

Venue Reading

HOSPITALITY
at
 University of
Reading

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at
 University of
Reading

CONFERENCES & EVENTS WITH VENUE READING

DAY DELEGATE
RATE MENU



Meadow Suite, Park House

Hello!

Venue Reading offer a wide range of event services and venues at the University of Reading, Whiteknights and London Road campuses.

We have everything from traditional buildings rich in heritage to modern meeting rooms in beautiful green surroundings.

Venue Reading is made up of a team of passionate event professionals with years of experience in the industry, we consider ourselves to be experts in organising a whole array of event types.

We can stage anything from large residential conferences to concerts in our magnificent Grade 2 listed Great Hall. We've hosted thousands of conferences, dining events, functions, private parties and much more.

We are very much looking forward to welcoming you to our campus.



Park House

Take a virtual tour of our venues

The best way to visualise your conference space is to see the space in person with your Event Manager, but if you are unable to visit for any reason, why not take a look at our virtual tour which can be found on our website.

Our virtual tours might also help your suppliers and sponsors visualise the space ahead of arrival in order to set up at your conference.

STEP INSIDE



Why Choose Reading?

Just 22 minutes from London using the direct Great Western Main Line as well as connected directly with central London, the City and Docklands on the new Elizabeth Line, Reading can be reached directly from over 250 locations by rail. Reading is also located close to the M4 and is easily accessible from Heathrow Airport and the M3.

Our Campuses

The facilities at the University of Reading campuses combine flexibility and functionality for your next conference. Parking is also available at all our campuses.

Whiteknights has everything from traditional buildings rich in heritage to modern state-of-the-art meeting rooms offering all year-round conferencing facilities. With a variety of seminar rooms, classrooms, and lecture theatres for up to 400 delegates, Venue Reading is set up for small to large meetings and we have access to over 2,000 ensuite halls bedrooms on campus over the summer. Set within 130 hectares, the scenic Whiteknights campus includes a lake, woodlands and the popular Harris Garden. **Our Whiteknights campus has also been recognised as one of Britain's top green spaces for the 12th year in a row. [Read more here.](#)**

Our **London Road** campus is one of the University's original campuses and is a short walk from both Whiteknights campus and the town centre. It's a peaceful setting of traditional cloisters and green spaces. The Great Hall is located in the heart of our London Road campus. The building is a beautiful Grade 2 listed building with a fixed stage accommodating up to 500 guests, plus a choir or orchestra on stage. London Road also has lecture theatres and classrooms available to book.

Over in Henley, we have another campus known as **Greenlands**. Set in its own 30 acre estate in the beautiful Oxfordshire countryside, alongside the River Thames, the magnificent Grade II Listed Henley Business School estate offers excellent conference, meeting and event facilities all year round along with 100 double en-suite bedrooms.

Read more about our campuses on our website venuereading.com.



Day Delegate Packages are designed to give you best value for money. By selecting, the Day Delegate or Simple Day Delegate, we ensure you have everything your delegates need for the day taking the stress of catering away from you, giving you the opportunity to concentrate on a quality conference programme for the day itself.

OUR DELEGATE PACKAGE

£53.55 + VAT

Minimum numbers by location:

Meadow Suite: 30 delegates

Blandford's: 16 Delegates

Sibly: 10 Delegates

Classrooms: 30 Delegates

Lecture Theatre: 50 Delegates



MEETING ROOM



Use of the main meeting space from 8am to 6pm with AV facilities, Flipchart stand with pad and pens. Note pads and pens provided for all delegates.



REFRESHMENT BREAKS

Arrival: Tea, coffee, flavoured water, biscuits and fresh fruit

Mid-Morning: Tea, coffee and flavoured water with cake and fruit

Afternoon: Tea, coffee, water and selection of sweet & savoury jars and fruit.



PREMIUM LUNCH

A choice between a premium sandwich lunch or our premium working lunch (cold fork), served with flavoured water, tea & coffee and a light dessert.

Venue Reading



EVENTS SUPPORT

Dedicated Events team to look after you on the lead up to and including the event day,



CAMPUS FACILITIES

Complimentary parking and WiFi Access for all delegates.



A RANGE OF ADD-ONS AVAILABLE - SUCH AS DRINKS RECEPTIONS



Arrival, Mid Morning & Afternoon Breaks

A range of early morning treats, mid-morning snacks and afternoon cakes will be provided for your delegates to get the conference off to a great start and to keep energised throughout the day.

On Arrival:

Tea, coffee and flavoured water
Biscuits
Whole fresh fruit

Mid-Morning:

Tea, coffee and flavoured water
Selection of cakes and fresh fruit.

Afternoon Break:

Tea, coffee and flavoured water
Selection of sweet & savoury jars
Fresh fruit



Why not upgrade your arrival breakfast and add a hot roll from the following for £3.70 + VAT per person.

- British Bacon Bap
- British Pork Sausage Bap
- Vegan Sausage Bap



Working Lunch

Our working lunch includes the choice of 3 mains (1 from all year round, 2 seasonal), 2 salad sides, 1 bread, 1 dip and 2 desserts.

MAIN MENU - Choose 3

All Year

Tortilla Chips with Burnt Spring Onion Sour Cream (V, H)
Roasted Red Pepper Houmous & Crudites (V, VG, H)
Pressed Chicken Salad Focaccia (H)
Pressed Plant Feta & Rocket Focaccia (V, VG, H)
Pressed Roasted Vegetable Focaccia (V, VG, H)
Pressed Smoked Ham Focaccia
Pressed Goats Cheese Focaccia (V, H)
Pork Sausage with Honey & Mustard

Spring / Summer

Cheese & Onion Pastry Roll (V, H)
Homemade Sausage Roll
Moroccan Chicken Sausage Roll (H)
Seared Flat Iron Steak with Chimi Churri
Cold Smoked Chicken Thigh (H)
Roasted Mediterranean Vegetable Tart (V, VG, H)
Falloumi Patties with Tzatziki (V, H)
Smoked Mackerel Fish Cakes with Beetroot Salsa (H)
Sweet Potato Falafel with Roasted Tomato & Chilli Salsa (V, VG, H)
Parma Ham Salad

Autumn / Winter

Piri Piri Chicken Thigh (H)
Jerusalem Artichoke, Feta & Spinach Tart (V, VG, H)
Beetroot, Balsamic Roast Red Onion Tart (V, VG, H)
Feta Beet Balls with Pesto Calabrese (V, H)
Rosemary & Thyme Chicken Sausage Roll (H)
Pork & Chorizo Sausage Roll
Carrot, Beetroot & Bean Puff Roll (V, VG, H)
Honey Roast Gammon with Piccalilli
Wasabi Salmon, Sesame Balls With Citrus Dipping Sauce
Confit Duck Salad Honey Miso Dressing



SIDES MENU - Choose 2

All Year

- Classic Potato salad (V, VG, H)
- Fresh Garden Salad (V, VG, H)
- Nicoise Salad (V, H)

Spring / Summer

- Cobb Salad (V, H)
- Fennel, Broad Bean & Pea Salad (V, H)
- Lemon, Broccoli & Freekeh Salad (V, VG, H)
- Mediterranean Veg Salad (V, VG, H)
- Panzanella Salad (V, VG, H)
- Spiced Kohlrabi Salad (V, VG, H)

Autumn / Winter

- Autumn Leaf & Apple Salad (V, VG, H)
- Cayenne Roasted Cauliflower & ale Salad (V, VG, H)
- Crispy Kale & Roots Salad (V, VG, H)
- Puy Lentil, Quinoa, Lemon & Sumac Salad (V, VG, H)
- White Onion & Lams Side Salad (V, VG, H)
- Roasted Squash & Fennel Pasta Salad (V, VG, H)

DESSERTS MENU - Choose 2

All Year

- British Cheese Board (V, H)
- Fresh Fruit (V, VG, H)

Spring / Summer

- Strawberry Bakewell Tart (V, H)

Autumn / Winter

- Pecan Blondie (V, H)

Breads - Choose 1

- Pitta Bread (V, VG, H)
- Khobez Bread (V, VG, H)
- Rosemary Focaccia (V, VG, H)

Dips

All Year - Choose 1

- Pico De Gallo Salsa (V, VG, H)
- Sun Dried Tomato Hummus (V, VG, H)

Spring / Summer

- Pesto Calabrese (V, H)

Autumn / Winter

- Kale Pesto (V, H)



Spring/
Summer
menu available
from 6th April
2026 to 30th
Aug 2026

Autumn/
Winter menu
available
from 1st
Sept 2025 to
5th April
2026



Sandwich Buffet Lunch

Our premium sandwich working lunch option offers a range of sandwiches, three buffet items from the below, crisps, fruit and a sweet treat along with tea/coffee and flavoured water.

All Year Round Buffet Items

Tortilla Chips with Burnt Spring Onion Sour Cream (V, H)
Roasted Red Pepper Houmous & Crudites (V, VG, H)
Pork Sausage with Honey & Mustard
Pitta Bread (V, VG, H)
Khobez Bread (V, VG, H)
Rosemary Focaccia (V, VG, H)

Spring & Summer Buffet Items

Cheese & Onion Pastry Roll (V, H)
Homemade Sausage Roll
Moroccan Chicken Sausage Roll (H)
Roasted Mediterranean Vegetable Tart (V, VG, H)
Falloumi Patties with Tzatziki (V, H)
Sweet Potato Falafel with Roasted Tomato & Chilli Salsa (V, VG, H)
Pesto Calabrese (V, H)

Autumn & Winter Buffet Items

Piri Piri Chicken Thigh (H)
Jerusalem Artichoke, Feta & Spinach Tart (V, VG, H)
Beetroot, Balsamic Roast Red Onion Tart (V, VG, H)
Feta Beet Balls with Pesto Calabrese (V, H)
Rosemary & Thyme Chicken Sausage Roll (H)
Pork & Chorizo Sausage Roll
Carrot, Beetroot & Bean Puff Roll (V, VG, H)
Kale Pesto (V, H)

Day Delegate Packages are designed to give you best value for money. By selecting, the Day Delegate or Simple Day Delegate, we ensure you have everything your delegates need for the day taking the stress of catering away from you, giving you the opportunity to concentrate on a quality conference programme for the day itself.

SIMPLE DAY DELEGATE PACKAGE

£40.95 + VAT



MEETING ROOM

Use of the main meeting space from 8am to 6pm with AV facilities



REFRESHMENT BREAKS

Mid-Morning: Tea, coffee, water and biscuits

Afternoon: Tea, coffee and water with sweet treats

Add an arrival tea, coffee and biscuits for £3.00pp (+ VAT)



SANDWICH WORKING LUNCH

A simple working lunch served in your meeting room consisting sandwiches, crisps, cake, fruit, tea & coffee and water.



EVENTS SUPPORT

Dedicated Events team to look after you on the lead up to and including the event day.



CAMPUS FACILITIES

Complimentary parking and WiFi Access for all delegates.



A RANGE OF ADD-ONS AVAILABLE SUCH AS A DRINKS RECEPTION

Minimum numbers by location:

Meadow Suite: 30 delegates

Blandford's: 16 Delegates

Sibly: 10 Delegates

Classrooms: 30 Delegates

Lecture Theatre: 50 Delegates



Simple Mid Morning & Afternoon Break

A range of early morning treats, mid-morning snacks and afternoon cakes will be provided for your delegates to get the conference off to a great start and to keep energised throughout the day.

If you would like to have tea, coffee and biscuits on arrival, we can add this for £3.00pp (+ VAT)

Mid-Morning:

Tea, coffee and water

Traditional biscuits

Afternoon break:

Tea, coffee and water

Sweet treat selection



Why not upgrade your arrival breakfast and add a hot roll from the following for £3.70 + VAT per person.

- British Bacon Bap
- British Pork Sausage Bap
- Vegan Sausage Bap



Simple Sandwich Working Lunch

Our simple day delegate rate includes a sandwich working lunch.

Our sandwich working lunch includes:

- A selection of sandwiches based on your dietary requirements
- Hand-cooked crisps
- Fruit
- Sweet treats
- Flavoured water
- Tea & Coffee

Each delegate will have the equivalent number of triangles to make up a sandwich (4)





Dietary Information

We understand the serious risks concerning food safety and allergies and to help us manage this, we do not allow any external catering in any of our campus venues. Our in-house catering team offer a full range of food and drink through the day of your conference, heading into the evening conference dinner.

We can accommodate many dietary requirements, just let us know in advance of the event as we may be unable to make adjustments on the day of your event.

Our kitchens handle other allergens and while we segregate products as far as possible, there remains a small risk of cross-contamination. Any customers with food allergies and intolerances should speak to their event organiser prior to the event taking place.

Please speak to your Event Manager if you have any questions relating to allergens as we are able to cater for most if we know in advance of your event.

To view full allergen & ingredient information, please visit: [foodmenus.info](https://www.foodmenus.info) or scan the QR code below. Please share this link with your guests so they can check the live information during the event.

These icons are used throughout the menu to identify which option is either vegetarian, vegan or an item made with Halal meat and does not contain alcohol.

Please note items labelled as Vegan may contain traces of animal products. These items should not be selected to accommodate specific allergies (Milk, Egg). Please consult the wellness portal when selecting items for guests who have declared allergies.



VG Vegetarian



V Vegan



H Halal
Made with only Halal meat





Not sure what to order? Let us supply and serve a range of drinks by booking one of our drinks reception packages for the number of guests.

Standard Drinks Reception Package

A selection of wine, prosecco, beer, cider and soft drinks. All drinks receptions include glassware and service from our experienced team for up to 1 hour.

£9.06 (+ VAT) per person (Min of 20 guests)

British Drinks Reception Package

A selection of British wine, prosecco, beer, cider and soft drinks. Includes glassware and service from our experienced team for up to 1 hour.

£9.87 per person (+ VAT) (Min of 20 guests)



Why not add to the end of the day...

Our range of alcoholic and non-alcoholic drinks allow you to create a drinks reception to suit your specific event and budget. All orders for drinks receptions include glassware.

Elderflower Presse	£5.00 (+ VAT)
Ginger & Lemongrass Presse	£5.00 (+ VAT)
Pimms 1 litre	£17.50 (+ VAT)
Show your stripes - House Lager (12x440ml)	£40.00 (+ VAT)
Local Cider (12x330ml)	£40.00 (+ VAT)

House White Wine - Liso Viente Viura	£18.00 (+ VAT)
Stanlake Regatta	£19.00 (+ VAT)
Arcano Pinot Grigio	£21.00 (+ VAT)
Tor del Colle Pecorino	£22.00 (+ VAT)
Ngaru Sauvignon Blanc	£24.00 (+ VAT)
Albanta Albarino	£26.00 (+ VAT)

House Rose Wine - Country Gold Zinfandel	£18.00 (+ VAT)
Stanlake Pinot Noir Rose	£23.00 (+ VAT)
Henri Gallard Rose	£25.00 (+ VAT)

House Red Wine - Liso Viete Tempranillo	£18.00 (+ VAT)
La Familli Lacasse Merlot	£19.00 (+ VAT)
Stanlake The Reserve	£23.00 (+ VAT)
La deliziosa Montepulciano d'Abruzzo	£23.00 (+ VAT)
La Pausa Malbec Organic	£24.00 (+ VAT)
Paolo Leo Passitivo appassimento Primitivo	£32.00 (+ VAT)

House Prosecco - La Formarina	£22.00 (+ VAT)
Stanlake Hinton Brut (sparkling wine)	£30.00 (+ VAT)
H.Blin NV - Champagne	£50.00 (+ VAT)



Add on: Standard Drinks Reception and Canapé Package

We offer a discounted combined package if you book both the standard drinks reception and canape package together.

£18.33 per person (+ VAT)



Canapés

Our Canapé package offers your guests 4 canapes per person. You would select four canapes from our delicious Canapé menu in advance considering your dietary requirements of your guests.

£10.75 per person (+ VAT)

MEAT

Hoi Sin Duck, Cucumber Cup

Smoked Chicken, Celeriac Remoulade Croute (H)

Rolled Chicken Mousse with Pickled Cucumber (H)

Rolled Ham Hock, Quince & Basil

Peppered Beef, Beetroot Chutney & Horseradish Cream

Korean Pulled Beef Cup with Kimchi

Masala Pulled Chicken with Raita Slaw (H)

FISH

Crab Blinis (H)

Smoked Salmon & Goats Cheese Canapé (H)

Smoked Mackerel & Horseradish Bruschetta (H)

VEG

Tomato, Watermelon & Pesto Brochette Canapé (V, VG, H)

Barkham Blue Cheese & Caramelised Tartlet (V, H)

Artichoke, Feta & Olive Tapenade Canapé (V, VG, H)

Mushroom & White Truffle Pate on Crisp Fig Bread (V, VG, H)

Lentil Hummus, Roasted Beets & Charred Za'atar Carrot (V, H)

Compressed Watermelon, Plant Feta & Olive Canapé (V, VG, H)

Additional canapes can be added for £2.70 per person



Conference Dinner

Are you looking to end your conference with a conference dinner?

Why not use the Meadow Suite or Blandford's for a private dining experience.

A two or three course dinner includes water on the table and tea & coffee will be available after dinner from the tea and coffee self-serve station.

Available in the below locations and associated minimum numbers:

Meadow Suite: 30 - 120 guests

Blandford's: 20 - 30 guests

For each course you can select 1 option for the majority of your guests and 1 option suitable for vegetarian/vegans. Other dietary requirements will be accommodated on an individual basis.

Complimentary room hire for up to 4 hours is available Monday to Thursday only.

[View Menu](#)

For a booking of less than 20 people, we can offer you the [Park House bar menu](#).





Counter Service

Prefer to take your delegates out of the meeting venue?

Swap your meeting room lunch for a counter service lunch or book for breakfast or dinner.

We have two self-service lunch and dinner venues on the Whiteknights Campus offering your delegates the opportunity to take a break during the conference or to have an informal dinner in the evening whilst staying on campus.

You can visit Eat at the Square, located in close proximity to Park House and Palmer or Park Eat which allows your delegates to stretch their legs.

Both venues offer a range of delicious food during the universities vacation period operating in a sustainable and ethical way with plenty of choice and variety for you to choose from to have a healthy and balanced meal.

Enjoy meals from our different counters that are expertly cooked using the freshest ingredients. You will find Italian street food serving pizzas and calzones, Theatre Counter serving stir-fry's and curries, and a range of other options changing on a daily basis.

Out of term time, Eat at the Square also works really well as an exhibition area close by to the Meadow Suite or the Palmer building.

Eat at the Square can be booked for lunch & dinner during term time for smaller groups and you would share the space amongst the student and staff community.

If you would prefer to step out of the meeting room for lunch, please speak to your Event Manager.



Showing Our Stripes

We are giving food more thought.

We are leading the way on food science, agriculture and climate change research, employing experts in the field to discover new ways to help our planet thrive. Find out more as you browse the menu or visit hospitalityuor.co.uk/sustainability.

You can also read about our sustainable food policy & framework [here](#).

Sustainability matters to many conference organisers and delegates and it is at the heart of what we offer.

Many organisations are choosing plant forward food as their default catering choice. Adopting this is one small step towards Principal 3 of the Universities strategic sustainability goal. Plant-Forward is a style of cooking and eating that emphasizes plant-based foods, but is not strictly limited to them. Meat may be included but it's usually not the main feature of the meal. Plant-Forward menu items encompass many of the principals of [Menus of Change](#).

We are committed to source as much as possible from the UK Farmers and Producers. Products sourcing should take into account locality prioritising local sources (beef from our own farms), then regional (South of England), then National (UK).

The University of Reading has extensive activity within food and drink, from its farms, The National Fruit Collection, teaching and research in both Agriculture and Food Sciences as well as an extensive Catering operation. As a self-funded service of the University, we are committed to consistent improvement around sustainability in a manner that is financially sustainable to allow us to continue to invest in this area. All our physical outlets have been independently audited and certified through the **Sustainable Restaurant Association's Food Made Good scheme** awarding us the maximum of three stars.

As part of our drive on sustainability at events we are promoting the use of tap water over bottled water. If your event is taking place in one of our in-house venues i.e. Park House, we will as standard set up a water point for your delegates to stay hydrated.

Read more about our sustainability credentials on our website: hospitalityuor.co.uk/sustainability





University Halls Accommodation

During the summer months, we provide delegates with overnight bed & breakfast accommodation in premium en-suite bedrooms whilst they're attending your conference or event.

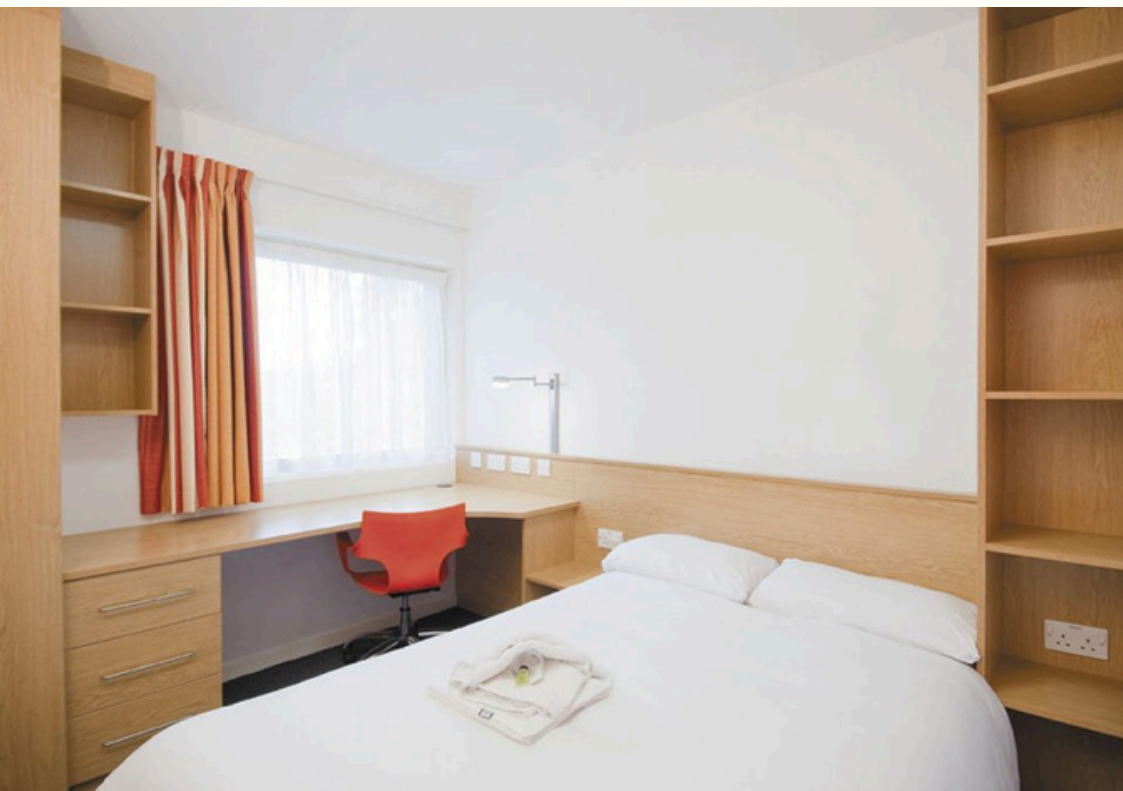
We can also offer your delegates dinner in our close by Park Bar or Eat at the Square dining facilities.

There are up to 1,000 bedrooms on campus and made up of between 8-10 ensuite bedrooms per flat. Each flat shares a lounge area and kitchen facility.



Take a virtual tour of our halls accommodation.

[TAKE A LOOK](#)





Additional Equipment

Posterboards

We can supply up to 30 double sided posterboards. Our Poster boards are 1m x 1m and cost is £16.50 per board, (£8.25 for each additional day).

Live Streaming

Our AV Team are able to set up a camera within the room to stream your event to an online audience. Our venues are not fully hybrid but we can offer basic streaming services. Please speak to your event manager if you would like to find out more.

Flipcharts

A number of flipcharts are available for your meetings. Please let your event manager know if you require the use of flipcharts and pens.

AV Equipment

If your event is taking place in the Meadow Suite or a campus lecture theatre and some classrooms, you will have the use of hand-held or lapel mics. The Meadow Suite already includes the use of 1 lapel and 3 hand-held mics, but if you need more mics we can organise this for you for an additional charge.

Notepads

Notepads and pens are provided as part of the standard day delegate package.

SportsPark

The University SportsPark is offering a week pass for anyone staying short term on campus. Find out more by following the below link.

 [UOR Sports Park](#)





Exhibition Spaces

Whether you're organising a conference, product launch, or a trade show we're sure to have an exhibition space that meets your requirements.

We've hosted lots of exhibitions, careers fairs etc in the Meadow Suite, the Great Hall or Eat at the Square and even in marquees!

The lower level of the Meadow Suite also lends itself to an exhibition zone as part of your main conference on the upper level. Depending on the number of stands, exhibitors can chat to delegates during the catering breaks.



It's not all work!

Planning a conference, but what about your Birthday or Anniversary Party?

The Meadow Suite is also our main function space and is located within the historic Park House on the main Whiteknights Campus.

The Meadow Suite is a versatile room that lends itself to creating the perfect place for you and your guests to celebrate, seating a maximum 100 guests and perfect for up to 150 guests to dance the night away.

The upper level can be utilised for your guests to sit down, allowing the lower level to be used as the perfect stage for your evening entertainment and dancing.

A large bar is available within the Meadow Suite with all the beverages you would expect including an extensive range of locally sourced products.

Find out more and view our function party package options: [here](#).