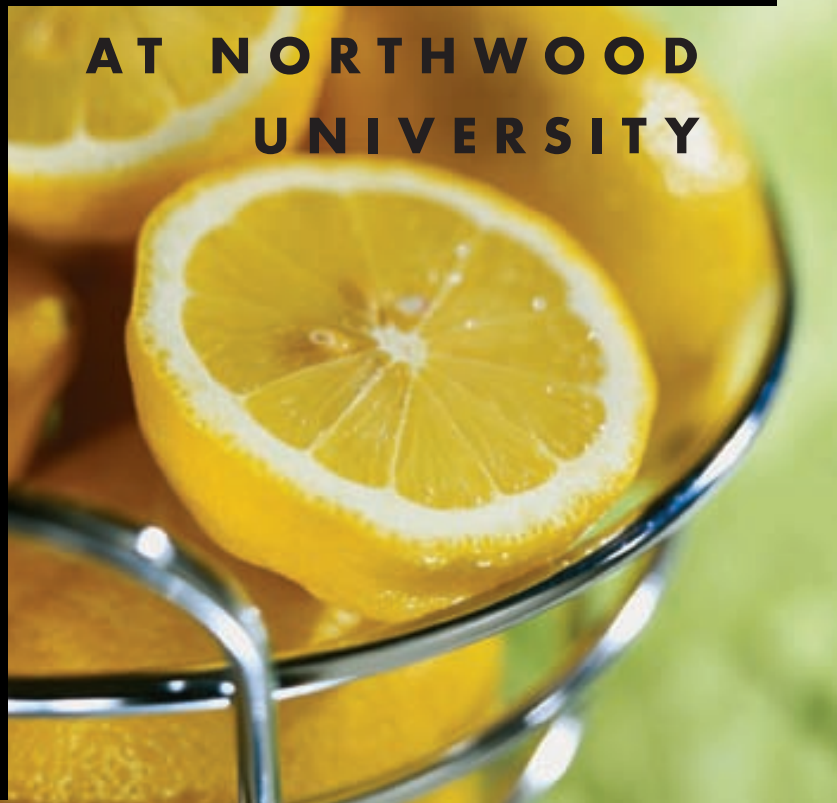
C A T E R I N G

AT NORTHWOOD UNIVERSITY



Our Menu

WELCOME LETTER

MENU CHAPTERS:

A GREAT START

LUNCH TIME

LUNCHEON SALADS

BOUNTIFUL BUFFETS

MOVABLE FEASTS

CULINARY CLASSICS

MENU ACCOMPANIMENTS

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GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

HORS D'OEUVRES

BEVERAGES

PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.

Northwood University Dining Services

In the following pages you will find an array of options and ideas for your event. Whether you are planning a meeting, a fundraiser, a wedding or a barbecue, we are delighted to work with you to create a perfect event for the occasion.

For an additional charge, we can serve your guests a gourmet and environmentally friendly meal! Our culinary professionals take great pride in using sustainable and organic foods to create fresh, healthy and delicious menus. We use certified organic produce, grown locally whenever possible. Our fresh meat, lamb, pork and poultry is hormone and antibiotic free. As your budget permits, most any menu item can be organic and/or sustainable.

To plan your event, or for further assistance, please contact your Harry Kuhr at 561.478.5543 or email us at kuhrh@northwood.edu and visit our website: http://northwood-floridadining.com/.

A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

Early Riser.....$4.95

An assorted pastry tray of mini danish, mini cinnamon rolls & mini muffins, and an assortment of bottled juices and waters.

Eye Opener.....$5.95

An assorted pastry tray of mini danish, mini cinnamon rolls & mini muffins, an assortment of bottled juices and waters, and fresh seasonal cut fruit salad.

Sunrise Start.....$6.95

An assortment of bagels and scones with accompaniments of yogurt with granola, an assortment of bottled juices & water and fresh seasonal cut fruit salad.

Morning Breaks a La Carte (priced per person)

Add individual cereals with milk $1.99
Add flavor shots to your coffee service $0.50
Add seasonal whole fresh fruit $0.99
Upgrade to Jazzman's Coffee $0.50

Please see your Catering Director about our Famous
Cooked to Order Omelet Bar or Create a Breakfast Buffet

A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion. Priced according to selections.

ENTRÉES

- Mushroom cheese strata
- Ham and potato frittata
- Lo-carb breakfast, assorted cheeses, hard-boiled eggs, and assorted meats platter
- Individual Cereal with milk
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- Turkey sausage
- Smoked Salmon and condiments
- French toast
- Waffles
- Pancakes
- Home fried potatoes
- Hash browns
- Grits

BAKERY A LA CARTE, SOLD PER DOZEN

- Bagels with cream cheese, butter & jellies $11.95
- Assorted mini danish $11.95
- Croissants with butters & jellies $18.95
- Assorted mini muffins $12.95
- Mini cinnamon rolls $14.95
- Assorted Jazzman's Cafe scones $18.95
- Assorted Jazzman's Cafe muffins $18.95

BEVERAGES, 16 SERVINGS PER GALLON

- Assorted soft drinks $1.25
- Assorted bottled juice $1.25

- Bottled water $1.25
- Fresh brewed coffee $12.95
- Fresh brewed decaffeinated coffee $12.95
- Hot water for tea $1.00 (includes decaffeinated)

LUNCH TIME

EXPRESS LUNCHES: 5 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be preset along with beverages and dessert to keep your program on time. Includes: condiments, potato chips, cookies or brownies and a 12 oz canned beverage or bottled water.

Grilled Chicken Breast With Arugula $8.95

Caesar-marinated chicken and arugula on a baguette with olive mayonnaise and a side salad of the day.

Bistro Grill $8.95

Grilled herbed chicken breast with melted mozzarella and pesto on foccacia and a side salad of the day.

Grilled Vegetable Baguette $8.95

Grilled marinated zucchini, eggplant and yellow squash with swiss cheese and fresh basil on a baguette and a side salad of the day.

Grilled Portobello on Focaccia $8.95

Grilled portobello mushroom sandwich with provolone cheese served and a side salad of the day.

Beef, Grilled Onion and Havarti Panini $8.95

Roast beef and havarti cheese on baguette with grilled onions, romaine, dijon and mayonnaise and a side salad of the day.

Italian Panini $8.95

Hot salami, ham, provolone and roasted red peppers on a french roll with garlic mayonnaise and a side salad of the day.

Turkey Cheddar Wrap $8.95

Turkey and cheddar with horseradish cream cheese, lettuce and tomato in a flour tortilla and a side salad of the day.

Picnic Lunch $8.95

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast beef, turkey breast or ham & swiss and a side salad of the day.

EXPRESS LUNCHES

LUNCHEON SALADS

LUNCHEON SALADS: 10 GUEST MINIMUM

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 12oz. canned soda or water.

Chef Salad $8.95

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing with a dinner roll and butter.

Cobb Salad $8.95

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

Caesar Salad $6.95

Fresh cut romaine lettuce with shredded Parmesan cheese, focaccia croutons and Caesar dressing.
* Add grilled balsamic chicken breast $2.00
* Add beef strips $2.00

Fruit and Cottage Cheese $4.95

Red seedless grapes, cantaloupe, honeydew melon, pineapple & strawberries served with cottage cheese.

Tri-Salad Combo $8.95

A special mixture of fresh greens topped with a choice of three salads; chicken salad, egg salad, tuna salad or ham salad.

Chicken Fajita Salad $8.95

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

Taco Salad $8.95

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.

LUNCHEON SALADS

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Antipasto Salad $8.95

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

Thai Beef and Noodle Jazz Salad $8.95

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

Vegetarian Hummus Plate $6.95

Hummus with pita & vegetable sticks. A traditional Hummus served with black olives, carrot and celery sticks and pita wedges.

Big Greek Salad $8.95

Crisp mixed greens with Tabbouleh, roasted red pepper, crumbled feta cheese and falafel in a flat bread cone.

BOUNTIFUL BUFFETS

SPECIALTY BUFFETS: 20 GUEST MINIMUM

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

Slicers Deli Buffet $9.95

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies and pitchers of lemonade, iced tea and water.

Options:

- substitute 12 oz canned beverages or bottled waters $0.99 per person
- Pasta salad, potato salad, sweet & sour coleslaw, garden salad, caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons $1.50 per person

Salad Buffet $12.95

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies or brownies and a 12 oz canned beverage.

Caesar Bar $8.95

Romaine lettuce tossed with Parmesan cheese, croutons, and Caesar dressing served with rolls and butter, brownies and a 12 oz canned beverage.

Options:

- Add grilled chicken $2.00, grilled steak $4.00, grilled shrimp or grilled salmon $4.00

Roma Italian $9.95

Mixed green salad with Italian dressing and antipasto. Choice of two: penne, tri-color rotini or rigatoni with marinara sauce. Served with breadsticks, foil butter, shredded Parmesan cheese, cookies and pitchers of lemonade, iced tea and water.

MOVABLE FEASTS

MOVABLE FEASTS: 25 GUEST MINIMUM

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

Basic BBQ $9.95

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad, coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies, lemonade, iced tea and water.

Texas Style BBQ $11.95

Pulled BBQ pork, BBQ chicken breasts, with bacon, cheddar BBQ sauce, corn on the cob, baked beans, hamburgers, cheeseburgers, beef hot dogs, vegetable burgers, potato salad, cole slaw, macaroni salad, relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade, iced tea, and water.

Options:

- 12 oz canned beverage $1.25 each
- Watermelon $0.75 per person

Holiday Dinner $14.95

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with coffee, decaffinated coffee, hot tea or iced tea.

Fajita Bar $12.95

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade, iced tea, 12 oz canned beverages and Xangos™...Sweet Street™ original cheesecake.

Wings and Things $9.95

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza,cheese pizza, pepperoni pizza and Caesar salad with assorted 12 oz canned beverages.

CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

BEEF

Filet Mignon $32.95
Beef Tenderloin filet with your choice of sauce

Roast Top Round of Beef $28.95
Sliced roast top sirloin of beef carved and served with au jus

Beef Wellington $34.95
Tenderloin of beef wrapped in puff pastry with fois gras and cooked until golden brown

Steak Au Poivre $28.95
Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

PORK

Southwestern Glazed Pork Loin $14.95
Carved and served with a zesty chipotle pepper sauce

Anise Roast Pork $14.95
Oven roasted pork stuffed with savory figs and apples with a hint of anise

Stuffed Pork Chop $15.95
Center cut pork chop stuffed with Cornbread and apple stuffing

Pork Tenderloin $16.95
Sliced tenderloins of pork dressed with a savory Dijon sauce

POULTRY

Chicken Marsala $14.95
Boneless breast of chicken lightly sauté and served with a marsala mushroom sauce

Stuffed Chicken with Sundried Tomatoes $15.95
Boneless breast of chicken stuffed with sundried tomato pesto& a blend of cheeses & italian herbs

Chicken Sorrento $15.95
Boneless breast of chicken lightly breaded with proscuitto and eggplant topped with a light tomato sauce

Rosemary Chicken $14.95
Chicken breast with rosemary and garlic

Italian Chicken $14.95
Boneless breast of chicken seasoned with Italian marinade and grilled

VEAL

Veal Piccata (market price)
A classic! Scaloppini of veal sautéed and flavored with lemons and capers

Veal Oscar (market price)
Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce

Classic Veal Chop (market price)
Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions

Italian Style Stuffed Veal Chop (market price)
Veal chop stuffed with proscuitto, fresh mozzarella, roasted red peppers, and basil

C L A S S I C S

CULINARY CLASSICS

LAMB

Lamb Chops (market price)
Broiled lamb chops served with mint jelly

Roast Leg of Lamb (market price)
Boneless roast leg of lamb served with lavender, rosemary and garlic

SEAFOOD

Shrimp Scampi $18.95
Shrimp sautéed with fresh herbs and garlic served over basil orzo

Chilean Sea Bass with Salsa (market price)
Tender and sweet sea bass grilled and topped with fresh tomato salsa

Grilled Salmon with Dill Butter $16.95
Salmon fillet broiled to perfection served with dill butter

Ahi Tuna $16.95
Ahi Tuna grilled and served with a caponata relish

Maryland Crab Cakes (market price)
Mouthwatering Maryland lump crab cakes

Almond Coconut Tilapia $12.95
Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

Garlic Orange Chili Shrimp $18.95
Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN

Vegetable Napoleon $12.95
Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

Eggplant Rollard $12.95
Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

Chevre, Orzo and Basil $12.95
Stuffed Portobello
Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

Spaghetti Squash $12.95
Spaghetti squash with sofrito and vegan pinto beans

Ravioli Porcini Morel $12.95
Ravioli stuffed with porcini and morels in a light plum tomato sauce

Vegetarian Lasagna $12.95
Lasagna noodles layered with fresh ricotta, mozzarella, and Parmigiana cheese topped with a marinara sauce

MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner.
All meals include one salad, one vegetable, one starch and one dessert.

Salads

Tossed Garden Salad
A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

Caesar Salad
Romaine lettuce with Parmesan cheese, garlic croutons and creamy caesar dressing

Fresh Mesclun
Wild field greens tossed with balsamic vinaigrette

Buffalo Mozzarella add .75 per person
Tomato and fresh basil with garlic vinaigrette

Spinach Salad with a warm bacon dressing

Arugula with Roasted
Pepper Vinaigrette

Thai Cucumber Salad

Orzo with Spinach

Sweet & Sour Coleslaw

Pesto Pasta Salad (may be served hot or cold)

Potato Salad

MENU ACCOMPANIMENTS

MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

ON THE SIDE - SELECT TWO

- Baked potato bar
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Oven roasted garlic potatoes
- Rice pilaf
- Jasmine rice
- Long grain and wild rice
- Whipped sweet potatoes
- Oven roasted vegetables
- Spinach orzo
- Risotto with mushrooms
- Fresh broccoli
- Asparagus spears (seasonal, market price)
- Fresh zucchini with garlic and basil
- Green beans with garlic & red peppers
- Carrots with honey & garlic
- Baby carrots (market price)
- Baby squash (market price)

DESSERTS

PIES AND COBBLERS

- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Carmel granny apple
- Raspberry white chocolate cheese Brûlé
- Chocolate pyramid anglaise
- Angel food cake with seasonal berries
- Cheesecake with strawberries (add $1.25 per person)
- Carrot cake with cream cheese frosting
- Bread pudding

SPECIALTY

- Lemon Mousse with fresh berries
- Parfaits
- Tiramisu
- Crème Brûlé

MENU ACCOMPANIMENTS

FINISHING TOUCHES

DESSERT BARS,

Have your dessert bars cut into triangles, logs and squares to create an attractive platter

- Chocolate brownies $5.95
- Marble brownies $5.95
- Lemon bars $5.95
- Seven layer bars $5.95
- Marshmallow krispies $5.95
- Raspberry ribbon brownies $6.25
- Smores $6.95
- Chocolate fountain (market price)
- Oreo dream bar $6.95
- Carrot cake bar $6.95
- Turtle brownie bar $6.95
- Square petit fours $9.95

COOKIES,

- Chocolate chip $5.00
- Oatmeal raisin $5.00
- Peanut butter $5.00
- Carnival $5.00
- Sugar $5.00
- Assorted biscotti $6.95

ICE CREAM SUNDAE BAR,

50 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select one hot sauce from the following:

- Chocolate sauce
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

- Peanuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- Strawbeery topping
- Chocolate chips

SNACKS, BY THE POUND

- Fresh Popcorn $15.95 with machine
- Potato chips $4.95
- Pretzels $4.95
- Chips and salsa $5.95
- Pita chips with hummus $8.95
- Mixed nuts $8.95
- Granola bars $1.00
- Power bars $2.00 each
- Mini candy bars $8.95
- Soft pretzels $1.50 each

GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS,
Served with crackers

- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Crab dip
- Shrimp dip
- Seven layer dip with tortilla chips

TRAYS AND DISPLAYS, SMALL (25- 45)
MEDIUM (50-75), LARGE (75-100), PER PERSON

- Crudités and dip $36.00, $48.00, $72.00
- Domestic Cheese and crackers $36.00,$48.00, $72.00
- Imported/specialty cheese and gourmet crackers $42.00, $54.00, $78.00
- Fresh seasonal fruit and cheese $42.00, $54.00, $78.00
- Smoked salmon with condiments (market price)
- Mini rollers
- Tea sandwiches $9.00 per dozen with assorted fillings:
  tuna salad, roast beef & cheese,
  ham & cheese, turkey & cheese
- Fresh seasonal fruit $36.00, $48.00, $72.00

CARVING STATION,

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:
- Roast turkey with giblet gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS

HORS D'OEUVRES

PRICED PER 100's

The following hors d'oeuvres and can be served passed on trays or set up as stationary buffets depending on the style of your event.

HOT

- Spanakopita $125.00
- Fried chicken tenders $175.00
- Coconut shrimp $175.00
- Honey drizzled chicken drummettes $100.00
- Mini chicken wellington $150.00
- Sausage bites with champagne mustard and white wine $125.00
- Mini quiche $125.00
- Pigs in a blanket $95.00
- Stuffed crab mushroom $125.00
- Scallops wrapped in bacon $150.00
- Potstickers $125.00
- Oysters Rockefeller (market price)
- Parmesan artichoke hearts (market price)
- Mini lamb chops (market price)
- Chicken & mushroom quesadilla tapas $150.00
- Crab rangoon $125.00
- Roasted red pepper and gouda quesadillas
- Stuffed sausage mushrooms $125.00
- Honey ginger chicken satay $150.00
- Crab cakes $175.00
- Chicken quesadillas $150.00
- Vegetables in phyllo $125.00

COLD

- Vegetarian sushi roll (market price)
- Sushi (market price)
- Shrimp cocktail (market price)
- Crab claw cocktail (market price)
- Honeydew melon wrapped with proscuitto $95.00
- Skewered fruit with yogurt dressing $150.00
- Tomato, mozzerella and basil crostini $125.00
- Salmon pinwheel $150.00
- Belgium endive and herbed goat cheese $125.00
- Tuscan bruschetta $100.00

BEVERAGES

HOT, SOLD BY THE GALLON: 16 SERVINGS PER GALLON

- Brewed regular and decaf coffee $12.95
- Hot Brewed Lipton tea $12.95
- Herb Tazo - celestial tea $1.00 per person
- Hot cocoa $1.00 per person

COLD

- Canned soda $1.25 each
- Bottled waters $1.25 each
- Bottled juices $1.25 each
- Milk (pint) $1.00 each
- Sports drinks $1.75 each

PUNCHES, SOLD BY THE GALLON: 16 SERVINGS PER GALLON

- Lemonade $10.95
- Fresh squeezed orange juice $12.95
- Iced tea $10.95
- Cranberry punch $12.95
- Orange blossom sherbert punch $12.95
- Northwood Punch $12.95
- Cappuccino ice cream punch $14.95

BEVERAGES

Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Arranging and Reserving a Date
Even if the date is only tentative, please make arrangements with the Catering Department so that we can at least get you on our records. You may contact the Catering Department at 561.478.5543 or email us at kuhrh@northwood.edu as well as through our website at http://northwood-florida.com/.

Catering arrangements and menu selections should be confirmed at least:

- 10 days in advance for groups under 100
- 3 weeks in advance for groups of 100 people or more

While we can sometimes accommodate your needs with less lead-time, sufficient notice allows us to schedule production and staffing needs, and eliminate any late changes to you.

After we have finalized all the details of your special event, you will receive and Catering Request Form to confirm with a signature. Please carefully review all information on this event order form for accuracy and completeness before signing. Make any necessary changes, sign, and return via fax at 561.681.7999.

Planning Your Special Event

Changes, Guarantees, and Cancellations

All cancellations and/or changes referring to the menu, count and event arrangements must be confirmed by 72 business hours prior to the event time. Any event that is not cancelled within this time frame will result in a 50% due as contracted on the event form. If you do not contact us with a final count at least 3 business days prior to the event, we will prepare for the estimated number and charge accordingly.

Payment

All catered functions must have a secured payment before they occur. A Check must be submitted prior to service. Only Checks are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior, with the balance due at the conclusion of the event. Non-University groups are subject to an 10 % service charge and 6.5 % sales tax for all food and beverages events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.

Planning Your Special Event

Linens

As a standard, we provide table cloths and table skirting for all food and beverage tables. Line for guest tables are only included with full service plated or buffet meals. Linens for guest tables at receptions, continental breakfast, breaks, and boxed lunches can be provided at an additional charge. The same applies to registration tables, nametag tables, head tables, and any additional tables that will not be directly used for food and beverage set up.

Linen Charges

120" square for round tables - $15.00
54" square for small tables or as overlays - $8.00
90" rectangle for 6′ and 8′ banquets tables - $12.00
Cloth and Skirt $35.00 per table
Napkins .50 per napkin

Other linen colors, depending on availability, may be placed as special orders. Any additional cost for these colors will be charged accordingly. Specialty linens are also available for your food and guest tables for a additional cost, please set up an appointment to view the linens.

Planning Your Special Event

China Charge
Quality plastic and paper products are included with all events. We also offer china service for any event at an additional charge.

Coffee or Beverage Service $2.00
Full Bar Glass Service not available
Reception China and Silverware Service $2.00
Full Meal China and Silverware Service $3.00

All of the above are charged per person

Attendants
Attendants are included for all served/buffet breakfast, lunch and dinner entrée meals for the first two hours of service. If additional time is needed, a fee of $25.00 per hour, per attendant, will apply. Servers for reception & coffee services are at an additional charge. Server fee of $25.00 per hour, per server, plus one hour before and after the event, for set up and clean up will apply. To ensure that your event is a success, attendants are required for:

- All functions over 50 people (excluding coffee services)
- All China service events

Planning Your Special Event

Late Charges
If you contact the catering office less than number business hours in advance and we are able to book your events, a surcharge of $25.00 over the original selling price, which ever is greater, will apply. This surcharge is necessary due to the additional cost of planning for last minute events.

Catering Equipment
As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing, or damaged, catering equipment or supplies will be charged to your account at replacement cost.

Floral and Gift Charges
We will be happy to order, receive and handle specific floral, gift baskets, and/or, decorative requests that are determined in accordance with your specific needs.

Sustainable and Organic Menus
Our culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional 20% per person.

Food Safety
Due to health regulations, it is the policy of Northwood University Dining Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.