Procedure for provision of informal hospitality catering

Organisational Units of the School may choose to have informal hospitality provided by:

a. The School's Catering Services (Food@LSE)

b. The Student Union's catering service (SU)

c. External caterers, who have been formally appointed by the School to provide services where/when providers above are unable to do so.

d. Making their own arrangements subject to the specific guidelines below.

Food@LSE and the Students Union are registered and licensed, as legally required, for the provision of the relevant services and have exclusivity within their specifically designated facilities/rooms. A list of these is given in **Schedule A** at the end of this document.

Guidelines for the provision of informal hospitality by organizational units providing their own catering:

1. The Head of the Organisational Unit is required to accept responsibility for the activity to abide by the School's guidelines that have been drawn up to protect both individuals and the School under legislative requirements of Health & Safety, Food Safety and Premises Licensing; ensure good management of the School's facilities. When alcohol is provided, the event must be properly supervised by a responsible person.

2. Informal Hospitality may be provided in any room booked via lse.roombookings lse.roombookings@lse.ac.uk except those listed in **Schedule A** below which are licensed for LSE Catering use only.

3. Alcohol and/or food may be provided only if no direct or indirect sale takes place. Note: indirect sale includes events, seminars, classes, conferences etc. where a charge has been made or a donation received at or prior to the event in order to cover costs including the provision of alcohol and/or food. In these situations catering must be provided by Food@LSE, SU or the officially appointed external caterers.

4. Packaged non-perishable snack-type food (e.g. bagged crisps, nuts, biscuits) or pre-packaged sandwiches, soft drinks or alcohol may be purchased from any external commercial source of repute

5. If Food@LSE or the SU are not providing catering then the responsibility for prevention of food-borne illnesses lies with the event organiser. Local risk assessments should give consideration to the refrigeration of food and serving of food within 3 hours to minimize any risk to attendees.

6. The preparation or cooking of food is not permitted anywhere on the School's premises other than by LSE Catering Services or the Students Union within their respective designated areas.

7. Domestically prepared cold food and hot food are both strictly prohibited.

8. The only external caterers permitted to provide catering on the School's premises are those that have been officially appointed by the School.

9. Food@LSE and the Students' Union can only serve alcohol within their respective licensed areas unless temporary event notices have been obtained.

10. Where Organizational Units choose to make their own arrangements, they are fully responsible for all pre and post event organisation. The School expects all rooms to be cleared of all catering rubbish and debris immediately after the event, and any furniture re-arranged so that the facility is ready for its next booking - it must be remembered that the latter may be a class or lecture.

11. Food or alcohol from outside sources cannot be stored in Food@LSE or SU facilities.

12. Glasses, plates or other ancillaries will only be available from Food@LSE or SU when catering is provided by them.

13. LSE Room Bookings can advise on room suitability at the time of booking.

Schedule A

Catering Facilities and Licensed Areas exclusive to LSE Catering Services (LSECS), these areas cannot be used for informal hospitality:

Old Building (OLD)
Staff Dining Room (SDR)
Staff Common Room (SCR)
Portrait Room (OLD 5.11)
Graham Wallis Room (AGWR) (OLD 5.25)
Chairman's Dining Room (CDR)
President's Dining Room (PDR)
Founders Room/Shaw Library (SL)
Fourth Floor Restaurant (FFR)
Robinson Room Suite (OLD 3.21, OLD 3.28 and OLD 3.23)
Vera Anstey Room (VAR)
Atrium/Student Services Centre

Centre Building (CBG)
Lower ground auditorium and breakout space (B1.01/B1.02)
Ground floor lecture theatre and breakout space (G.01)
Ground floor far end reception
CBG Terrace 2nd Floor
CBG Terrace 6th Floor
CBG Terraces 12th Floor
Alumni Centre (G.05)

Columbia House (COL)
LSE Garrick basement dining area

Clement House (CLM)
CLM G.02 (Hong Kong Theatre)
CLM 1.01
CLM 1.02
CLM 1.03
CLM 2.02
CLM 2.04
CLM 2.05
CLM 2.06
CLM 3.02
CLM 3.04
CLM 3.07

Marshall Building (MAR)
Ground floor
1st Floor communal breakout space
2nd Floor communal breakout space
6th Floor, 6.33 (Private for Department of Management)
8th Floor Terrace and Lobby
8th Floor, 8.01
8th Floor, 8.19

9th Floor, (Private for Marshall Institute)

Cheng Kin Ku Building (CKK)
8th Floor
8.01
8.02
8.03
8.04
CKK Ground Floor

Sir Arthur Lewis Building (SAL)
Kinta Alley
1.05
B.07
Bean Counter

George IV
1st floor

Lionel Robbins Building, Library (LRB)
Lower Ground Floor R01
Central Atrium
Ground Floor LSE Life Workspace 1, 2, 3 and 4
Library Gallery space
Third Floor 3.01
Fourth Floor PhD Academy

External
Library Plaza/John Watkins Plaza
CBG Square

Students Union (SU)
Catering Facilities and Licensed Areas exclusive to the SU
Saw Swee Hock (SAW) all areas of the building
The Three Tuns (The Venue)
The Quad
The Underground
The Café

Both LSE Catering Services and the Students Union may provide hospitality catering excluding alcohol in other rooms in the School if requested to do so by organizational units.

SU Societies
Students' Societies should in the first instance discuss their catering requirements with the LSESU, who will submit orders requests.

LSE Catering
February 2026