



**Tastings**

Tastings may be accommodated at catering managers discretion based on menu, attendance, cost and timing.

**Beverage Exclusivity**

Northwestern University has an exclusive agreement with Coca-Cola to serve only their (non-alcoholic) beverages.

**Staffing**

Service staff costs will be applied to events where personnel is needed on site. Set-up and breakdown are included within the hours staffed. Additional labor may be needed for more complex/substantial sets.

Service china buffets require on-site waitstaff.

Events in which culinary staff is needed on site (passed hors d'oeuvres, plated meals, etc.) will incur staffing costs.

All service staff require a four-hour minimum, per industry standard.

**Removal**

Standard event durations are two hours (with exceptions) and pick-up times cannot be guaranteed. A service charge will be applied if an exact break-down time is required or if event exceeds standard event time frames.