'clock
 - ISS: Monday – Friday, 08.00 – 16.00 o'clock

Outside these hours, approval and / or further alignment is needed. May be subject to additional personnel costs

If the ending time is outside of the aforementioned times, pick-up time will be on the next business day, starting at 8.00 o'clock.

- c) We would like to ask our guests to put all dishes together in one spot in the room, so we may collect all dishes at once.
- d) The guest are requested to cluster the crockery and cutlery in the book room, so this can be picked up by VITAM. When this is not done or the crockery and cutlery is not in the booked room we will charge a fee of €5,00 for the extra labour.

5. Miscellaneous:

- a) During a business lunch, VITAM will leave a card on which you can write feedback or suggestions. In order to guarantee freshness and taste, production time and date are noted on the card.
- b) For events, VITAM would like to provide a tailor-made quote and take care of the final interpretation of the script at a later time.
- c) All prices listed in this banqueting folder are sales prices including VAT. These prices apply to the delivery times referred to under 3d and, unless specifically stated, do not include table service. Changes in prices and assortment subject to change.
- d) For orders under € 15,00 we charge € 4,75 delivery charge, except for the Standard and Deluxe coffee / tea packages.
- e) Appetizers can also be ordered without drinks. We charge a delivery fee for delivery. Take away is also possible at a specified location. If the latter option is chosen, there will be no personnel costs.
- f) VITAM ensures foodsafety when food is consumed within 2 hours after delivery. Therefore, we do not allow taking away delivered products that have been out of the refrigerator for more than 2 hours.
- g) VITAM does not loan or rent out catering materials and/or catering space without rendering accompanying catering services.

6. Ordering and cancellation period

All prices in this culinary folder are sales prices including VAT. All prices in this culinary folder are valid during our service hours, with the exception of custom quotes.

Services to be rendered	Reservation period	Cancellation period	Percentage charged*
Meeting Service	No less than one work day before delivery of the requested services, before 13.00 o'clock	No less than 2 hours in advance	50%
Lunches	No less than one work day before delivery of the requested services, before 13.00 o'clock	before 9 o'clock a.m.	50%
Custom receptions, lunches, dinners and anniversaries (< 50 persons)	No less than 5 work days in advance	No less than 48 hours in advance	100% of all actual costs
Other custom activities, such as large dinners and parties	No less than 5 work days in advance, quote will follow within 2 work days	No less than 72 hours in advance	100% of all actual costs
Special events	On request	No less than 72 hours in advance	100% of all actual costs

*If the cancellation period is exceeded, we will be obliged to charge you the percentage mentioned in the table above.

Despite the use of a reservation guidelines, we are aware of that ad-hoc bookings occur regularly. Executing them requires great flexibility of our banqueting team. Unless an ad-hoc request interferes with the regular catering operations, we will carry out the services according to the wishes of the purchaser. We will, however, charge an ad hoc fee of € 7,75 per order.

Meeting room service

Do you need coffee or tea service during your meeting? A soft drink, fruit juice or mineral water during breaks? Your order will be delivered at the time of your choice, and in the room you reserved. We handle delivery for a minimum of 4 persons and maximum of 50 persons. When you are expecting less than 4 persons we will charge a delivery fee of €5,00. With an order for more than 50 persons we will make an event quotation for you.

For a meeting room service we use Fairtrade coffee from Alex Meijer and UTZ Certified thee van Bazar.

We will be glad to provide you with an overview of our assortment:



Coffee-/ tea package standard

Two cups of coffee or tea per person, sugar, milk, and a carafe of speakers water.

€ 1,55 per person



Coffee-/tea Deluxe

Two cups of coffee or tea per person, sugar, milk, a carafe of speakers water, biscuit, and a carafe of homemade sustainable lemonade

€ 2,15 per person

Pot Coffee (8 cups)	€	5,95	per pot
Pot Tea (8 cups)	€	5,25	per pot
Glass of fresh mint leave tea	€	2,50	Per glass
Carafe of water (1 litre)	€	1,00	per carafe
Carafe of homemade sustainable lemonade(1 litre)	€	1,75	per carafe
Earth water red/blue(1 litre)	€	2,75	per bottle
Earth water red/blue (0,5 litre)	€	1,49	per bottle
BIO Fruit juice (carafe, 1 litre)	€	7,50	per jug
Soft drink (0,2 litre)	€	1,75	per bottle
Packed biscuits	€	0,20	per piece
Deluxe butter biscuits	€	0,40	per piece
Slice of cake	€	0,65	per slice
Bowl of mints (250gr)	€	2,95	per bowl
BIO fruit 'Mijn Boer'	€	0,95	per piece
Candy bars	€	1,50	per piece
Assortment of Dutch Cookies (eierkoek, ontbijtkoek en suikerbrood)	€	1,25	per piece
American mini pastries (muffin, donut, brownie)	€	1,25	per piece
Sausage roll	€	2,25	per piece
Petit fours (standard)	€	2,25	per piece
Muffin*	€	2,25	per piece
Giant Cookies (bokkepoet or kozak)*	€	2,25	per piece
Deluxe petit four with logo	€	3,50	per piece

* These products and others are baked for us in a traditional way by 'Koekenbakkerij t Möpke'. At 't Möpke', employees are people with an intellectual disability. The goal is to make them happy at work, so they perform at their very best. 't Möpke works in a very professional way, with a lot of passion and attention to detail to ensure the delivery of high quality products. Experience for yourself how delicious these products are, and help make our society a better place!

Other options are available such as our meeting bites:

- * Fruit serving; a wineglass filled with delicious seasonal fruits
- * Crudities in a wineglass with a dip
- * Homemade fruit and vegetable smoothie
- * Glass of homemade cold soup
- * Sliders; small beef burgers on a stick
- * Selection of warm puff pastries
- * Energy boosters such as muesli bars, candy bars or hand fruit

Ordering a meeting bites assortment is optional from 10 guests, minimum of 3 working days in advance of the booking. Prices are on request. For the delivery of warm bites during you meeting we would request to give us the exact time of the delivery.

Breakfast service

Early start of the meeting or have your guest been traveling from far? VITAM offers a breakfast service to start off your meeting. We offer breakfast from 08:00 to 11:00 hours in De Etude, we will reserve a table for your guest and you in the grand Café next to De Etude.

French breakfast Warm croissant, butter, jam, coffee/tea, orange jus	€	5,50	per person
Dutch breakfast Two slices of bread, cut meats and cheeses, jam, boiled egg, coffee/tea, orange jus	€	7,50	per person
Vitamin breakfast Biological yoghurt, 'MijnBoer' muesli, coffee, fresh mint leaf tea, juices, fruit salad	€	7,50	per person

Cake service

We can order cakes from our bakery. We will need your order 48 hours in advance. The cakes will be delivered at one of our outlets. You can pick them up at the outlets and pay there.

Lunch

Pot Coffee (8 cups)	€	5,95	per pot
Pot Tea (8 cups)	€	5,25	per pot
Carafe of water (1 litre)	€	1,00	per carafe
Carafe of homemade sustainable lemonade(1 litre)	€	1,75	per carafe
Earthwater blue/red (1 litre)	€	2,75	per bottle
Earthwater PET blue/red (0,5 litre)	€	1,49	per bottle
Biological milk or buttermilk (1 litre)	€	2,50	Per carafe
Biological fruit juices (1 litre)	€	7,50	per carafe
Plain croissant	€	1,50	per piece
Raisin- or muesli roll	€	0,95	per piece
Soft roll with cut meats or cheeses	€	1,75	per piece
Deluxe mini roll or –sandwiches with cut meats or cheeses	€	2,50	per piece
Bake off roll with deluxe with cut meats or cheeses	€	2,50	per piece
Open sandwich; traditional hand cut slice of bread with cut meat or cheese	€	3,95	per piece
Traditional, richly filled roll of the day	€	3,95	per piece
Meal salad	€	4,95	Per piece
Warm snack of the day	€	2,25	per pice
Fresh fruit salad with yoghurt and seasonal fruit (150 gr)	€	2,95	per bowl
Biological hand fruit "Mijn Boer"	€	0,95	per piece

Lunchservice

To complete your meeting, we can offer you a variety of lunch packages. VITAM will ensure that all the ingredients of the lunch will be seasonal. All pictures and descriptions in this banqueting folder are an impression of what VITAM is able to offer.

Lunch can be delivered from a minimum of 4 persons and a maximum of 50 persons. When you are expecting less than 4 persons, we will charge a delivery fee of € 5,00. When ordering for more than 50 persons we will charge event prices and make an event quotation for you.

We would also like to make you aware of our breadbox. This is an easy-to-pick-up breadbox that you can take away for a lunch outside or to have lunch with your colleagues. This box is easy to pick up and you can pay for it in the restaurant. Also, it is easy to pick up at the end of a working day to take home.

Breadbox min. 10 persons (pick up)

1 traditional loaf of brown bread (sliced)
1 white loaf (sliced)
Tray of cut meats and cheeses
Butter and jam
Bottle of 1 litre BIO fruit juices
1 litre buttermilk and 1 litre milk
10 pieces hand fruit
Napkins and disposables

€ 47,50 per box

Basic Lunch

Roll and/or sandwich with cut meats and cheeses (2 per person)
Raisin roll
Hand fruit
Glass of milk or buttermilk

€ 5,60 per person

Deluxe Lunch

Bake off rolls with deluxe cut meats and cheeses (2 per person)
Hand fruit
Glass of milk or buttermilk

€ 7,40 per person

VITAMin Lunch

Think slice of Bio bread with cut meat or cheese
Bowl of fruit salad and/or vegetables salad
Glass Bio juice
Glass of milk or buttermilk

€ 9,50 per person

Meal salad Lunch

A rich meal salad
1 slice of hand cut Bio bread with olive oil or a mini roll
Fresh fruit smoothie

€ 9,50 per person

Lunchbuffet

Selection of bread, tray with cold cut meats, cheeses and fish, a warm item (snack or soup of the day, depending on the location), fruit juice, (butter)milk, mixed salad and seasonal hand fruit

€ 13,50 per person

Take away Lunch (pick up)

Lunch bag consisting of 2 soft roll with cut meats or cheese per person
Hand fruit
Milk or buttermilk

€ 6,05 per person

Events and drinks

A get-together, a farewell, anniversary, presentation or a special occasion can be reason for a celebration with drinks and bites. We offer several options. To give you an impression, we can provide you with some suggestions. The below packages are inclusive of 3 drinks per person and waiting service (excluding the drinks trolley). We also offer a package on recalculation after the event, if you would like a quotation please contact banqueting@catering.efb.eur.nl

Sustainability is very important for VITAM and the EUR. At our events we service Gulpener beer (this beer has an EPA mark and is a recognized local product) and our wines are biological.

Drinks on recalculation

A event on recalculation is only possible with waiting staff. We will charge the actual consumption. The below prices are exclusief of waiting staff. When you are interest in a event with drinks on recalculation we would be happy to make a quation for you.

Soft drinks(glass)	€ 1,25	per glass
Soft drinks(bottle 0,2 litre)	€ 1,75	per bottle
Draft beer Gulpener (glass, optional from a minimum of 100 guest)	€ 1,50	per glass
Beer Gulpener (bottle 0,33 litre)	€ 2,25	per bottle
Biological house wine (red, with of rose) (glass)	€ 2,50	per glass

Drink packages

A drinks packages is a set price package with 3 drinks per persoon. After the 3 drinks you can let us know if you want us to continue serving (the extra drinks will be on recalculation for the above price).

Drinks trolley (minimum of 10 and maximum of 50 persons)

Soft drinks, beer, red and white house wine and mineral water (3 drinks per person), self-service € 6,10 per person

Drinks package basic (minimum 20 persons)

Soft drinks, beer, red and white house wine, fresh juices and mineral water (3 drinks per person) self-service € 5,60 per person

Drinks package deluxe (minimum 20 persons)

Soft drinks, beer, red and white house wine, mineral water, fruit juices and deluxe beer (rosé beer in summer, bokbier in the winter) (3 drinks per person) inclusive basic waiting service drinks buffet € 7,65 per person

Drinks package complete (minimum 20 persons)**

Soft drinks, beer, red and white house wine, fresh juices and mineral water. Will we place crisp/nuts and cold bites around the book room and we will serve a warm Van Dobben snack (2 bites per person and crisps and nuts) (3 drinks per person) inclusive waiting service drinks buffet € 12,50 per person

** Not offered at EUC

Bites package basic (minimum 20 persons)		
Nuts, crisps, cheese and sausage (2 bites per person and crisps and nuts)	€ 2,75	per person
Bites package deluxe (minimum 20 persons)**		
Crisps with dips, mixed nuts, cheese, sausage ,bitterballen and vlammetjes (2 bites per person and crisps and nuts)	€ 4,85	per person
Bites package kokant (minimum 10 persons)		
Mixed nuts, salted biscuits and olives	€ 1,75	per person
Crudité vegetarian (tray of 35 bites)		
Selection of crudité such as cucumber, radishes, mini tomatoes, carrot and a yoghurt dip	€ 32,50	per tray
Dutch bites (tray of 35 bites)		
Selection of cheeses and sausages, cucumber and mini tomatoes	€ 44,95	per tray
Tapas (tray of 35 bites)		
Olives, dads, chorizo, serrano ham and meloen	€ 44,95	per tray
Erasmus selection (tray of 35 bites)		
Selection of deluxe crostini's with brie, mozzarella/tomatoes, beef carpaccio, coppa di parma and smoked salmon	€ 44,95	per tray
Basic deep fried bites (tray of 35 bites)**		
Selection of deep fried bites, such as bitterballen, chicken nuggets, cheese bites	€ 25,00	per tray
Mini sausage rolls en petit crolines (tray of 35 bites)		
Selection of mini sausage rolls and puff pastries with mushrooms, salmon, cheese and sausage filling	€ 25,00	per tray
Hotmix vegetarian (tray of 35 bites)**		
Filled jalapenos, onion rings and nacho's with guacamole	€ 27,50	per tray
Van Dobben deluxe deep fried snacks (tray of 35 bites)**		
Van Dobben bitterballen, traditional meatballs, mini cheese soufflé's en chicken bites in a crispy crust	€ 35,00	per tray
Eastern deep fried bites (tray of 35 bites)**		
Torpedo prawns, samosa's and dim sum	€ 35,00	per tray

**** Not offered at EUC**

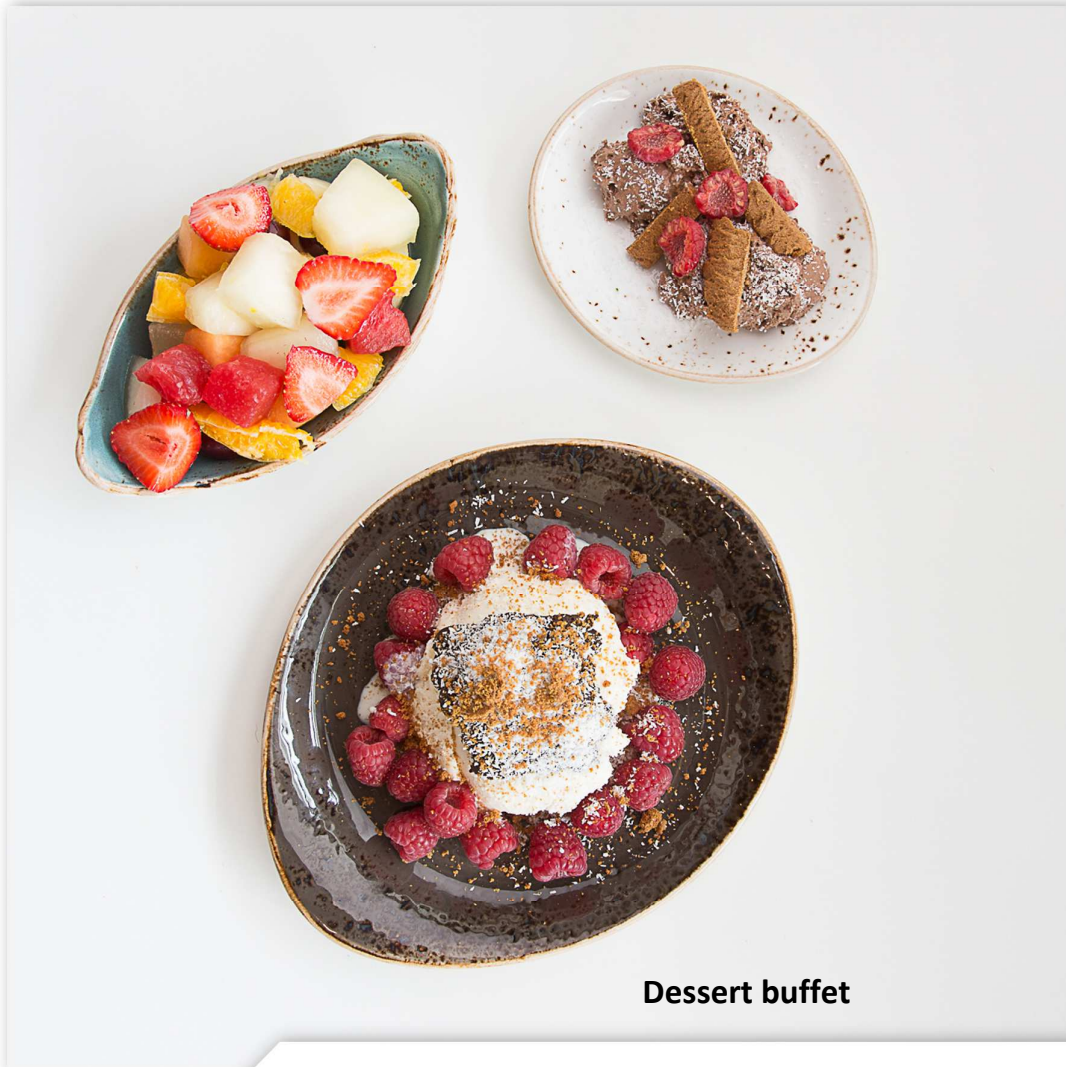
Buffets and Dinners

We offer various options for buffets and dinners, ranging from buffets to themed dinners and rich appetizer packages with a barbeque, and up to 10 course buffets. Our banqueting manager will be happy to discuss all options with you. Depending on your wishes, we will provide you with a custom quote.



Italian buffet

Selection of bread with tapenade and herb butter
Pasta salad with a selection of fish, mixed green salad and Caprese salad
Vegetarian lasagne with grilled vegetables and mozzarella, Penne
Carbonara and Spaghetti with salmon, basil and tomato



Dessert buffet

Fresh fruit salad
Bavaris from coffee and Bastogne
Mousse of pure chocolate and marinated pineapple

Personnel expenses are not included. Unless specifically stated. These costs will be charged as follows.

Position	mon-fri 07.00 - 18.00 hour	mon - fri after 18.00 hour	Saturday	Sunday
Waiting staff	€ 21,44	€ 22,56	€ 27,51	€ 34,46
party manager	€ 27,42	€ 29,33	€ 35,80	€ 44,91
manager	€ 30,67	€ 33,19	€40,13	€ 50,89
chef	€ 23,75	€ 26,06	€ 31,82	€ 39,87
Head chef	€ 32,96	€ 35,68	€ 44,01	€ 54,73

*VAT included in all rates. Minimum three hours per staff member per event. Subject to CAO changes.