

Northwestern | Kellogg

Catering

Confirmation Conditions

The Agreement of these Confirmation Conditions between requesting party (client) and Kellogg Conference Center (KCC) shall commence and expire on the stated date and times. Upon reserving space with KCC, one copy must be signed and returned to KCC to remain on file along with a chartstring number. An event will not be confirmed without a chartstring.

Finalizing Confirmation

Client is responsible for reviewing the reservation, editing and submitting corrections to KCC event coordinator **one week** prior to the event start date.

Last-Minute Changes

For reservation changes made with less than one week notice, the Kellogg Conference Center reserves the right to add a fee of \$50 to the invoice if applicable changes can be made.

Reservation and Payment

KCC reservations will not be confirmed until a valid chartstring number* is provided. This billing reference will remain on file with each event, in case of damages, missing and/or damaged equipment/ furniture, extensive cleaning required or any last-minute additions to the reservation.

Cancellations

Cancellations and charges will follow these guidelines:

- Five days or more prior to catering request – no charge*
- Four days prior – 25% of total confirmed catering costs*
- Three days prior – 50% of the total confirmed catering costs*
- Two days prior – 75% of total confirmed catering costs*
- 24 hours or less – 100% of total confirmed catering costs*

Specialty items unique to your event may be paid at 100% depending on the timeframe of cancellation.

*Labor may be charged to be in compliance with Chicago's Fair Work Week Ordinance.

Attrition

Kellogg Conference center must be notified of the final guaranteed attendance for your function no later than noon (12:00 PM) one week prior to the scheduled function. Due to labor scheduling and ordering of products, we must charge for the final guaranteed amount.

Increases over the final guaranteed count that are requested less than 3 business days in advance will be accommodated to the best of our allowed capacity. Reductions in numbers will not be taken within 7 days of the event.

Availability

Classes and educational courses receive first priority for all space. Educational lectures, seminars and student events take the next priority. All other requests are on a first-come, first-serve basis. KCC reserves the right to change a reservation to provide availability for the aforementioned needs of the Kellogg School of Management.

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Food and Beverage

Food and Beverage is available through our food service provider, Chartwells. Outside catering is not permitted. Menu selections and estimated counts for catering orders must be received two weeks prior to the event start date. It is the customer's responsibility to inform KCC of any special dietary needs or food allergies one week prior to the event start date. Final attendance numbers are due one week prior to the event.

Leftovers

Due to Illinois and Chicago Department of Public Health rules and regulations, leftover food and beverage are not permitted to be taken from the premises.