



## CATERING POLICY

The Kellogg Global Hub contracts through a hospitality group called Flik for all dining and catering needs. Flik offers personalized catering services for every event, whether it's a simple breakfast or an upscale executive luncheon, you will find all of Flik's most popular menu selections online.

### CATERING FOR LARGE EVENTS



All dining and catering services in the Global Hub will be provided by the in-house caterer, Flik. All catering for events held in White Auditorium, Collaboration Plaza, Market, Faculty Summit and the terraces must be provided by Flik; Flik will contract with outside vendors to provide specialized food that Flik cannot supply. For large-audience events, Flik is the preferred vendor and event planners must secure approval to use a catering service other than Flik. Large-audience events are events with a target audience of more than 70 attendees.

### EXCEPTIONS TO THE POLICY

A faculty or staff group planning a large-audience event must secure the approval of Facilities and Finance to contract with a catering vendor other than Flik. A student group planning a large-audience event must secure the approval of Student Life, Facilities and Finance to contract with a catering vendor other than Flik. With approval from Student Life, Facilities & University Parking, student groups may arrange for a specialized food truck to be staged near the Global Hub for lunch.

A student group planning an event with a target audience of less than 70 attendees may contract with an outside vendor for basic delivery of sandwiches, pizzas or specialized food that Flik cannot supply. If Facilities or Flik is required to support the event with table set-up, plates, and utensils or clean up, an additional custodial or catering charge may be assessed.



**FOR FURTHER QUESTIONS** Please reach out via email at [KGH-catering@kellogg.northwestern.edu](mailto:KGH-catering@kellogg.northwestern.edu) or call the catering office at (847) 491-2278.