Waitrose Entertaining – order guide

- Drinks, tea and coffee can be ordered from the main Waitrose grocery pages.
- Canapés ordered from Waitrose Entertaining will have to be of the cold variety, rather than hot.
- There is limited fridge space available at 11 Bedford Square for items that need to be chilled, so it is best to have the food delivered as close to the event start time as possible. However ensure you leave enough time to accommodate a delay e.g. if the event starts at 6pm, book the 4-5pm delivery slot.

Delivery address
11 Bedford Square
London
WC1B 3RA

- Delivery must be made when the event's host is present, as the College cannot be held responsible for storing anything.
- Napkins and tablecloths must be supplied by the host or bought from Waitrose Entertaining.
- The College holds a stock of plates, crockery and glasses in the basement kitchen that guests are welcome to use but there is no cutlery so if cutlery is needed it may be worth ordering this from Waitrose too (this can be done through the 'search' box).
- Part of the cost when using Senate house is clean-up after the event and removal of dirty dishes and waste. If using Waitrose Entertaining, rather than Senate House catering, the host will be responsible for clean up after events and the College requests that dirty items are placed through the dishwasher afterwards.
- If your budget allows and you prefer to have serving staff present as well as clear up afterwards included, Senate House can provide the full catering service.

A guide to the Waitrose Entertaining website:
Go to: http://www.waitrose.com/shop/Browse/Entertaining

1) Click on ‘Sign in/Register’
2) Follow instructions to set up an account.

3) The left hand column gives the general options for different types of events. Anything that you can’t find in these options can simply be searched for in the top ‘search box’.

4) When you have found what you want you simply enter the quantity and click ‘add’.

5) If you want more details about a particular product then you can click on the picture and it will take you to a page with more information (as below).
6) A running total of your purchases is shown at the top of the screen in your shopping trolley. When you are finished simply press ‘Checkout’ and follow the payment instructions.

Things to look out for:

- Unfortunately we are unable to offer cooking or heating facilities at Bedford Square so only cold canapés should be ordered. Some items will require cooking or other preparation. This will be explained in the ‘Product Summary’ section seen after you have clicked for more information (as above).
• All items require a certain amount of notice. This will be shown in the more information page and under each item in the general menu.

• You can also hire glasses by typing ‘Glass Hire’ in the search bar.

• If you can’t find what you are looking for then it is worth switching between the ‘entertaining’ view and the ‘groceries’ view.

If you have any questions, please do not hesitate to contact the Alumni Relations Team on 01784 414478 and speak to David Hannaby or Emma Pryke.