



Thank you for choosing Christopher Newport University Catering. Our primary focus is to fulfill and exceed your expectations for a truly memorable event. Our menus range from basic to the most unique and we will happily customize any menus to suit your catering requests. Whether it is an intimate luncheon for ten people or an extravagant banquet for 500 people, you and your guests will receive outstanding service and will relish in our superb culinary delights. Our professional and knowledgeable staff will work hard to accommodate all of your specific needs. We look forward to working with you to make your event extraordinary!

CATERING POLICIES

BOOKING AN EVENT

Catered functions should be booked no later than 10 days in advance of the designated party date. The Catering Office needs to be informed of any changes or cancellations at least 72 business hours before the event. When placing a catering order, please provide the location, event name, group, start and end times, estimated guest count and menu items. Once the request is received, the catering department will send a catering confirmation via email or contact you if more information is needed. Please respond to the catering confirmation to notify the catering department that the event details are correct.

GUEST COUNT

To provide you the best service, the Catering Office needs to be notified of the amount of attending guests at least 4 full business days prior to the function. If no guarantee is received by the designated date and time the customer will be charged for the original estimated number of attendees, and food will be provided as such. All dietary restrictions must be provided with the final count.

DECORATIONS

Let us assist you in choosing special menus, table decorations, special linen colors, or themes. We are here to satisfy your decorative needs to make your event special.

The University does not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, tape or any other adhesives. Also, the use of sparklers and confetti are not allowed in the building. Use of any flammable material is strictly prohibited.

LINEN

Linen is included in most of the pricing for the food display tables, however, specialty linens may be provided for a nominal fee. In this instance, the Catering Department must be notified 10 days prior to event for any floor length linens and/or specialty color linens.

When booking a function where no food is required there is a fee for tablecloths, skirts, throws, or theme props. Please contact the Catering Manager for pricing. This applies to University and non-University functions.

FOOD

Christopher Newport University's Catering Department has exclusive right to all food and beverage served at the University. Other individuals or catering firms may not bring food and beverages into campus facilities.

Due to health regulations and University liabilities, any food not consumed during the event may not be removed from the serving location. Also, with regard to health regulations, food may only be displayed for no more than two and a half hours. Please keep this in mind during your planning process.

DIETARY RESTRICTIONS

The Catering Department is happy to work within any dietary restrictions you and your guests may have, including but not limited to vegetarian, vegan, gluten-free, and a variety of food allergies. Please notify the catering director or manager of any dietary restrictions when planning your event so that we can accommodate your guests.

LIABILITY

The University cannot be held responsible for damages or loss of articles left prior to or following the event. Liability for damage to the premises will be charged accordingly.

OFF CAMPUS EVENTS

All off-campus events may result in set up charges not currently reflected in our menus. These charges will be based upon each individual event and each event's customized needs.

PAYMENT

Payment can be made with credit card, cash, personal check or cashiers check. For all non-University functions, the full balance is due three days prior to the event. All prices enclosed herein will be subject to 6% sales tax & 20% service charge. For functions that exceed the scheduled time limit, or have excessive last minute changes, there will be an additional fee incurred of \$100 per hour.

PRICES

All prices are subject to a 20% taxable service charge & 6% sales tax
Menu pricing is subject to change due to seasonal availability and market costs.

CANCELLATION / CHANGE POLICY

Cancellations must be made at least 3 business days prior to the event. Catered functions that are cancelled within the 3 business days prior will be charged a cancellation fee of up to 100% of the final bill. This policy applies to University and non-University events.

Changes made within the 3 business days prior to the event are subject to and may result in additional labor charges and/or set up fees.

Please contact the Catering Department at 757-594-7007 or email catering@cnu.edu

Director & Executive Chef Erika Nestler erika.nestler@cnu.edu

**To reserve a function space please contact
Office of Scheduling & Events at 757-594-7018 or sched@cnu.edu**