**BEVERAGES**

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

*Standard Coffee Service*  
One service. Includes regular, decaf & hot water with an assortment of bagged teas.  
2.50

*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

*Bottled Water*  
As part of Calvin’s sustainability initiative, we offer Calvin-branded bottles of water.  
Individual bottles (16 oz)  
Case of 24  
1.75  
24

*Variety of Canned Bubly Sparkling Water*  
1.50

*Variety of Canned Pepsi Products*  
1.50

*Bottled Juice*  
Orange, Cranberry or Apple  
1.50

*Served Juice*  
Orange, Cranberry or Apple  
1.50

*Reception Mocktails*  
2.50

**INFUSED WATER**  
Chef’s choice of flavor.  
1.00

**APPELLIZERS**

Duck Wonton with Aji Verde  
Served with aji verde sauce, pickled onions & fresh cilantro.  
5.50

Smoked Whitefish Dip  
Served with toast points & crackers, pickled onions, capers, olives & greens.  
6.00

Shrimp Salad Boats  
Avocado, fennel & citrus shrimp salad on crispy Belgian endive.  
5.00

**BOARDS**

Rips & Dips Board  
An assortment of breads served with premium herb-flavored olive oil, three Chef-selected spreads & one house butter with an assortment of vegetables & condiments.  
7.00

Artisan Cheese Board  
An assortment of hard & soft cheeses. Served with an assortment of crackers & garnished with grapes, fresh cucumbers, dried fruit & nuts.  
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 ONLY**  
For groups of 20 & under.  
The Branch Board  
Everything bagels, crepes, pecan-smoked bacon, smoked salmon, duck prosciutto, caper mayo, jammy eggs, arugula, brie cheese spread, fresh fruit, jam & honey.  
8.00

**À LA CARTE BREAKFAST ITEMS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit Tray</td>
<td>3.00</td>
</tr>
<tr>
<td>Local cage-free hard-boiled eggs</td>
<td>1.25 each</td>
</tr>
<tr>
<td>Bagels with cream cheese</td>
<td>1.75 each</td>
</tr>
<tr>
<td>Cinnamon Swirl French toast</td>
<td>2.00</td>
</tr>
<tr>
<td>Breakfast sausage links or patties (1 per person)</td>
<td>3.00</td>
</tr>
<tr>
<td>Pecan-smoked bacon (3 per person)</td>
<td>3.00</td>
</tr>
<tr>
<td>Breakfast Potatoes</td>
<td>1.50</td>
</tr>
</tbody>
</table>

**BREAKFAST**

**PLATED OR BUFFET**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plated or Buffet</td>
<td></td>
</tr>
<tr>
<td><strong>Buffet Service</strong></td>
<td></td>
</tr>
<tr>
<td>For groups of 20 &amp; under</td>
<td></td>
</tr>
<tr>
<td>The Traditional</td>
<td></td>
</tr>
<tr>
<td>Cheesy scrambled cage-free eggs &amp; hashbrowns with your choice of two sausage patties or three slices of pecan-smoked bacon.</td>
<td></td>
</tr>
<tr>
<td><strong>The Southern Stratta</strong></td>
<td></td>
</tr>
<tr>
<td>Cage-free egg custard over biscuits, diced bacon, scallions &amp; cheese with sausage gravy. Served with two sausage patties or three slices of pecan-smoked bacon.</td>
<td></td>
</tr>
<tr>
<td><strong>The Nor’Easter Hash</strong></td>
<td></td>
</tr>
<tr>
<td>Scrambled cage-free eggs with a hash of diced Yukon &amp; sweet potatoes, beets, Brussels sprouts, red onions, goat cheese &amp; corned beef.</td>
<td></td>
</tr>
<tr>
<td><strong>Hawaii Baked Oats</strong></td>
<td></td>
</tr>
<tr>
<td>Oats, hemp &amp; pumpkin seeds combined with Yemeni coffee spice &amp; served with Greek yogurt, honey &amp; toasted nuts.</td>
<td></td>
</tr>
<tr>
<td><strong>Buffet Only</strong></td>
<td></td>
</tr>
<tr>
<td>Available for groups of 20 or more.</td>
<td></td>
</tr>
<tr>
<td><strong>Yogurt Parfait Bar</strong></td>
<td></td>
</tr>
<tr>
<td>Greek yogurt with fresh fruit, granola, toasted nuts, local maple syrup &amp; honey.</td>
<td></td>
</tr>
</tbody>
</table>

**APPETIZERS, BOARDS, & BREAKS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dessert Bars</strong></td>
<td></td>
</tr>
<tr>
<td>Chef’s choice of assortment.</td>
<td>2.25</td>
</tr>
<tr>
<td><strong>Bakery Delights</strong></td>
<td></td>
</tr>
<tr>
<td>Chef’s choice of assorted muffins or pastries.</td>
<td>1.75</td>
</tr>
<tr>
<td><strong>Fresh Fruit</strong></td>
<td></td>
</tr>
<tr>
<td>An assortment of fresh-cut fruit.</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Whole Fruit</strong></td>
<td></td>
</tr>
<tr>
<td>Seasonal offerings.</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Protein Bars</strong></td>
<td></td>
</tr>
<tr>
<td>An assortment of Kind or Rx bars.</td>
<td>2.00/package</td>
</tr>
<tr>
<td><strong>Granola Bars</strong></td>
<td></td>
</tr>
<tr>
<td>An assortment of Granola bars.</td>
<td>1.00/bar</td>
</tr>
<tr>
<td><strong>Hand Snacks</strong></td>
<td></td>
</tr>
<tr>
<td>Your choice of individually-packaged snacks.</td>
<td></td>
</tr>
<tr>
<td>Chees Mix, pretzels, kettle chips or Stacy’s Pita Chips.</td>
<td>1.50/package</td>
</tr>
<tr>
<td><strong>Healthy Trail Mix</strong></td>
<td></td>
</tr>
<tr>
<td>Traditional Trail Mix with M&amp;Ms 2.75/package</td>
<td></td>
</tr>
<tr>
<td><strong>Breakfast Potatoes</strong></td>
<td></td>
</tr>
<tr>
<td>1.50/package</td>
<td></td>
</tr>
<tr>
<td><strong>Breakfast Sausage Links or Patties</strong></td>
<td></td>
</tr>
<tr>
<td>3.00 each</td>
<td></td>
</tr>
<tr>
<td><strong>Breakfast Links</strong></td>
<td></td>
</tr>
<tr>
<td>2.75 each</td>
<td></td>
</tr>
</tbody>
</table>

**THE CHICKEN SALAD SANDWICH**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Chicken Salad Sandwich</strong></td>
<td></td>
</tr>
</tbody>
</table>
**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.
  11

- **The Rustic Sandwich**
  Cot smoked ham, crispy prosciutto, pickles, tomato & greens with garlic-herb brie on a toasted baguette.
  11

- **The Chickpea Salad**
  Vegan chickpea salad on a bed of lettuce with lemon vinaigrette dressing.
  8-90

**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.
  16

- **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 & halsamic dressings.
  Add beef or vegetarian chili (6 oz) for an add'l $4.

- **Ciao!**
  Grilled sliced Italian chicken breast, pasta with Alfredo & marinara sauce. Served with roasted vegetables, garlic bread & Caesar salad with Caesar dressing & Chef’s choice of vinaigrette.
  15

- **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
  15

  All-Meat or Supreme
  20

**BUFFETS**

- **Prince Conference Center Only**
  - **HOT SANDWICHES**
    Maximum of two choices (not including dietary restrictions).
    Hot sandwiches come with Kettle chips & water.
    **Add a side salad $5 add'l. Add Chef’s choice of soup (6 oz) $4 add'l.**

    **Buffet or Plated**
    Buffet service for groups of 20 or more.

    - **The Avocado BLT**
      Avocado, bacon & lettuce, served with sliced turkey, onion & tomato on brioche.
      12

    - **The Scandinavian**
      Sliced turkey, dill havarti, pickled red onions, cucumbers, tomato & greens with peppercorn-horseradish mayo on Michigan Bread Co. marble rye.
      12

- **WORLD BUFFETS**

  For groups of 20 or more.

  - **Caribbean**
    Your choice of Caribbean Jerk Chicken, Haitian-style pork shank grits or Trini-Tad-style goat curry served with Roti & Caribbean-style rice with peas, Mango & Curried chutneys. Includes fruit salad, green salad, Iced Sorrel & Hummingbird cake for dessert.
    Add Pumpkin soup (6 oz) for an add'l $4.
    26

  - **Latin**
    Your choice of Ropa Vieja Beef, Pescado a la Veracruzana, Guasacaca Chicken or Tikin Xic Grouper with arrbolito rice & black beans with fresh queso, lime wedges, cilantro & herbs. Includes fruit salad, green salad, bottled jarritos & lep chocolate with sauce for dessert.
    Add Pozole Roja (6 oz) for an add'l $4.
    22

  - **Meze**
    Your choice of Chicken Shawarma, Kofta, Chermoula tuna salad or Merguez lamb sausage & your choice of two of the following: classic hummus, beef hummus, Baba Ghanoush or Muhammara (red pepper-saffron spread). Served with Falafel, flat bread, four veggies, pickled eggs, garlic tahini & cucumber mint raita sauce, lemon & cilantro. Includes green salad, iced mint tea & Tahini cookies for dessert.
    Add Lalelebi (chicken & barata) soup (6 oz) for an add'l $4.
    26

**ENTRÉES**

Can be made into a buffet for groups of 20 or more. Plated service only available at Prince Conference Center. All entrées come with a house salad. Chef’s choice of starch & vegetable, house baked rolls & bread with Chef’s choice of 2 whipped butters (one plain & one flavored) or premium olive oil with herb posts.

- **Calvin Herb Chicken**
  Chicken breast infused with fresh rosemary & jus lie sauce.
  21

- **Cavatappi Arrabiata**
  Plant-based ragu of smoked tempeh, Beyond Meat sausage & lentils with spinach & fresh basil over cavatappi pasta.
  22

- **Housemade Crumble**
  Chef’s choice of seasonal fruit.
  5

- **Housemade Butter Torte**
  Chef’s seasonal choice.
  5

- **Housemade Banana Foster Bread Pudding**
  Caramelized bananas & pecans with rum caramel sauce.
  5

- **Ice Cream Novelties**
  Chef’s choice of assortment.
  4

- **Riverview Farms Steelhead Trout**
  Salt & sugar brined trout, seared & roasted with roasted cauliflower puree & lemon caper dressing.
  20

- **Ossobuco**
  Braised pork shank ossobuco in white wine tomato sauce.
  23

- **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/pc/person) Limit 2 flavors.
  5

**DESSERTS**

- **Dessert Bars**
  Chef’s choice of assortment.
  2-25

- **Just the Pie**
  One 14” Pizza of your choice
  Cheese, Pepperoni, or Veggie
  15

  All-Meat or Supreme
  20
COLD SANDWICHES
Maximum of two choices (not including dietary restrictions).
Cold sandwhiches 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.
Buffet, Boxed or Plated
Buffet service for groups of 20 or more.
Plated service only available at Prince Conference Center.
Boxed sandwiches $2.50 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 focaccia.

The Chickpea Salad Sandwich
Vegan chickpea salad & greens with roasted red pepper hummus on a Michigan Bread Co. Brioche roll.

BUFFETS
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 includes a mini salad bar with croutons, red onions, tomatoes, cucumbers, ranch dressing & balsamic dressings.
Add beef or vegetarian chili (6 oz) for an add'l $4.

Ciao!
Grilled sliced Italian chicken breast, pasta with alfredo & marinara sauce. Served with roasted vegetables, garlic bread & Caesar salad with Caesar dressing & Chef’s choice of vinaigrette.

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 $15
All-Meat or Supreme $20

WORLD BUFFETS
For groups of 20 or more.

Caribbean
Your choice of Caribbean Jerk Chicken, Haitian-style pork shank gigot or Trinidad-style goat curry served with Roti & Caribbean style rice with peas, Mango & Curtander chayote.
Includes fruit salad, green salad, Iced Sorrel Tea & Hummingbird cake for dessert.
Add Pumpkin soup (6 oz) for an add'll $4.

Latin
Your choice of Ropa Vieja Beef, Pescado a la Veracruzana, Guasacaca Chicken or Tikin Xic Groupers with amarillo rice & black beans with fresh guenos, lime wedges, cilantro & herbs.
Includes fruit salad, green salad, balsamic vinaigrette, loop churros with chocolate sauce for dessert.
Add Posole Roja (6 oz) for an add'l $4.

Meze
Your choice of Chicken skewers, Kofta, Charcoal tala tuna salad or Merguez lamb sausage & your choice of two of the following:
classic hummus, beet hummus, Baba Ghanoush or Muhammara (red pepper-walnut spread).
Served with Falafel, flat bread, four veggies, 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 ponzo.

Taiji Chicken
Buttermilk brined, West African spiced grilled chicken suya-style with marinated tomatoes & red onion (may be spicy to some).

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

Rivereance Farms Steelhead Trout
Salt & sugar brined trout, seared & roasted with yeasted potato purée & lemon caper dressing.

Ossobucio
Braised pork shank ossobuco in white wine tomato sauce.

Beef Carbonnade
Flemish-style tender beef in local beer braise.

DESSERTS
Housemade Crumble
Chef’s choice of seasonal fruit.

Housemade Butter Torte
Chef’s seasonal choice.

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

Dessert Bars
Chef’s choice of assortment.

Chocolate Decadence
Chef’s choice.
2023-24 CALVIN CATERING POLICIES

Disclaimers:
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 & non-perishable food &/or beverages as well as all disposables.

Buffets:
A minimum of 20 people is required for buffet service. All events under 20 people will be plated or boxed meals that are offered on the menu. If a buffet is still requested for under 20 people, there will be an additional fee.

Cancellations &/or Changes:
All catering orders must have final details confirmed – menus, linens, guest count & any dietary restrictions no later than 10-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 &/or changed within 10-hours of the event are subject to a $50 fee.

Events &/or menu items cancelled &/or changed after order confirmation &/or made 10-business days prior to the day of the event, will be subject to the following charges:

Cancellations 10-business days or more prior to the event will incur no additional charges.

Cancellations changes made fewer 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 breakage.

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 Tax prior to the execution of catering service.

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 Venues@Calvin.edu.

Audio Visual & Equipment Needs:
Contact Venues at Calvin Venues@Calvin.edu to assist with any AV & equipment.

FOR PRINCE CONFERENCE CENTER ONLY:
Standard linens are included for food &/or 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 10-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.

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 ceilings.

Allergens 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 allergens 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

The food allergens we do not label are:
- Peppers
- Yeast
- Sesame:
- Sulphites
- Mustard

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 allergies or dietary restrictions. In addition, we label items that are served with possible allergens 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.

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 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 a said guest(s). If requests are made to accommodate such occasions, but some menu &/or food items cannot be procured immediately or within the said event timeline.

Calvin Dining Services has the first right of refusal of all Dining Services. No food 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 15-business days prior to the event to the Director of Hospitality.

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 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 15-business days prior to the event to the Director of Hospitality.

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.

Calvin University has agreed to purchase & serve PepsiCo products exclusively. All Organizations & Departments must comply with PepsiCo.

In addition, we label items that are served with possible allergens 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.
2023-24 Food Waiver Request Form

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 ____

If “Yes”, who will be preparing the food/items? _______________________________ 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 -----