

# ONE WORLD CATERING

at the Indiana Memorial Union



## BOOKING with OWC

Please contact OWC for availability as soon as you have booked your event at the IMU. Event inquiries will be treated as “tentative” events until confirmation from the client is received. Events that inquire but do not follow up will be removed from the OWC calendar. Events are not considered to be officially booked with OWC unless specified by the client.

## CATERER SELECTION

Clients may only choose one caterer per event. Clients who book with OWC must exclusively use OWC for all food, beverage, and rental needs.

## DEADLINES

All final information is due 2 weeks before the event to include the guest count, food quantities, final menu changes, event timelines, floor plans, rental needs, etc.

Clients are responsible for reviewing all details listed on the catering proposal and making adjustments in the appropriate timeframe. Changes made and events booked fewer than 2 weeks in advance are at the discretion of One World Catering and may incur additional fees.

## GREENWARE & RENTALS

All menus come with complimentary compostable greenware (plates, cups, napkins, utensils). China, flatware and glassware may be rented for an additional cost. Costs will include delivery and pick fees and a rental cost per piece ordered.

## LINENS

Complimentary catering service table linens are included. Additional linens (dining tables, cocktail tables, etc.) may be added for an additional cost. House linens are available in black, white, or ivory. House napkins are available in a variety of colors. Specialty linens or napkins may be ordered as needed. OWC’s linen orders are placed 2 weeks in advance. If linen colors are not specified by the 2-week deadline, white will be the default color for all linen and napkin needs.

## MINIMUMS

All events require a food and beverage minimum of \$500 for all drop off orders and \$650 for all staffed or drop off/pick up events. The minimum order must be met per event (not across a daily total). The client is responsible for paying any shortfall of these minimums. Food orders that do not meet the minimum may be picked up from the Woolery Mill during business hours.

## SET UP

Clients are responsible for communicating all set up needs with the IMU’s Meeting Support Services Department and providing the floor plan to OWC by the 2-week deadline. MSS is responsible for providing all tables and chairs as well as coordinating all set up and tear down of this equipment prior to the OWC arrival time.

## STYLES OF SERVICE

- Drop Off – OWC will deliver and set up all food and disposable equipment will be provided. Catering service linens and rental items are not provided with drop off orders. The client will be responsible for all post-event clean up.
- Drop Off/Pick Up – OWC will deliver and set up all food and equipment. Staff will not be onsite throughout the event but will return for post-event clean up. Catering service linens and compostable greenware are provided.
- Staffed Events – OWC will deliver and set up all food and equipment. Staff will remain onsite throughout the event to maintain food stations, bus tables, and handle all post event clean up. Catering service linens are provided. China, flatware, and glassware may be added for an additional cost.

## VENUE BOOKINGS

Clients are responsible for booking meeting and event spaces with the IMU Meeting Support Services Department prior to contacting OWC with catering needs.

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Office Hours: M – F, 10am – 5pm