

Special Events

AT NORTHERN ILLINOIS UNIVERSITY | **DEKALB** — *Altgeld Hall/BAVC*

Catering Guide

Northern Illinois University provides full-service catering for special events held on the DeKalb campus. Whether your event plans include a simple celebration or seated multi-course meal, our culinary team can assist you in creating a memorable event for you and your guests.

With numerous menu options and types of dining available, our experienced team will help you select a meal that reflects your style and taste, while our professional wait staff will ensure your guests have an exceptional experience.

VENUES

NIU DeKalb has multiple venues to host your special occasion. Please contact us to check availability of the following locations:

Altgeld Hall's stunning architectural detail, from the gorgeous grand staircase to the unique glass solariums, will captivate your guests. Be inspired by this beautiful venue, accommodating up to 325 guests with a Chiavari chair rental configuration.

Barsema Alumni and Visitors Center (BAVC) offers gorgeous indoor and outdoor spaces for your upcoming celebration and holds up to 250 guests.

FOOD SELECTIONS

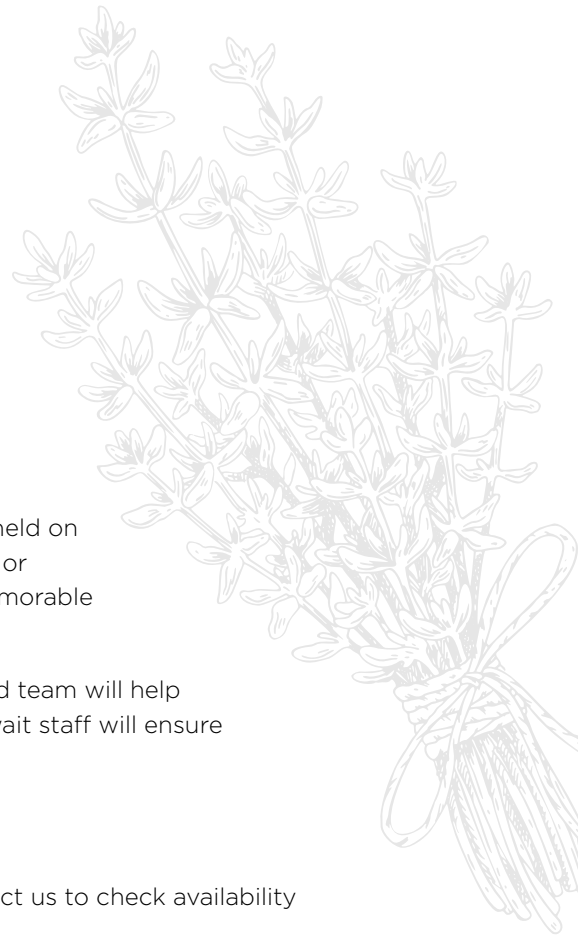
Our packages enable you to offer your guests a choice among 3 single entrée options, or you can upgrade your package and offer each guest a dual entrée. The meals listed on the menu are plated and served. If you would prefer to offer Buffet Service, there is no additional charge for single entree.

DIETARY RESTRICTIONS

We are pleased to offer alternative food choices for your guests with dietary restrictions. We request you provide us with a guarantee of vegetarian, vegan, gluten-free, or any other restrictions. Special meal requests must be made six business days in advance of your event.

Contact and Proposal Requests

Terry Stack
815-752-6846 | tstack@niu.edu
Megan Noe
815-753-5030 | mnoe1@niu.edu



Special Events Package Options

All food and beverage packages include

China, silverware and glassware

House chairs and guest tables

Assorted accessory and high boy tables

Linen and skirting

Complimentary beverages including water and iced tea

Complimentary food tasting for four guests is included for wedding reception rental

Onsite event staff will ensure your food and service exceeds your expectations

Bronze Package

One butler-passed hors d'oeuvre

Choice of salad, single entrée, vegetable and starch

Assorted fresh baked breads

Standard linen for guest tables, specialty and high boy tables and napkins in color choice of white, red or black

Coffee station and cake cutting service

Four-hour cash bar

\$65 per person plus tax and fees*

Silver Package

Two butler-passed hors d'oeuvres

Choice of salad, single entrée, vegetable and starch

Assorted fresh baked breads

Standard linen for guest tables, specialty and high boy tables and napkins in color choice of white, red or black

Coffee station and cake cutting service

Champagne toast for head table

Four-hour beer, wine and soda bar

\$80 per person plus tax and fees*

Gold Package

Three butler-passed hors d'oeuvres

Choice of salad, single entrée, vegetable and starch

Assorted fresh baked breads

Floor-length linen for guest tables, high boy tables and napkins in a variety of colors

Specialty tables, linen and skirted

Coffee station and cake cutting service

Champagne toast for all guests

Four-hour traditional bar

\$100 per person plus tax and fees*

Platinum Package

Four butler-passed hors d'oeuvres

Choice of salad, dual entrée (*as per menu*), vegetable and starch

Assorted fresh baked breads

Floor-length linen for guest tables, high boy tables and napkins in a variety of color choices

Specialty tables, linen and skirted

Coffee station and cake cutting service

Champagne toast for all guests

Four-hour premium bar

\$110 per person plus tax and fees*

**All food and beverage packages for Barsema Alumni and Visitors Center and Altgeld Hall have an additional 12% delivery charge plus 10% food and beverage tax. Packages are based on a per-person charge for either a minimum of 100 guest or \$5,000 food and beverage minimum. Package pricing may adjust for buffet service depending on menu selection. There is a 20% surcharge for Sunday events. A 30% surcharge will be applied for NIU recognized holidays and holiday weekends. Package pricing is good through June 30, 2027.*

Hors d'oeuvres

Hors d'oeuvres are a delicious start to your event as your guests mix and mingle over cocktails. Each package comes with a predetermined number of hors d'oeuvres, but if you cannot decide on a favorite, you can always opt for additional selections for \$4.50 per item per person.

BUTLER-PASSED OPTIONS

Bacon-Wrapped Dates*	Caprese Skewers with Fresh Mozzarella*
Teriyaki Bacon-Wrapped Water Chestnuts	Breaded Cheese Ravioli with Red Sauce
Mini Beef Wellingtons with Creamy Horseradish	Mini Quiche Assortment
Meatballs with Apricot-Barbecue Glaze	Spanikopita with Dipping Sauce
Sweet & Sour Chicken Tempura	Vegetable Spring Rolls
Tandoori Chicken Strips	Zucchini Rounds: Goat Cheese and Sun-Dried Tomato
Crispy Asparagus Asiago	

Salad

Choose one

- Traditional Caesar Salad*
- Strawberry Spinach Salad with Homemade Poppy Seed Dressing*
- Mixed Green Salad with Tomatoes and Cucumbers with Balsamic Vinaigrette*
- Mixed Field Greens with Mandarin Oranges and Red Onions with Raspberry Vinaigrette*



Signature Sides

Choose two sides

VEGETABLE SIDES

- Asparagus*
- Green Beans with Bacon and Onions*
- Maple Glazed Baby Carrots*
- Herb Buttered Corn*
- Roasted Yellow Squash and Zucchini*

STARCHY SIDES

- Au Gratin Potatoes
- Baby Red Potatoes with Butter and Parsley*
- Couscous with Chives
- Baked Potato with Sour Cream and Butter*
- Garlic Mashed Potatoes*
- Rice Pilaf*
- Wild Rice Blend*

**Gluten-free or can be prepared gluten-free.*

Entrées

Our packages include the option to offer your guests a choice of up to 3 entrée selections. You can also enhance your Gold, Silver or Bronze Package by adding a second entrée to their plate beginning at \$5 per person applied to all guests plus any additional entrée charges noted below.

Entrée Selections

BEEF

Sliced Savory Beef Sirloin with Red Wine Reduction Sauce*

Market Price

Sliced Bourbon Beef Sirloin with Mushroom Sauce

Market Price

Beef Tenderloin Medallions with Cabernet Reduction

Market Price

POULTRY

Chicken Bruschetta with Tomatoes and Basil*

Chicken Breast Stuffed with Red Peppers
and Asparagus Topped with Remoulade*

Chicken Marsala

Chicken Piccata

Pan Seared Chicken Breast with Apricot Brandy Sauce*

Grilled Chicken Breast with a Fresh Mango Salsa*

Lightly Breaded Chicken Breast with a Lemon Sauce

PORK

Roasted Pork Tenderloin Medallions
with Garlic and Fresh Herbs

Honey Garlic Bone-in Pork Chop
with Honey Garlic Sauce

SEAFOOD

Cilantro Lime Tilapia

Baked Tilapia with Herb Butter*

Mahi Mahi with Zesty Basil Butter

Market Price

Oven Poached Salmon with a Creamy Dill Sauce*

Market Price

VEGETARIAN

Cheese and Mushroom Ravioli with Marinara Sauce

Vegetarian Lasagna

Vegetable Pasta Primavera

VEGAN/GLUTEN FREE

Stir-Fried Vegetables in Ginger Sauce
with Thai Garlic Tofu, Steamed Rice*

Grilled Portabella Mushroom Steak with Garlic Sauce*

Quinoa, Roasted Portobello and Roasted Seasonal Vegetables*

Greek Stuffed Red Pepper*

Dual Entrées

Our Platinum Package comes standard with the Dual Entrée option listed below, or you can substitute an alternative selection and add any additional entrée cost listed on the menu.

Beef Tenderloin Medallions with Cabernet Reduction*
Add any Chicken, Pork or Tilapia entrée

**Gluten-free or can be prepared gluten-free.*

** Package pricing may adjust for buffet service depending on menu selection.*

The Traditional Bar

Four hours of open bar included

HOUSE BEERS

Additional beers available upon request

Bud Light
Miller Lite
Samuel Adams Boston Lager

HOUSE BOTTLE WINE

Selection of wines to include

Merlot
Cabernet
Chardonnay
Pinot Grigio

VODKA

Smirnoff

WATER AND SOFT DRINKS

Assorted Pepsi products available

WHISKEY, BOURBON AND SCOTCH

Jack Daniel's
Seagram's 7
Jim Beam
Dewar's Scotch

RUM

Bacardi
Captain Morgan
Malibu

GIN

Beefeater

TEQUILA

Cuervo Gold



A 5th hour of the Traditional Bar can be included for an additional \$8 per person. Brands subject to availability. Consult with your event manager for details.

The Premium Bar

Four hours of open bar included

HOUSE BEERS

Additional beers available upon request

Bud Light
Miller Lite
Samuel Adams Boston Lager
Pollyanna Dawgma

PREMIUM BOTTLED WINE

Acacia

Pinot Noir
Chardonnay

Rodney Strong

Cabernet
Chardonnay
Merlot

VODKA

Tito's

WATER AND SOFT DRINKS

Assorted Pepsi products available

WHISKEY, BOURBON AND SCOTCH

Bulleit Bourbon
Bulleit Rye
Canadian Club
Crown Royal
Jameson
Maker's Mark
Chivas Regal

RUM

Bacardi Black
Captain Morgan
Malibu

GIN

Bombay Sapphire

TEQUILA

Patrón Silver



A 5th hour of the Premium Bar can be included for an additional \$9 per person. Brands subject to availability. Consult with your event manager for details.

Enhancements

Dessert Table

Pick three — \$10 per guest

Brownies, Mini Cheesecakes, Cookies, Cream Puffs, Fruit Tarts and Petits Fours

Late Night Bites

Pick three — \$10 per guest

COLD

Cheese and Crackers Tray
Fresh Fruit Tray*
Assorted Meat Tray with Crackers
Guacamole and Chips
Hummus and Pita Chips

HOT

Apricot-Barbecue Glaze or Swedish Meatballs
Crab Stuffed Mushrooms
Mini Quiche Assortment*

Late Night Snack Bar

Select one — \$10 per guest

SLIDERS BAR

Mini hamburgers on slider-sized buns, mini portabella mushrooms on slider-sized buns, slices of cheese. Condiments on the side include ketchup, mustard, mayonnaise, pickles. Served with specialty potato chips.

PIZZA BAR

Cheese, pepperoni, veggie. Condiments include parmesan cheese shaker, hot sauce and crushed red peppers.

MACARONI AND CHEESE BAR

Homemade gourmet macaroni and cheese, crumbled bacon, crumbled blue or gorgonzola cheese, green onions or French fried onions, jalapeno pepper slices, ranch dressing and hot sauce.
Add pulled pork for \$3 additional per guest.

HOT DOG BAR

Hot dogs with buns. Condiments include ketchup, mustard, relish, chopped onions and jalapeño pepper slices on the side.

NACHOS BAR

Build your own nachos with tortilla chips, cheese sauce, seasoned ground beef, sour cream, salsa, and jalapeño slices.



** Gluten-free or can be prepared gluten-free.*

Guidelines

FOOD AND BEVERAGE POLICY

All food and beverages must be provided by NIU Catering Services. Our policy does not permit other caterers or other food service vendors to operate in the building with the exception of specialty desserts/cakes from an approved provider. Any leftover food and beverages remain the property and control of NIU Catering Services and may not be removed from the premises.

Food and non-alcoholic beverages must accompany all events where alcohol is served. Alcohol may not be consumed or carried in open containers in the public areas or lounges in the venue halls. NIU Catering Services provides alcohol in accordance with university policies and state law. All alcoholic beverages must be provided by Catering Services and can only be served by NIU employees. Proof of age will be required to serve your guests. Catering Services reserves the right to refuse service of alcohol to any person.

SELECTING A MENU

The attached menu is meant to help you make your event day plans as easy as possible. Even with these options, you are not limited to the selections, as we can customize your menu to meet your specific likings. After services have been agreed upon, you will receive a confirmation of services and pricing for your records.

DUAL ENTRÉE

If you would like to add a second entrée to your guests' plate, we can accommodate this request beginning at an additional \$5 per person applied to all guests plus any additional entrée charges noted on the menu. Or upgrade to the Platinum Package which includes two entrées for each guest.

DIETARY RESTRICTIONS

We are pleased to offer alternative food choices for your guests with dietary restrictions. We request you provide us with a guarantee of vegetarian, vegan, gluten-free, or any other restrictions. Special meal requests must be made six business days in advance of your event.

TASTINGS

Tasting for four guests is included in every wedding reception rental.

CHILDREN'S MEALS

Meals for children between 2 and 10 years of age are priced as half of the selected package price. Children under 2 years of age eat free.

EVENT LENGTH AND SERVICE STAFF

All weddings and special events must end at 11:30 p.m. Bar services and D.J. must end 30 minutes prior to the event end time and no later than 11:00 p.m. Bar services can go no longer than five hours and cannot exceed four continuous hours of service.

LINENS

Standard linens and skirting are included in all packages. If you would like to see other linen options, please ask your event manager for other available colors, sizes and pricing.

FOOD AND BEVERAGE MINIMUMS

Packages are based on a per person charge for either a minimum of 100 guests or \$5,000 food and beverage minimum.

DEPOSIT INFORMATION, PAYMENT REQUIREMENTS AND GUEST COUNT DEADLINES

Acceptable forms of payment include cash, check and all major credit cards. All completed payments are not refundable.

- Within 1 month of booking special occasion, a \$500 non-refundable deposit with signed venue contract or 25% of rental amount if room rental is less than \$500
- 3 months prior to event, 100% of room rental due
- 2 months prior to event, catering selections confirmed
- 1 month prior to event, 100% payment on rental items AND 50% of the estimated catering costs
- 11 business days prior to event an estimated guest count due
- 6 business days prior to event a final guest count is due AND 100% of catering and any additional rental items or upgrades. Any additions made after this date are charged an additional 20% per person by catering
- Post Event: a final bill will be sent after your event concludes for any additional guests, incidental costs or damages.

TAX AND SERVICE CHARGE

All food and beverage packages for Barsema Alumni and Visitors Center and Altgeld Hall have an additional 12% delivery charge plus 10% food and beverage tax. There is a 20% surcharge for Sunday events. A 30% surcharge will be applied for NIU recognized holidays and holiday weekends.

ADDITIONAL SERVICES

In addition to your catering cost, your event may include additional fees. These could include room rental, holiday rental, non-wedding or additional food tastings, upgraded linens, chiavari chair rental, audiovisual support, 5th hour bar service and special labor requests.

CANCELLATION POLICY

Your NIU Event Planner must receive written notice of cancellation.

- *Cancel 61 or more calendar days before event and receive a full refund of room rental except \$500 non-refundable deposit. If room rental is less than \$500, 25% will be held as the non-refundable deposit.*
- *Cancel 60-31 calendar days before event and receive a 50% refund of room rental paid.*
- *Cancel 30 calendar days or less before event, receive no refund of room rental paid.*
- *Cancel 10-7 business days before event, receive a 50% refund of ordered services paid.*
- *Cancel 6 business days before event, receive no refund of ordered services paid.*