**BEVERAGES**

Alcohol service is available through a Prince-approved vendor for any event. For more information, please contact Venues at Calvin.

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**Standard Coffee Service**
One service. Includes regular, decaf & hot water with an assortment of bagged teas.

2.50

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**All Day Standard Coffee Service**
(Only Available at PCC)
Initial service plus up to two refreshes within a 5-hour period. Includes regular, decaf & hot water with an assortment of bagged teas.

4

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**Bottled Water**
As part of Calvin's sustainability initiative, we offer Calvin-branded bottles of water.

- Individual bottles (16 oz)
  - 1.75
- Case of 24
  - 24

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**Infused Water**
Chef's choice of flavor.

- 5.00

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**Variety of Canned Pepsi Products**

- 1.50

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**Variety of Canned Bubly Sparkling Water**

- 1.50

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**Bottled Juice**
Orange, Cranberry or Apple

- 1.50

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**Served Juice**
Orange, Cranberry or Apple

- 2

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**Reception Cocktails**
Minimum of 20 guests
Your choice of:
- Champagne-Pomegranate Fizz
- Cucumber-Honeydew Cooler
- Strawberry Crush
- Artisan Cheese Board
  - 5.50
- Charcuterie Board
  - An assortment of Chef-selected cured meats served with grilled toast, arugula, olives, mustard & smoked almonds.
  - 6.50
- Prince Conference Center Center
  - For groups of 20 or under
  - The Brunch Board
    - Everything bagels, crepes, pecan-smoked bacon, smoked salmon, duck prosciutto, caper mayo, jammy eggs, arugula, brie cheese spread, fresh fruit, jams & honey.
  - 8

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**APPETIZERS, BOARDS, & BREAKS**

**APPETIZERS**

- Duck Wonton with Aji Verde
  - Served with aji verde sauce, pickled onions & fresh cilantro.
  - 5.50
- Smoked Whitefish Dip
  - Served with toasted points & crackers, pickled onions, capers, olives & greens.
  - 6
- Shrimp Salad Boats
  - Avocado, fennel & citrus shrimp salad on crispy Belgian endive.
  - 5
- Prince Conference Center Only
  - Baked Goat Cheese with Toppers
    - Baked goat cheese dip with your choice of topper: Lemon-basil caper & roasted cherry tomatoes or Harissa-Grilled eggplant & served with toasted points & crackers.
    - 5
- Garlic Parmesan Pretzel Bites
  - Warm garlic parmesan pretzel bites served with warm Michigan beer cheese.
  - 5

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**BOARDS**

- Rips & Dips Board
  - An assortment of breads served with premium herb-flavored olive oil, three Chef-selected spread & one house butter with an assortment of vegetables & condiments.
  - 7
- Artisan Cheese Board
  - 5.50

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**BREAKS**

- Vegetable Crudite
  - An assortment of vegetables served with hummus. Ranch dip can be added for an additional 5.50.
  - 2.50
- Dessert Bars
  - Chef's choice of assortment.
  - 2.25
- Bakery Delights
  - Chefs choice of assorted muffins or pastries.
  - 1.75
- Fresh Fruit
  - An assortment of fresh-cut fruit.
  - 3
- Whole Fruit Seasonal offerings.
  - 1
- Protein Bars
  - An assortment of Kind or RX bars.
  - 3/bar
- Granola Bars
  - An assortment of Granola bars.
  - 1/bar
- Hand Snacks
  - Your choice of individually-packaged snacks.
  - Chees Mix, pretzels, Kettle chips or Starry's Pita Chips.
  - 1.10/package
- Traditional Trail Mix with M&M
  - 1.25/package
- Healthy Trail Mix
  - 3/package
- Assorted Cookies
  - Chef's choice of sugar, chocolate chip, M&M's, double chocolate or oatmeal-raisin cookies.
  - 1.25 each
- Kakookies
  - 4 each
- Calvin Logo Cookies
  - Individually-wrapped buttercream-frosted sugar cookie with an edible sugar water Calvin logo.
  - *A 7-business day lead time required. Please note: A one-time logo set-up fee of $20 will be added to any new logo request.
  - 2.75 each
COLD SANDWICHES
Maximum of two choices (not including dietary restrictions).
Cold sandwiches come with Kettle Chips & water.
Boxed sandwiches come with Kettle chips & bottled water.

Buffet, Boxed or Plated
Buffet service for groups of 20 or more.
Plated service only available at Prince Conference Center.
Boxed sandwiches $2.25 additional.

The Leland Sandwich
Grilled chicken breast, cucumber, greens, tomato, goat cheese & avocado-chimichurri mayo on pretzel bread.

The Rustic Sandwich
Cob-smoked ham, crispy prosciutto, pickles, tomato & greens with garlic-herb brie on a toasted baguette.

The Chickpea Salad
Vegan chickpea salad on a bed of lettuce with lemon vinaigrette dressing.

HOT SANDWICHES
Maximum of two choices (not including dietary restrictions).
Hot sandwiches come with Kettle chips & water.

The Avocado BLT
Avocado, pecan-smoked bacon & greens with parmesan garlic mayo & spiced summer tomato jam on Michigan Bread Co. multi-grain.

The Scandinavian
Sliced turkey, Dill havarti, pickled red onions, cucumbers, tomato & greens with peppercorn-horseradish mayo on Michigan Bread Co. marble rye.

CLASSIC BUFFETS
For groups of 20 or more.

Smorgasbord
Ham & turkey, assorted cheeses, breads & spreads, lettuce, tomato, onions & pickles. Served with Kettle chips,
green salad with two dressings (Chef’s choice) & fruit salad.

Baked Potato & Mini Salad Bar
Baked potatoes with the following toppings: butter, sour cream, chopped green onion, blanched broccoli & hot cheddar cheese sauce.
Also included a mini salad bar with croutons, red onions, tomatoes, cucumbers, ranch dressing & hausible dressings.

Pizza Buffet
Your choice of three 14” pizza flavors. Cheese, Pepperoni, All-Meat, Veggie or Supreme.
Your choice of two tossed sauce flavors of boneless wings.
Vindaloo, Korean BBQ, Jamaican Jerk, Garlic Parmesan, Traditional BBQ or Nashville Hot.
Also includes Caesar salad with Caesar & Italian dressings.
Pasta salad & breadsticks with Ranch & Marinara dipping sauces.

Just the Pie!
One 14” Pizza of your choice
Cheese, Pepperoni, or Veggie

All-Meat or Supreme

COLD SANDWICHES
Maximum of two choices (not including dietary restrictions).
Cold sandwiches come with Kettle Chips & water.
Boxed sandwiches come with Kettle chips & bottled water.

Add a side salad $3 add'l. Add Chef’s choice of soup (6 oz) $4 add'l.

BUFFETS
For groups of 20 or more.

Caribbean
Your choice of Caribbean Jerk Chicken, Haitian-style pork shank griot or Trinidad-style goat curry served with Roti &
Caribbean style rice with peas, Mango & Coirander chutneys.
Includes fruit salad, green salad, Iced Sorrel Tea & Hummingbird cake for dessert.

Add Pumpkin soup (6 oz) for an add'l $4.

Latin
Your choice of Ropa Vieja Beef, Pescaudo la Veracruzana, Guasaca Chicken or Tikin Xí groupue with amarillo rice &
black beans with fresh queso, lime wedges, cilantro & herbs.
Includes fruit salad, green salad, bottled jarritos & Iced churros with chocolate sauce for dessert.

Add Posole Roja (6 oz) for an add'l $4.

Mezzé
Your choice of Chicken Shawarma, Kofta, Chimichurri salmon or
Merguez lamb sausage & your choice of two of the following:
classic hummus, beet hummus, Baba Ghanoush or Muhammara (red pepper-sesame spread).
Served with Falafel, flat bread, four veggie, pickled eggs, garlic tahini & cucumber mint raita sauces, lemon & cilantro.
Includes green salad, Iced mint tea & Tahini cookies for dessert.

Add Leblebi (chickpea & harissa) soup (6 oz) for an add'l $4.

ENTRÉES
Can be made into a buffet for groups of 20 or more. Plated service only available at Prince Conference Center.
A house salad, Chef’s choice of starch & vegetable, house baked rolls & bread
with Chef’s choice of two whipped butters (one plain & one flavored) or premium olive oil with herb pops.

Calvin Herb Chicken
Chicken breast infused with fresh rosemary & jus lie sauce.

Cavatappi Arrabbiata
Plant-based ragu of smoked tempeh, Beyond Meat sausage & lentils with
spinach & fresh basil over cavatappi pasta.

Riverview Farms Steelhead Trout
Salt & sugar brined trout, seared & roasted with yeasted cauliflower puree & lemon caper dressing.

Ossobuco
Braised pork shank ossobuco in white wine tomato sauce.

DESSERTS

Ice Cream Bar
Buffet only; for groups 20 or more.
One ice cream flavor (3 oz) with seven toppings:
Whipped topping, maraschino cherries, sprinkles, caramel & chocolate sauces,
crushed Oreos & crushed English toffee.
Add add'l ice cream flavor (add'l $1/person)
Limit 2 flavors.

Housemade Crumble
Chef’s choice of seasonal fruit.

Housemade Banana Foster Bread Pudding
Caramelized bananas & pecans with rum caramel sauce.

Housemade Butter Torte
Chef’s seasonal choice.

Chocolate Decadence
Chef’s choice.

Housemade Dessert Bars
Chef’s choice of assortment.

Ice Cream Novelities
Chef’s choice of assortment.

Ice Cream Bar}

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2023-24 CALVIN CATERING POLICIES

Disclaimer:
Prices &/or products are subject to change due to market availability &/or pricing fluctuations. We appreciate your patience & understanding. Please know that we will do our very best to provide the requested items, but we cannot make guarantees.

Sustainability Statement:
Calvin Dining Services is committed to upholding our sustainability mission in practicing recycling efforts & offering environmentally friendly products.

Legal Holidays:
Events scheduled for legal holidays require advance coordination & approval with the Catering Director.

Leftover Food:
Due to health department regulations, food & beverage items not consumed at an event cannot be released & taken out of the service area or removed from the facility. This policy applies to all food, including entrées, buffet items, boxed meals, plated meals &/or other food prepared/ordered for guaranteed guests unable to attend.

All leftovers are the property of Calvin Dining Services, including both perishable & nonperishable food &/or beverages as well as all disposables.

Buffers:
A service charge of 18% applies to all food & beverage as well as Michigan state sales tax of 6% to all charges.

Cancellations &/or Changes:
All catering orders must have final details confirmed – menus, linens, guest count & any dietary restrictions no later than 5-business days prior to the scheduled event to ensure its success. Catering ordered less than 3-business days in advance, not including the day of the event may not get the menu requested & may result in additional charges &/or may not be accommodated.

Catering ordered 24 hours or less will be determined upon receipt & may result in a $25 fee.

Events &/or menu items cancelled &/or changed after order confirmation &/or made 24-hours prior to the day of the event, will be subject to the following charges:

Cancellations must be made no later than 15-business days prior to the event or will incur additional charges.

Cancellations made less than 10-business days, not including the day of the event may result in additional charges &/or may not be accommodated.

Cancellations within 24-hours of the event may result in a charge of the full cost of the event.

If additional guests are at the event, we will do our best to accommodate with the product that is available & additional fees may apply.

Delays:
Calvin Dining Services cannot be held responsible for food quality due to delays of 30 minutes or more within the scheduled start time of an event.

West Campus:
Catering on Calvin University West Campus is disposable/compostable ware only. Linen is included for the food & beverage tables only. Any additional requested linen will have an additional charge. Plated Meals can be an option for the following locations with no additional fee:

The President’s Office
Commons Annex
Hospitality Suite

There will be a non-refundable tax per-person fee added for all other locations. This fee is to cover labor and breaks.

West Campus plated meal requests must have prior approval - no less than 10-business days prior to the event to avoid additional fees.

Billing:
All current Calvin University Faculty, Staff &/or Student Group(s) must provide a WorkDay Tag prior to the execution of catering service.

Audio Visual & Equipment Needs:
Contact Venues at Calvin (616)652-7045 to assist with any AV & equipment.

FOR PRINCE CONFERENCE CENTER ONLY:
Standard linens are included for food & beverage tables for fall &/or sit-down meal events. Any additional requested linen will be charged to the customer.

Pricing, Tax-Exempt Groups & Liability:
A service charge of 18% applies to all food & beverage as well as Michigan state sales tax of 6% to all charges.

Menu prices are subject to change due to market conditions. Menu prices will be guaranteed 4-days before your scheduled event.

Any group wishing to claim tax-exempt status must provide a hard copy of their tax-exempt form upon confirming space.

A Certificate of Liability Insurance must be on-file with Venues at Calvin prior to the event for all external groups, contact Venues at Calvin for further details (616)652-7045.

Room Décor:
Decorations brought in should tastefully reflect Calvin University. Glitter confetti & balloons are strictly prohibited inside the facility. If candles are desired, the flame must be enclosed in glass. Items may not be affixed to walls or ceiling.

Allergen Information:
Calvin Dining Services makes every effort to identify the top 9 ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our staff on the severity of food allergies.

In addition, we label items that are served with possible allergen containing ingredients; however, there is always a risk of contamination. There is also a possibility that the manufacturers of the commercial foods we use could change the formulations at any time without notice.

Guests concerned with food allergies need to be aware of the risk.

The food allergens we label are:

- Egg
- Milk
- Peanuts
- Tree Nuts
- Fish
- Shellfish
- Sesame
- Soy
- Wheat

Guests with Dietary Restrictions:

It is the responsibility of the client or individual ordering catering service to provide Calvin Dining Services with any guest(s) that may have food allergy or dietary restrictions. These restrictions need to be confirmed 10-business days prior, not including the day of the event, to ensure food will be available for said guest(s). Catering orders that have not indicated guest(s) with allergies or dietary restrictions cannot be guaranteed accommodating meals or food for their said guest(s).

Every effort will be made to accommodate such occasions, but some menu &/or food items cannot be procured immediately or within the said event timeline.

Calvin Dining Services Exclusivity/Food Waiver Request:
Please note: No consideration shall be given to any Food Waiver Requests if received less than 10-business days prior, not including the day of the actual food &/or beverage service activity/event.

Calvin Dining Services is dedicated in providing an exceptional & safe culinary experience for Calvin University students, faculty, staff & visitors. The purpose of this policy is to clearly define the pre-approval process for any/all departments, organizations or individuals to contract an on-campus food &/or beverage service activity/event outside of Calvin Dining Services.

Calvin Dining Services is the contracted food service provider. All food & beverage for campus events using Calvin University funds must be purchased & provided by Calvin Dining Services.

This ensures safety & compliance with state & local health regulations as well as campus policies & the best use of Calvin University funding & expenses.

Under special circumstances, food waivers are permitted for certain on-campus events at the discretion of Calvin Dining Services.

Calvin Dining Services has the first right of refusal of all Dining Services. No food or beverage may be provided by campus organizations or off-campus vendors unless a Food Waiver Request is completed & approved.

Food Waiver Requests must be submitted at least 10-business days prior to the event to the Director of Hospitality.

Each event requires a current signed & approved Food Waiver Request regardless of whether the vendor 6/0 or items have previously been approved for another event.

Calvin University has agreed to purchase & serve PepsiCo products exclusively.

All Organizations & Departments must comply with PepsiCo.

These policies apply to all on-campus food &/or beverage service activities &/or events, including:

- In all buildings & outdoor locations owned &/or operated by Calvin University
- Held by University students, employees/staff &/or visitors.

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Enforcement:

Individuals &/or organizations that violate this policy are subject to an immediate cancellation of the event. Severe &/or repeated violations may also result in the revocation of the privilege to reserve space on campus for events that involve food &/or beverage activity.

Today’s Date: ____________ Event Date: _____________ Event Name: __________________________________
(The date must be no later than 15 business days prior to the event)

Event RES#: ____________________ Event Location: _________________________________________________
(A confirmed space Reservation# issued from Calvin Venues must be obtained prior to the submission of The Food Waiver Request Form)

Name of Individual(s)/Organization(s)/Department(s): ________________________________________________

Contact Person: ___________________________ Phone Number: ___________________________ Email Address: ________________________________________

Reason for Request: ___________________________________________________________________________

Product(s) to be served (attach menu on separate sheet if needed): ________________________________________________________________________________

Food(s)/Item(s) are (check one):        Donated____     Purchased ____   Name of Company/Vendor: _____________________________________________________

Phone Number: ________________________ Address: _________________________________ Email Address: _____________________________________________

*** A Copy of the Vendor’s Food License must be attached ***

Will food preparation be required (check one)?        Yes____ No ____.        Who will be preparing the food? _______________________________

If “Yes”, who will be serving the food? _____________________________________________________________

Describe how the food will be stored &/or kept at a safe temperature (hot or cold): __________________________________________________________________

___________________________________________________________________________________________________________________________________________

___ I have read and fully understand the Food Waiver. I will be solely responsible for the food/beverage service for the stated event. I will be solely responsible for set-up, clean-up of the room, composting/recycling and removal of all waste.

Client Signature: ___________________________________ Date: _____________________

----- To be Completed by Calvin Dining Services Only  ----------  To be Completed by Calvin Dining Services Only -----