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) 1.75
- Case of 24 1.50

### Variety of Canned Pepsi Products
5.00

### Variety of Canned Bubly Sparkling Water
1.50

### Bottled Juice

- Orange, Cranberry or Apple 2
- Served Juice Orange, Cranberry or Apple 1.50

### Reception Mocktails
Minimum of 20 guests
Your choice of:
- Cranberry-Pomegranate Fizz
- Cucumber-Honeydew Cooler
- Sparkling Ginger-Lime
- Blackberry-Lavender Lemonade
- Strawberry Crush
- Lemon-Basil Spritzer or Traditional Calvin Punch.
2.50

### BEVERAGES

#### APPETIZERS, BOARDS, & BREAKS

**APPETIZERS**
Appetizers available for groups of 10 or more.

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

- Smoked Whitefish Dip
  Served with toasts 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-Glazed eggplant
  5

- Garlic Parmesan Pretzel Bites
  Warm garlic parmesan pretzel bites served with warm Michigan beer cheese.
  3

**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

- 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 Brunch Board
  Everything bagels, crespes, pecan-smoked bacon, smoked salmon, duck prosciutto, caper mayo, jammy eggs, arugula, brie cheese spread, fresh fruit, jam & honey.
  8

**BREAKS**

### 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.
1.50

### Bakery Delights
Chefs choice of assorted muffins or pastries.
1.50

### Fresh Fruit
An assortment of fresh-cut fruit.
3

### Whole Fruit
Seasonal offerings.
1

### Protein Bars
An assortment of Kind or Rx bars.
2.00/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.
1.25 each

### Traditional Trail Mix with M&M
1.75/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

### 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 setup fee of $20 will be added to any new logo request.
2.75 each

### Prince Conference Center Only
For groups of 20 & under
The Breakfast Board
Quiche, sausage links, pearl sugar waffles, pancakes, English muffins, fresh fruit, jam, syrup & honey.
8

### À LA CARTE BREAKFAST ITEMS

- Fruit Tray
  3

- Local cage-free hard-boiled eggs
  1.50 each

- Bagels with cream cheese
  1.75 each

- Cinnamon Swirl French toast
  3

- Breakfast sausage links or patties (12 per person)
  3

- Pecan-smoked bacon (5 per person)
  1.50
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 $5 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 $2.25 additional.

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

The Rustic Sandwich
Ceb-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 included 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. 
Vietnamese, 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.

DESSERTS

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, 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.

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

Riverehome Farms Steelhead Trout
Salt & sugar brined trout, seared & roasted with yeasted 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.

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.

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 & 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. 
Vietnamese, 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.

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.

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

Just the Pie?
One 14” Pizza of your choice 
Cheese, Pepperoni, or Veggie 
All-Meat or Supreme 

Housemade Crumble 
Chef’s choice of seasonal fruit.

Housemade Butter Torte
Chef’s seasonal choice.

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

Ice Cream Novelties
Chef’s choice of assortment.

Chocolate Decadence

DESSERTS

Ice Cream Bar
Buffet only; for groups of 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 $.75/person) Limit 2 flavors.

Ice Cream Novelties
Chef’s choice of assortment.

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. 
Vietnamese, 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.

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

Yaji Chicken
Buttermilk brined, West African spiced grilled chicken suya-style with marinated tomatoes & red onion (may be spicy to some).
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 & nonperishable food &/or beverages as well as all disposables.

Beverages:
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 & Changes:
All catering orders must have final details confirmed – menu, linens, guest count & any dietary restrictions no later than 2 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 & changed within 24 hours of the event is subject to a $25 fee.

Events &/or menu items cancelled &/or changed after order confirmation &/or made 2 business days prior to 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 &/or 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 Tag 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 full &/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 48 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 Decor:
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.

Calvin Dining Services is the contracted food service provider.

Calvin University
Held by University students, employees/staff &/or visitors.

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

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 allergies or dietary restrictions.

There need to be confirmed 2 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 processed 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 4-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 15-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 &/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.
2023-24 FOOD WAIVER REQUESTS

If the Food Waiver Request is approved, the client is responsible for all service wares, linen & clean-up in accordance with the Sustainability policies of Calvin University. Calvin Dining Services will not be held liable for any happenings at or related to the event. Each approved & signed Food Waiver will be kept on file in the Dining Services’ Office. A Food Waiver Request is required for EACH event regardless of vendors or items/food(s) that have previously been approved for another event.

The Signed & Approved Food Waiver Request must be on display for each approved event.

Once a Food Waiver Request is approved the Individual(s)/Organization(s)/Department(s) must abide by the following guidelines:

- Reserving Individual(s)/Organization(s)/Department(s) are responsible for seeing that all the policies of Calvin Dining Services are met.
- Individually pre-wrapped food items from an approved facility (a commercial/retail establishment or restaurant) are okay for meetings & distribution as long as they remain pre-wrapped.
- All vendors must be approved (each time for each event) & their food license must be displayed.
- Purchasing all food(s) from compliant provider(s) & specify the source of all food(s) to be served.
- Pick-up /or carry-in food products from a public restaurant must be transported to campus in an enclosed vehicle, food must be kept at acceptable temperatures in accordance with safe-handling guidelines & must be consumed within two or fewer hours of being prepared &/or delivered.
- Food produced at home for general, public distribution/sale is absolutely prohibited.

Regarding the purchase of beverage(s) the following must be followed:

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

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 ---

Date Submitted/Received: ____________         Event Date: ____________           RES#: ___________________

Event Name: _____________________________________Event Location: ____________________________

Date of Approval: ____________ Approved by: __________________________________________

Reason for Denial: _____Request submitted late       _____First right of refusal per contract        _____Other

********** The Signed & Approved Food Waiver Must be Displayed at the Event **********