



nuCuisine and The Norris Center are committed to making your event a success. From coffee services and casual feasts to elegant hors d'oeuvre receptions and served dinners, our catering menus are filled with fresh ideas to satisfy even the most sophisticated palates.

This catering guide represents only a starting point. Our commitment is to customize menus for your occasion. We will assist you with planning your event through creative menus, elegant presentations and thoughtful service to provide your guests with a pleasurable dining experience.

To plan your next event or for further assistance, please call us at (847) 491-2330.

nuCuisine Catering



Planning Your Events

Arranging and Reserving A Date

All Norris room reservations must be booked through the Norris Event Planning Office. They can be contacted at (847) 491-2330. Tables, chairs and other equipment will be arranged with the event planning staff. For events outside of Norris you will need to provide your own tables. After the details of your event have been finalized, you will receive a reservation confirmation. Please carefully review all information on the reservation for accuracy and completeness. Please contact Norris Events Planning with any changes or questions you may have. Once you have reviewed the reservation, please email a confirmation of receipt and approval to your event planning representative.

Catering Orders, Changes, Guarantees and Cancellations

All nuCuisine Catering orders must be placed **five business days prior to the event**. All cancellations and/or changes referring to the menu, count and event arrangements must be confirmed three business days prior to the event. We will prepare for the number of guests submitted at that time and charge accordingly. The number may increase within the three days subject to approval, but not decreased. Any event cancelled within **three business days prior to the event** will be charged the full amount for the scheduled event.

Payment

All student groups and departments are expected to provide a SOFO number or CUFS number for any catering charges. If a student group does not have a SOFO account, they must pay by check or cash ten business days prior to the event. An affiliate group, sponsored by a University department or recognized student group, may request a direct bill.

Delivery Charge

For events catered outside of Norris University Center, there is a delivery charge of \$10.00. **This covers the delivery, set-up and pick-up.** Please establish set-up and pick-up times so we do not tie up the room longer than necessary. Please note that for events catered outside of Norris University Center that do not meet the minimum order amount there will be a delivery charge of \$20.00.

Service Upgrade

nuCuisine Catering provides high quality plastic products unless otherwise requested. If china service is desired, there will be an additional fee of \$1.50 per person for events in the Norris University Center and \$3.00 per person for events outside Norris University Center. **We highly recommend having wait staff for any china service event.**



Linen

nuCuisine Catering provides complimentary standard linen and/or skirting for all food, beverage and dining tables for events taking place at the Norris University Center that meet food quantity minimums. Non-service tables (i.e. gift table, registration table, etc.) requiring only linen will be charged \$4.00. If you would like linen and skirting the charge is \$18.00. Orders of more than 15 skirting may incur additional charges. Please call the events planning office for additional information. Specialty and designer linen is available for an additional charge.

Bartenders and Wait staff

Each bartender and/or wait staff costs \$140.00 based on an event length of three hours or less. Events extending beyond the three hour minimum will incur an additional \$50.00 per bartender and/or wait staff per hour.

Catering Equipment

As the host of a catered event, you are responsible for the equipment we provide for the service of your event if no attendant is scheduled to be on site. Replacement costs for any missing or damaged catering equipment or supplies will be charged to your account.

Availability and Pricing

Please note that our menu and prices are subject to change upon availability of products. Please visit our website at www.northwestern.edu/nucuisine/nucuisinecatering for the most current selections and pricing.