



Catering Information

General Information

The Northern Center sales team schedules all non-academic events on campus. Per the NMU license, all food services must be catered through NMU. If your food purchase is for 20 people or less, and outside of the Northern Center, you may fill out a food policy exception form. This will be reviewed by the director of catering and events.

Reservations

Reservations for your event should be made as early as possible to enable us to best serve your group. Large events with over 250 people require a booking lead time of six weeks or more. Coffee services in the Northern Center require a 24 business-hour notice and deliveries outside of the Northern Center require a 28 business-hour notice.

Reservations can be made in the Northern Center and Event Services Office or by calling (906)-227-2623. You may also make direct inquiries to northerncenter@nmu.edu. Reservations made after 3:00pm will be considered the next business day.

Prices

Prices are subject to change without notice. Written price quotes are good for 90 days. Michigan state sales tax, delivery charges, or special event charges are additional to all food and beverage price quotes. There may be additional charges for events requiring complex set-up, delivery, and/or service. No gratuity will be added to your catered event.

Deposits

The Northern Center requires a \$500.00 deposit for both wedding receptions and class reunions. We ask that this deposit be paid within 14 days of making the reservation.

Menu Selection

In order to assure availability, we request that you select your menu three to four weeks prior to your event.

Guaranteed Guest Counts

You must contact the Northern Center seven days prior to your event with your final guaranteed guest count. Changes to your count within 72 business hours of your event cannot be guaranteed and may result in substitution of product. You will be charged for the actual number served or your guaranteed guest count, whichever is greater. ALL BUFFET MEALS REQUIRE A 20 GUEST MINIMUM.



Time, Set-Up, Other Changes and Cancellations

Cancellations require a seven working-day notice and will not result in any charges with exceptions to specialty products. Cancellations received less than five business days prior to the event will result in charges for the time, product, and labor incurred thus far. Events canceled on the day of will result in a full charge. The Northern Center remains open for business when NMU closes for inclement weather. Events booked on these days will not be affected by school closure.

Service Time

We will be ready to serve your meal at your requested time. In order to maintain food quality and sanitation standards, buffets, continental breakfasts and break snacks will not be set out longer than two hours.

Alcohol Policy

The Northern Center adheres to the State of Michigan Liquor License provisions and related policies established by the University. **All alcohol must be ordered through the Northern Center.**

Decorations

Linen table cloths and napkins are included with served buffet meals. The Northern Center also offers additional services; contact the Northern Center sales team with inquiries. When decorating on your own or when using an outside decorator, please adhere to the following: no crepe paper, glitter, loose sequins, rice or confetti. All open flames are prohibited, candles in a votive are permitted. All decorations must be removed immediately following the event. Additional cleaning charges may be incurred for excessive circumstance.

Excess Food

Per the State of Michigan Health Department regulations, food and/or beverages not consumed during an event catered by the Northern Center cannot be taken off the premises. Items purchased for customer pick-up are the property of the customer and cannot be returned for credit.

Billing

The Northern Center offers convenient billing options including NMU departmental transfers and billing directly to an event or meeting planner. Forms of payment accepted are cash, check, credit card and department transfers. Please provide accurate billing information when booking an event. For chargers to an NMU account, provide department name, account number, customer name, and phone number. For a non-university account, please provide a name, billing address, phone number and any other relevant contact information. Payment is expected upon receipt of your bill. If your organization is tax exempt, please provide a completed Michigan Sales/Use Tax Certificate prior to your event.



Payments may be sent to:

Northern Michigan University
Financial Services
1401 Presque Isle Ave.
Marquette, MI 49855

Wedding Cakes

The Northern Center does not provide wedding cakes. Cakes from an outside vendor are permitted for wedding receptions.

Audio/Visual Information

Our Sales Team can make arrangements for use of audio and visual equipment with NMU's Audio Visual Services. We can also make arrangements for allowing customers and groups to bring in their own equipment.

Non-Discrimination Statement

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity*, gender expression, genetic information, national origin, immigration status (unless restricted by state or federal laws and regulations), age, height, weight, marital status, familial status, pregnancy, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

*"Gender Identity" means an individual's actual or perceived gender which includes transgender and gender fluid, and also takes into account an individual's self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditional associated with the individual's sex assigned at birth.