



NCVO Conference Suite

Additional information about our catering

Sustainability

- *All conference suite disposable crockery, cutlery and cups are produced from sustainable resources and are 100% biodegradable and compostable.*
- *NCVO has signed up to the Green Procurement Code and after revising our catering options we have made changes that will help us to provide lower carbon menus that include locally sourced organic and fair trade produce where possible and viable.*
- *Mains water filtration machines are available in all meeting rooms.*
- *We send 0% of our waste to landfill.*
- *All food waste is sent for composting.*
- *We operate a recycling system in all meeting rooms.*

Special dietary requirements

- *Apart from sandwich fillings all our chicken is Halal.*
- *If we have to outsource any catering, for example due to strict Kosher requirements this additional actual cost will be passed onto the client.*

Receptions, special celebrations

- *China plates and stainless steel cutlery can be hired on your behalf (prices on request).*
- *Wine can be purchased on your behalf to your specified budget/quantity, an administration charge will apply, sale or return is not available.*
- *Wine glasses can be hired on your behalf for larger events (prices on request) or at a cost of 50p per glass (£1 per glass for breakages) for smaller events from ourselves.*
- *Celebration cakes can be arranged for your event (prices on request).*
- *Canapés available (prices on request)*

- **Only food and beverages supplied by NCVO may be consumed on the premises, this includes the courtyard.**
- **Final catering numbers are to be confirmed no later than three working days before the event**
- **VAT is applicable to all catering charges at the current rate.**

Please contact us if you have any further questions or additional requirements.

Tel: 020 7520 2404 Email: conferencesuite@ncvo-vol.org.uk Fax: 020 7713 6300