

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 Chart String number, if applicable.

Finalizing Confirmation:

Client is responsible for reviewing the reservation, editing and submitting corrections to KCC event coordinator **five (5) business days prior** to the event start date.

Last Minute Changes:

For reservation changes made with less than five business days' notice, the Kellogg Conference Center reserves the right to add a fee of \$50 to the invoice

Reservations and Payment:

KCC reservations will not be confirmed until a valid Chart String 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.

Non-University reservations are asked to provide complete billing information and will be invoiced upon completion of the event. Payment must be received within 30 days of event's completion.

Payment should be made by check. Payment by credit card is strongly discouraged and will be accompanied by a 7.5% service charge.

*Any reservation booked without a Northwestern University Chart String number will be billed at the corporate rate.

Northwestern | Kellogg

Cancellations:

Any group that fails to use the reserved space, without five (5) business day's notification, will be charged a 20% cancellation fee, charged directly to the supplied Chart String account or invoiced directly to client. If the same group repeatedly fails to cancel properly, reservation privileges may be removed.

Attrition:

Kellogg Conference center must be notified of the final guaranteed attendance for your function no later than Noon (12:00 PM) three (3) business days 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.

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.

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 seven (7) business days prior to the event start date. It is the customer's responsibility to inform KCC of any special dietary needs or food allergies seven (7) business days prior to the event start date.

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.