

Having an event?

We can provide a large variety of service and menu options to fit any budget!

Our Loop and Lincoln Park Catering Representatives are available to discuss options and services that will meet all your catering needs.

If you are calling to discuss events in the *Loop Campus*, please contact Jennifer Harris at jharri34@depaul.edu or call 773 325 7499. If you are calling to discuss events taking place on the *Lincoln Park Campus*, please contact contact Heather Jermolowicz at hjermolo@depaul.edu or call 773 325 7499.

Refining the Art of Catering

<p>• General Information We are pleased to present you with our DePaul Catering offerings. We hope you will find this menu a useful guide when planning your next event. You are not restricted to the selections on this menu and we welcome the opportunity to work with you to customize your special occasion.</p>	<p>• Leftovers Food is extremely perishable; therefore, food leftover from a function remains the property of 'DePaul Catering and should not be taken by guests. This policy complies with local health department rules and regulations. "DePaul Catering is a good contributor to the Greater Chicago Food Depository, so leftovers are donated whenever possible. No credits will be issued for leftover food or unused items.</p>	<p>• Event Staffing</p>
<p>• Online Ordering After making your selections, click on the catering event order form, fill in all the correct information, print out a hard copy and fax the order form to 773-325-7477. To make it easier, add the fax numbers for catering to your fax files. This will allow you to "deliver" your order</p>	<p>• Delivery Services</p>	<p>• Contract and Payment Arrangements</p>

without printing a hard copy.		
<p>• Menu and Event Planning To insure proper staffing, ordering and quality standards for our customers, catering requests should be made 72 hours prior to your event. A 25% late fee will apply to orders placed less than 72 hours for major events of 100 or more, a 2 week notice is recommended.</p>	<p>• Serveware and Rental Items</p>	<p>• Billing Procedures for DePaul University Groups</p>
<p>• Guest Count Your final guest count is due to our office three business days prior to your event. The final guest count will be used as your guaranteed attendance. We will bill according to the guaranteed number of guests, or actual count, whichever is greater.</p>	<p>• Linen If additional tablecloths are needed for your event, a \$4.00 per tablecloth for in-house linen charge</p>	<p>• Billing Procedures for Third Party or Outside Groups</p>