

# Policy on provision of informal hospitality catering

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

- a. the School's LSE Catering Services (LSECS)
- b. the Student Union's catering service (SU)
- c. Richmond Caterers and Sands (or other external caterers as revised from time to time), who have been formally appointed by the School to provide services where/when LSECS are unable to do so
- d. making their own arrangements subject to the specific guidelines below.

LSE Catering Services (LSECS) and the Students Union (SU) 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 organisational units providing their own catering:**

1. The Head of the Organisational Unit is required to accept responsibility for the activity; 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 Liquor Licensing; ensure good management of the School's facilities. When alcohol is provided, the event must be supervised by a responsible sober person.
2. Informal Hospitality may be provided in any room booked via [lse.roombookings@lse.ac.uk](mailto: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 LSECS, SU or the officially appointed external caterers.
4. Packaged non-perishable snack-type food (e.g. bagged crisps, nuts, biscuits) or packaged sandwiches\* in sealed disposable containers, soft drinks or alcohol may be purchased from any external commercial source of repute e.g. Marks and Spencer;

Pret A Manger; Oddbins, etc.

Note: \*Sandwiches are classed as high risk under Food Safety legislation and must be kept refrigerated at 5 degrees or below except during service.

5. 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 Catering Services within their respective designated areas.
6. Domestically prepared food and hot food are both strictly prohibited.
7. The only external caterers permitted to provide catering on the School's premises are those that have been officially appointed by the School (currently Richmond Caterers and Sands).
8. Central Catering Services, the Students Union and Richmond Caterers can only serve alcohol within their respective licensed areas. LSECS and SU may provide alcohol on an off-sale basis to organisational units for consumption as described at number 3 above.
9. Where Organisational 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.
10. Food or alcohol from outside sources cannot be stored in LSECS or SU facilities.
11. Glasses, plates or other ancillaries will only be available from LSECS or SU when catering is provided by them.
12. 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**

Staff Dining Room (SDR)  
Staff Common Room (SCR)  
OLD5.11  
Graham Wallis Room (GWR) (OLD5.25)  
Chairman's Dining Room (CDR)  
Director's Dining Rooms (DDR)  
Founders Room/Shaw Library (SL)  
Fourth Floor Restaurant (FFR)  
Fourth Floor Cafe Bar  
Robinson Room Suite (OLD3.21, OLD3.28 and OLD3.23)  
Vera Anstey Room (VAR)  
Atrium

### **Clement House**

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

### **New Academic Building (NAB)**

8th Floor  
8.01  
8.02  
8.03  
8.04  
NAB Ground Floor (Cafe 54)  
NAB Lower Ground Floor

### **32 Lincoln's Inn Fields (32LIF)**

32IF Kinta Alley  
32LIF B.07  
Bean Counter

**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

**Library Plaza/John Watkins Plaza**

**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 organisational units.

**SU Societies**

SU Societies should in the first instance discuss their catering requirements with ARC staff on [su.arcstaff@lse.ac.uk](mailto:su.arcstaff@lse.ac.uk)

LSE Catering

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