

Menu Guide

Catering & Conferences

2025v.1

Catering and Conferences at Western University recognizes the importance of entertaining. Our creative team of award-winning professionals strives to offer innovative solutions by crafting exclusive events to reflect you and your environment positively. Whether you are planning a high-profile boardroom dinner, a department conference, a staff breakfast, or private event at your home, we will assist in every aspect of planning with flawless execution. We look forward to building a partnership with you and making every event a success.

Place a catering order

- shop.catering.uwo.ca
- 519-661-3048 or catering.conferences@uwo.ca



Information required to provide a detailed quote

- Date, time, and duration of your event
- Location & room number
- Menu requirements
- Number of guests

Planning a larger event?

An event manager would be happy to assist.

Please call 519-661-3545

or email catering.conferences@uwo.ca

Western Employees - Shop & Save

Book your catering online at <https://shop.catering.uwo.ca/>

Choose to order for your department using your Western speed code or shop our retail gift section and use your credit card. Either way, you can shop as a guest or create an account to track your ordering. When you book your departmental catering online 5 days ahead, a 30% discount applies to the delivery fees on your event.

Allergies & Dietary Restrictions

Catering & Conferences uses Halal chicken throughout our menu. Common dietary restrictions such as gluten-free, dairy-free, vegetarian, and vegan can be accommodated on most menus. Our chefs recognize the potential severity of any food allergy. All employees are trained to respond to inquiries of this nature in a responsible fashion. If you have any questions about ingredients used in the dish preparation in our menu guide, please let us know and one of the chefs or managers will gladly address your concerns. Specific requests can be accommodated with a minimum of 48 hours advance notice.

Hot & Cold Beverages

Hot Beverages \$2.60 each

- Fair trade, organic coffee regular
- Fair trade, organic coffee decaffeinated
- Fair trade, regular & herbal tea
- Hot chocolate
- Hot apple cider

Hot take-away disposable service Includes: coffee/tea, cups, sugar, creamer, stir sticks

- 96 oz \$40
- 160 oz \$60

Cold Beverages \$2.60 each

- Juice
- Soft drinks
- Fruit sparkling waters
- Bottled water/Mineral water

Dispensers \$30.00 each

- Bulk water
- Iced tea
- Lemonade
- Hibiscus iced tea
- Infused ice water

Breakfast & Break Packages

All menu items are prepared buffet style and priced per guest.

Specific requests are subject to availability and additional charges (Minimums apply).

- AM Breakfast Package: Assorted bakery basket, fresh seasonal whole fruit \$5.50
- Continental: Assorted bakery basket, fresh sliced fruit, individual yogurts \$11
- Hot bacon/sausage breakfast sandwiches \$6
- Mini croissant sandwich with brie, fresh strawberries and strawberry preserve \$7.65
- Smoked chicken (Halal), swiss cheese monte cristo \$14
- Egg white, turkey bacon, aged cheddar, kale, sundried tomato wrap \$13
- High protein overnight oats with Greek yogurt, chia seeds, almond and seasonal berries \$8
- Individual Yogurt \$2.50
- Yogurt Parfaits \$7.75
- Fresh Fruit & Berries \$4.25
- Fresh Whole Fruit \$2.50
- Hard Boiled Egg Packet (2) \$3
- Fresh Baked Danishes \$2.70
- Butter Croissants \$2.70
- Muffins \$2.70
- Mini Savoury Danishes \$2.70
- Sweet Loaves \$2.50
- Great Hall Catering Cookies (Doz) \$16
- Assorted Snack Bars (Premium) \$3.50
- Assorted Dessert Squares (2 per) \$2.50
- Assorted Doughnuts \$1.85
- Doughnut Bites \$0.85

PM Break Options - Individuals

Charcuterie cups \$11.00

Truffle parmesan popcorn (14 oz) \$5.50

Arugula with grilled halloumi and lemon vinaigrette \$8.00

Gourmet protein bites (2 per) \$6

Hot Breakfast

1

Traditional Hot Breakfast (Minimum 10)

fresh bakery basket:

mini fresh baked danishes, butter croissants, muffins & spreads

scrambled eggs, sharp cheddar, snipped chives

smoked bacon & halal chicken breakfast sausages

herb breakfast potatoes

fresh fruit & berry platter, fair trade coffee, decaf & tea

\$20.50 per guest



2

Homestyle Hot Breakfast (Minimum 10)

French toast bake with warm berries and sweet crumble topping

scrambled eggs, sharp cheddar, snipped chives

smoked bacon & halal chicken breakfast sausages

fresh fruit & berry platter, fair trade coffee, decaf & tea

\$22 per guest

3

Extraordinary Hot Breakfast (Minimum 20)

fresh bakery basket:

mini fresh baked danishes, butter croissants, muffins, butter & jam

seasonal vegetarian frittata

or

poach egg shakshuka, with tomato roast peppers, feta

Plant based vegan egg alternative

smoked bacon & halal chicken breakfast sausages

buttermilk pancakes, maple syrup

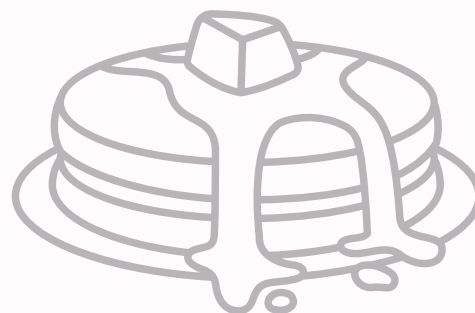
herb breakfast potatoes

yogurt parfait bar, house granola, yogurt, fresh berries

fresh fruit & berry platter, fair trade coffee, decaf & tea

Service Staff Required

\$25 per guest



Sandwich Platters

Prepared as assorted platters. Accommodations available for dietary restrictions. Orders for individual, customized preferences require chef labour to prepare and will result in additional chef labour charges.

Homestyle Sandwich platter \$9.75 per guest

Smoked chicken, lettuce, provolone cheese, tomato, basil aioli

Roast beef, lettuce, caramelized onions, grainy mustard, horseradish mayo, Monterey jack cheese

Egg salad, lettuce, dijon mustard, green onions, shallots, fresh dill, lemon zest, mayo, salt & pepper

Tuna salad, lettuce, sweet chili sauce, cilantro, green onions, sliced cucumber, mayo, salt & pepper

Vegetarian, arugula, portobello, red peppers, onions, whipped goat cheese, basil, lemon zest, balsamic

Deluxe Sandwich platter \$13 per guest

Smoked chicken Banh Mi, lettuce, Sriracha mayo, pickled vegetables, cucumber, cilantro, jalapenos

Turkey club, lettuce, bacon, tomato, cheddar cheese, mayonnaise

Italian, arugula, salami, Mortadella, Capicola, provolone, tomato, red onion, banana peppers, red wine aioli

Philly beef, roast beef, lettuce, sautéed peppers, onions, provolone cheese

Vegetarian, kale, Tzatziki, roasted sweet potato, pickled red onions, Monterey jack cheese, mayonnaise

Keto/Paleo platter \$16 per guest

Includes hardboiled egg, deli meat, cheese, pickles, mustard, nuts and vegetables

Gluten-free bread and vegan options available.

Packaged To-Go Lunch

Homestyle sandwich
gourmet cookies
whole fresh fruit
chilled beverage
\$18



Deluxe sandwich
gourmet cookies
whole fresh fruit
chilled beverage
\$20

Lunch Compliment

- Veggies & Hummus platter \$5
- Kettle/Potato Chips \$2.40
- Pita Chips & Dip \$5.25
- Deluxe mixed nuts \$5.50
- Market greens, house dressing \$6.50
- Classic Caesar salad \$6.50
- Pickles & Olives \$2.40
- Garden vegetable crudités & dip platter \$4.75
- Fresh fruit & berry platter \$4.25
- Fresh whole fruit \$2.50
- Great Hall Catering Cookies (Doz) \$16
- Assorted Dessert Squares (2 per) \$2.50
- Assorted Snack Bars (Premium) \$3.50
- Doughnut Bites \$0.85

Domino's Pizza

Assorted standard three (3) topping large pizzas (8 slices) \$17.50

- Pepperoni, Ham, Savoury Italian Sausage
- BBQ Chicken, Green Pepper, Cheddar Cheese
- Pepperoni, Green Pepper, Mushroom
- Black Olives, Tomato, Feta Cheese
- Green pepper, Onion, Tomato
- Pineapple, Ham and extra Cheese
- Pepperoni & Cheese



Gluten-Free options available in small size 4 slice only

Individually Prepared Bowls

All individual bowls are prepared per guest. Accommodation available for dietary restrictions. Customized preferences require chef labour to prepare and will result in additional chef labour charges.

Protein Grain Bowl (GF)

Mixed grains, assorted vegetables, seeds, choice of grilled protein (chicken, salmon or tofu), ginger, soy dressings

Burrito Bowl (V)

Spiced black beans & rice, grilled sweet peppers & onions, cotija cheese, cilantro, corn, chipotle & lime dressing

Falafel Bowl (VG/GF)

Crispy falafel, saffron rice, tabbouleh, hummus, pickled red onion, Persian cucumbers, maple tahini dressing

Grilled Miso (DF)

Buckwheat noodles, (salmon or tofu), carrot, red pepper, broccoli, nappa, boiled egg, spicy miso-ginger dressing

Bang Bang Chicken (GF)

White rice, crispy vegetables, cilantro, sesame seeds & spicy bang bang sauce

Grilled Mediterranean Chicken (GF)

Saffron rice, Greek salad Kalamata olives, feta cheese (or Tzatziki) with lemon-basil vinaigrette

Shrimp Tempura Poke (DF)

Rice, mixed greens and vegetables, edamame with miso-ginger dressing

Roasted Chickpea, Cauliflower and Sweet Potato (V/GF)

Quinoa, green peas, tomatoes, red onions with curry Tahini dressing

Korean Beef Japchae (GF)

Glass noodles, beef Bulgogi, spinach, carrot, mushroom and onion with Gochujang sauce

There is a minimum of 10 for each type, with a maximum of three (3) selections per event. \$18.50 each

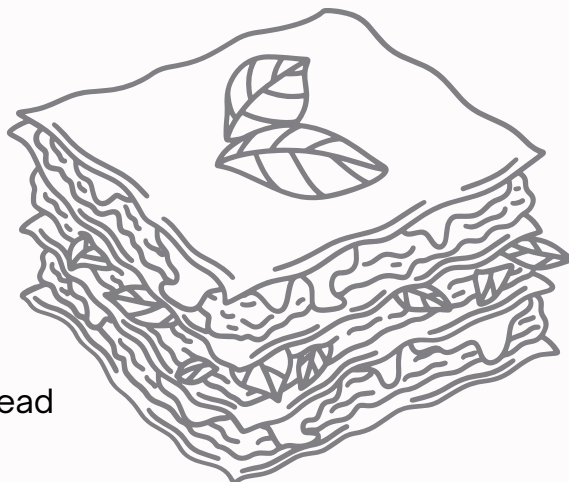
V= Vegetarian VG=Vegan GF=Gluten-Free DF=Dairy-Free

Hot Lunch Essentials

Classic Meat Lasagna with Caesar salad
(multiples of 9 guests)
\$21

Eggplant Parmigiana with market greens
(multiples of 9 guests)
\$21

Hot Housemade Beef Chili with fresh bread rolls or corn bread
(multiples of 10 guests)
\$16



Buffet Bowl Menu

1 Choose 1 base

- Mixed grains
- Mixed greens
- Orecchiette pasta
- Sesame vermicelli
- Spiced black beans & rice
- White rice

2 Choose 1 cold protein

- Grilled chicken
- Grilled salmon
- Marinated tofu
- Falafel

3 Choose 3 vegetables

- Sweet peppers
- Red onion
- Shredded red cabbage
- Grape tomatoes
- Grated carrot
- Roasted sweet potato
- Julienne snow peas
- Chick peas
- Diced cucumber
- Sautéed button mushrooms
- broccoli
- Sliced radish
- Edamame
- Charred cauliflower

4 Choose 2 toppings

- Crumbled feta
- Cojita cheese
- Pepitas
- Sunflower seeds
- Diced green onion
- Olives
- Pita chips
- Shredded coconut
- Nutritional yeast
- Crispy fried onions
- Dried cranberries

5 Choose 1 dressings

- Ginger & soy dressing
- Cilantro-lime dressing
- House vinaigrette



Catered buffet menu option. Menu includes one choice of protein, base and dressing. Dietary restrictions can be accommodated or additional protein available for \$4 additional per guest.

\$20 per guest. **Minimum 10 guests.** *All bowl menu items served cold.*

Vegetarian & Vegan Entrees

(Available as a buffet option or as an individually plated option)

Vegetarian

sweet potato & corn cakes, red pepper

stuffed portobello cap with spinach, tomato, onion, red pepper, feta & balsamic glaze

butternut squash ravioli, brown butter, sage, Brussels sprouts, parmesan

Vegan

braised tofu in tomato with chick peas and kale

crispy panko portobello mushroom, rosemary, lemon and chili gremolata

roasted vegetable pasta primavera (cheese on the side)

Soups

mulligatawny soup

forest mushroom soup, truffle crème fraîche

Thai curry sweet potato, lentil, kale and coconut

smoked gouda and roasted red pepper bisque

smoky jalapeno, potato and leek

roasted garlic, cauliflower and white bean with charred cauliflower and basil oil

sunchoke, white bean, sharp cheddar and pistachio gremolata

Salads

market greens, seasonal vegetables, house dressing

romaine hearts salad, sundried tomatoes, pumpkin seeds, parmesan, lemon & garlic dressing

roasted baby red skin potato, spring pea, radish salad with lemon dill vinaigrette

Niçoise, potatoes, green beans, radish, tomato, olives, white beans, lemon caper vinaigrette

shaved brussels sprout, napa & red cabbage slaw with crispy lentils & dijon vinaigrette

kale & quinoa salad, sweet potato, dried cranberries, pumpkin seeds, maple tahini dressing

baby arugula, shaved handeck, grilled pear, toasted walnuts, & shallot vinaigrette

Buffet Lunch Option ①

(Minimum 10 guests) - a surcharge applies to orders less than 10 guests

Choice of one soup or salad

Choice of one entrée:

- chicken & seasonal vegetable stir fry, steamed rice
- chicken arrabiata, penne, broccoli rabe, shaved pecorino
- beef carbonnade, buttered egg noodles
- butter chicken, basmati rice, naan
- pappardelle with mushroom ragout (vegan) or short rib ragout
- shawarma chicken breast with saffron rice and charred tomato, harissa, roasted carrot
- Vegetarian & Vegan options available for all guests for additional \$4 per guest

Includes gourmet cookies, fresh fruit & berry platter, fair trade coffee, decaf & tea

\$34.50 per guest

Buffet Lunch Option ②

(Minimum 25 guests) - a surcharge applies to orders less than 25 guests

Assorted rolls and butter, assorted pickles, and olive platter

Choice of one soup & two salads or three salads

Choice of two hot entrees:

- slow roasted salmon, lemon and dill sauce
- roasted chicken, honey & mustard glaze, apples & crispy sage
- chicken paprikash with butter noodles (no additional starch)
- gochujang crispy chicken with kimchi fried rice (no additional starch)
- chili & citrus braised boneless short rib, braise reduction, charred corn
- grilled striploin with fresh herbs, caramelized onions and Peruvian steak sauce
- Vegetarian & Vegan options available for all guests for additional \$4 per guest

All entrées served with seasonal glazed vegetables

Starch Options:

- olive oil & coarse salt roasted new potatoes, fine herbs
- mixed grains, grated carrot, celery
- saffron rice or basmati rice
- French onion mash potatoes, gruyere, crispy onions

Includes assorted sweets, fresh fruit & berry platter, fair trade coffee, decaf & tea

Service staff required

\$41 per guest

Dinner Buffet Option 1

(Minimum 10 guests) - surcharge applies to orders less than 10 guests

Assorted rolls & butter

Choice of one soup or salad

Choice of one entrée:

- chicken & seasonal vegetable stir fry, steamed rice
- chicken arrabiata, penne, broccoli rabe, shaved pecorino
- beef carbonnade, buttered egg noodles
- butter chicken, basmati rice, naan
- pappardelle with mushroom ragout (vegan) or short rib ragout
- shawarma chicken breast with saffron rice and charred tomato, harissa, roasted carrot
- Vegetarian & Vegan options available for all guests for additional \$4 per guest

Includes assorted sweets, fresh fruit & berry platter, fair trade coffee, decaf & tea

Service staff required

\$46 per guest

Dinner Buffet Option 2

(Minimum 25 guests) - Surcharge applies to orders less than 25 guests

Assorted rolls & butter and assorted pickles & olive platter

Choice of one soup & two salads or three salads

Choice of two hot entrees:

- slow roasted salmon, lemon and dill sauce
- roasted chicken, honey & mustard glaze, apples & crispy sage
- chicken paprikash with butter noodles
- gochujang crispy chicken with kimchi fried rice
- grilled striploin with fresh herbs, caramelized onions and Peruvian steak sauce
- carved beef station, assorted garnishes
- braised short rib and tomato ragout, served with fresh pappardelle
- Vegetarian & Vegan options available for all guests for an additional \$4 per guest

All entrées served with seasonal glazed vegetables

Starch Options:

- olive oil & coarse salt roasted new potatoes, fine herbs
- mixed grains, grated carrot, celery
- saffron rice or basmati rice
- French onion mash potatoes, gruyere, crispy onions

Includes local artisan cheeses, dried fruit, nuts, preserves, crisps, crostini, assorted sweets, fresh fruit & berry platter, fair trade coffee, decaf & tea

Service staff and additional chef labour required

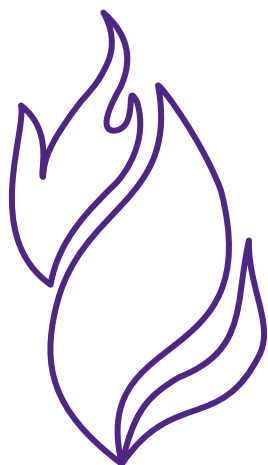
\$62 per guest

Cold Hors d'Oeuvres

caramelized Brussels sprout toast with burrata, hazelnut and sundried tomatoes (V)
 beet-cured salmon, crème fraiche, potato chip, chives (GF)
 fresh cello rolls, sweet chili (VG/GF)
 harissa carrot tarts, whipped feta and honey, dukkah (V)
 watermelon poke cup (V)
 chevre stuffed medjool dates, pistachio (V)
 albacore tuna tatake, crispy wonton, togarashi
 dosas, tomato chutney (V)



Hot Hors d'Oeuvres



artichoke croquette with spicy red pepper sauce (VG/GF)
 sweet onion bhaji with mango chutney (VG/GF)
 mini curried brioche grilled cheese with brie & pear chutney (V)
 smoked salmon cromesquis, basil & crunch mustard aioli
 miso portobello banh mi slider with pickled carrot and wasabi aioli (V)
 Ontario lamb lollipops
 seared sesame flat iron steak, wonton crisp
 Spanish manchego croquettes, smoked chili and garlic aioli (V)
 butternut squash and sweet corn arancini, red pepper coulis (V)
 sesame prawn toasts, chili dipping sauce
 yaki onigiri, eel sauce (V)
 fried paneer, mint chutney (V)

\$45 per dozen (Minimum 3 dozen per selection)

V= Vegetarian VG=Vegan GF=Gluten-Free DF=Dairy-Free

Platters



Bread Board, assorted breads, crisps, & compound butters \$4 per guest (Minimum 10 guests)

Flatbreads \$7 per guest (Minimum 10 guests)

- Fresh tomato, buffalo mozzarella, basil
- Caramelized onions, roasted red peppers, manchego
- Forest mushroom, thyme & garlic, Gunn Hill cheese

Poutine bar, golden fries, gravy, local cheese curds, scallions \$9 per guest (Minimum 10 guests)



Classic cheese platter, domestic cheeses, crackers \$8.25 per guest

Artisanal cheese platter, dried fruit, nuts, preserves, crisps, \$9.50 per guest (Minimum 20 guests)

Baked camembert, bosc pear, walnuts, honey, crisps \$8 per guest (Multiples of 10 guests)



Garden vegetable crudité & dip platter \$4.75 per guest

Mediterranean & antipasto platter \$8 per guest (Minimum 20 guests)

Buffalo cauliflower 'wings', dairy free ranch \$5.75 per guest (Minimum 20 guests)



Buttermilk fried chicken bites, dill pickle sauce \$6.50 per guest (Minimum 20 guests)

Charcuterie board, mustards & pickles, crisps & breads \$9.50 per guest (Minimum 10 guests)

Assorted sushi platter \$8 per guest (Minimum 20 guests)

Brioche beef sliders, assorted garnishes \$11 per guest (2 per person) (Minimum 20 guests)

Reception Menus



Classic Reception - (Minimum of 20 guests)

- classic cheese platter, chef selected domestic cheese, crackers
- mediterranean & antipasto platter
- tomato, buffalo mozzarella, basil flat bread
- buttermilk fried chicken bites, dill pickle sauce

\$25 per guest



Reception One - (Minimum of 20 guests)

- hot & cold hors d'oeuvres (4 pieces per person) Stationary - 2 choices
- classic cheese platter, chef selected domestic cheeses, crackers
- garden vegetable crudités & dip platter
- fresh tomato, buffalo mozzarella, basil flatbread
- assorted sweets
- fresh fruit & berry platter

\$37 per guest



Reception Two - (Minimum of 20 guests)

- hot & cold hors d'oeuvres (4 pieces per person) Stationary - 2 choices
- classic cheese platter, chef selected domestic cheeses, crackers
- mediterranean & antipasto platter
- garden vegetable crudités & dip platter
- charcuterie board, house-made & local charcuterie, mustards & pickles, crisps & breads
- brioche slider, braised beef, assorted garnishes
- assorted sweets
- fresh fruit & berry platter

\$45 per guest



Reception Three - (Minimum of 50 guests)

- hot & cold hors d'oeuvres (3 pieces per person) Passed - 4 choices
- assorted bread board platter
- artisanal cheese platter, local artisan cheeses, dried fruit, nuts, preserves, crisps
- garden vegetable crudités & dip platter
- mediterranean & antipasto platter
- carved beef station, assorted garnishes
- poutine bar, golden fries, gravy, local cheese curds, scallions
- baked camembert, bosc pear and walnut honey, assorted crisps
- charcuterie board, house-made & local charcuterie, mustards & pickles, crisps & breads
- assorted sweets, fresh fruit & berry platter

Service Staff Required

\$52 per guest

Plated Lunch Menu

Includes warmed rolls, butter, choice of salad or soup, dessert, fair trade coffee, decaf & tea

Soups

curried sweet potato soup, spiced cashew nut
avocado jalapeño gazpacho, tajin crema
forest mushroom soup, truffle crème fraîche
roasted red pepper, smoked tomato soup, basil oil
sweet pea soup, goat cheese, flower crostini

Salads

roasted baby beet salad, mustard greens, chevre, candied almonds, apple & horseradish vinaigrette
grilled gem lettuce, asparagus, soft boil egg, sweet potato crouton, double smoked bacon,
handeck, lemon pepper vinaigrette (GF)
Caesar style kale salad, house croutons, sundried tomato or double smoked bacon
markets greens, house vinaigrette

Vegetarian Entrée Selections

crisp white bean polenta
wild rice, quinoa and swiss chard galette
forest mushroom risotto
\$35

Entrée Selections

maple glazed light smoked salmon, toasted farrow, spinach, fine herbs, dry cider & crunchy
mustard dressing
\$38
herb stuffed chicken supreme, fennel, new potato and poached apricots, white wine jus
\$37
roasted beef striploin, pont neuf potato, watercress and red onion salad, green peppercorn jus
\$39
herb basted roasted chicken supreme, crisp polenta pave, garlic sautéed rapini, slow roasted baby
tomatoes, roasted tomato jus
\$37
herb rubbed grilled white fish, mixed grains with charred scallion aioli
\$39

Dessert

honey, lemon crème Brûlée, tulle, raspberries
maple pudding, wild blueberry, vanilla cream
dark chocolate mocha cake (gluten free)
vegan rum cake, roasted pineapple, coconut
fresh berries, sabayon

Plated Dinner Menus

Includes warmed rolls, butter, choice of salad or soup, dessert, fair trade coffee, decaf & tea

Soups

roasted red pepper, smoked tomato soup, basil oil

forest mushroom soup, truffle crème fraiche

curried sweet potato soup, spiced cashew nut

avocado jalapeño gazpacho, tajin crema

sweet corn soup, Thai basil oil, lime, chili

spring pea soup, whipped goat cheese, truffle oil

Salads

house-cured salmon, cucumber ribbons & fine herbs

tomato & beet carpaccio, burrata, micro basil, lemon-thyme vinaigrette

roasted heirloom beets, blueberry, baby mozzarella, micro greens, citrus black pepper vinaigrette

market greens, seasonal vegetables, house vinaigrette

grilled gem lettuce salad, asparagus, soft boil egg, sweet potato crouton, double smoked bacon, handeck, lemon pepper vinaigrette

Caesar style kale salad, house croutons, sundried tomato or double smoked bacon

Vegetarian and Vegan Options

Vegan stuffed sweet potato

Vegetarian crisp white bean polenta

Vegetarian wild rice, quinoa, swiss chard galette

Vegetarian king oyster mushroom steak

Vegetarian harissa carrot

\$56

Plated Dinner Menus

Includes warmed rolls, butter, choice of salad or soup, dessert, fair trade coffee, decaf & tea

Dinner Entrée Selections

maple & apple glazed supreme of chicken
forest mushroom risotto, seasonal vegetables, thyme jus
\$59

roasted Ontario lamb
braised mixed grains, cranberries & pine nuts, seasonal vegetables, confit garlic, mint & lamb jus
\$63

long braised boneless short rib
smashed red potato & parsnip fondant, seasonal vegetables, caramelized onion jus
\$62

slow roasted & light smoked beef rib eye roasted
fingerlings, seasonal vegetables, forest mushroom jus
\$65

seared Ontario trout
mushrooms, new potatoes, truffled spring pea sauce
\$61

maple glazed light smoked salmon
artichoke, olives, sautéed baby spinach, butter citrus sauce
\$60

Dessert

honey, lemon crème brûlée, tulle, raspberries
maple pudding, wild blueberry, vanilla cream
dark chocolate mocha cake (gluten free)
vegan rum cake, roasted pineapple, coconut
lemon tart, toasted meringues
salted caramel cheesecake

Bar & Alcohol Services

House wine \$9.50 glass
House wine \$50 bottle
Premium wine \$15 glass
Premium wine \$70 bottle
Mixed liquor drink \$11
Craft beer \$10.25
Cooler \$11
Mocktail \$6.50
Soft drink \$3.00

Bartending Staff Required



Bar Service Requirements

As per the Alcohol & Gaming Commission of Ontario, all events with alcohol on Western Campus can only be hosted in licensed areas. Please contact Catering and Conferences to confirm the licensing of specific locations. Off campus events require 12 working days' notice for requested alcohol licensing. Restrictions may apply.

Complimentary bar services are based on consumption and will be estimates prior to your event. Labour charges for bartending staff will apply. Minimum two staff members per hour each, for a minimum of 3 hours. All bar staff are Smart Serve trained & will uphold the AGCO regulations, according to provincial guidelines.

General Terms & Conditions

- Standard office hours are from 8:30 am – 4:00 p.m
- Orders should be placed a minimum of 48 business hours prior to your event start time
- Modifications to your event must be communicated by email and are subject to availability
- Deadline for next day service is before 12:00 pm. Requests received after 12:00 p.m. will be confirmed next business day, in priority, and may result in a service premium starting at 10%
- All active contracts require a cancellation notice by email, more than 72 business hours prior
- Quotes are held for 5 days. If you have requested a quote, as a courtesy, please get in touch with us by email to confirm or cancel if you no longer require our services.
- All events are subject to a delivery/labour charge; delivery after 5 p.m., weekends, holidays, and off-campus deliveries are available, and the cost will be determined with your quote.
- Chef or Supervisor services are available by the hour
- Music Licensing Fee is required with live entertainment, recorded music and/or dancing. Fees range from \$35-\$300 depending on the number of guests.
- All orders are subject to applicable taxes under Provincial and Federal guidelines
- Predetermined service charges will apply when service staff is present
- Menu availability and pricing is subject to change without notice. Catering and Conferences reserve the right to make modifications to the menu and/or pricing where necessary.
- Western campus food and beverage providers must be the sole food and beverage services providers. Residence Dining services is to be the sole provider of food and beverage services in all other residences, excluding London Hall. You cannot cater your own food and beverages or use an off-site catering company.
- Western University is a smoke-free campus

Delivery Terms & Conditions

- You are required to have the building and room accessible 15 minutes before the event. If the location or room where your event is taking place is locked, please contact us with your arrangements for access in advance.
- Weekend orders are required to confirm access to the building and the event location. We are not accountable for late or missing orders due to a lack of access to the building and/or room. Due to the volume of business, we cannot leave our delivery carts.
- We strive to pick up all delivered supplies as quickly as possible; however, it is not always feasible to arrive at a firm pick-up time. You can indicate a preferred pickup time when you place your order, or if you relocate any items, please contact our office to advise the new pickup location.
- Tables can be coordinated through the individuals who booked your event space or Facilities Management
- All equipment is the property of Catering & Conferences. The customer is responsible for any missing/damaged equipment.

Payment Terms & Conditions

- External and internal contracts reaching a specific threshold, will require an acceptance document to be signed and returned to Catering and Conferences, no later than 30 days prior to the event date
- 10% deposit is required to hold a room/date.
- 50% deposit is required to confirm an event.
- Final payment is required 72 hours prior to the event, unless other arrangements have been made prior to the event date.
- Bar Services are estimated, charged by consumption after event; finalized within the next five business days, due upon receipt.
- Methods of payment accepted, Visa, Debit, Mastercard, Amex, and Western speed code (if applicable). Personal cheques are not accepted. All late payments are subject to 3% interest per month.
- All active contracts require written cancellation notice and must be canceled more than 72 hours before the event.
- Deposits are non-refundable