Menu

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)
1.75

Case of 24
24

Infused Water
Chef’s choice of flavor.
1.50

Variety of Canned Pepsi Products
1.50

Variety of Canned Bubbly Sparkling Water
1.50

Bottled Juice
Orange, Cranberry or Apple
2

Served Juice
Orange, Cranberry or Apple
1.50

Reception Cocktails
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

APPETIZERS, BOARDS, & 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.
2.25

Bakery Delights
Chef’s 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.
2/bar

Granola Bars
An assortment of Granola bars.
1/bar

Hand Snacks
Your choice of individually-packaged snacks. Chees Mix, pretzels, kettle chips or Stacy’s Pita Chips.
1.50/package

Traditional Trail Mix with MKM
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.
2.75 each

À LA CARTE BREAKFAST ITEMS

Menu

Breakfast Board
Quiche, sausage links, pearl sugar waffles, pancakes, English muffins, fresh fruit, jam, syrup & honey.
8

Prince Conference Center Only
For groups of 20 & under.

The Breakfast Board
For groups of 20 & under.

The Breakfast Center
Quiche, sausage links, pearl sugar waffles, pancakes, English muffins, fresh fruit, jam, syrup & honey.
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APPETIZERS

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Appetizers available for groups of 10 or more.

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

- Smoked Whitefish Dip
  Served with tost points & crackers, pickled onions, capers, olives & greens.
  6

- Shrimp Salad Boats
  Avocado, fennel & citrus shrimp salad on crisp Belgin 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 tost points & crackers.
  5

- Garlic Parmesan Pretzel Bites
  Warm garlic parmesan pretzel bites served with warm Michigan beer cheese.
  5

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, crepes, pecan-smoked bacon, smoked salmon, duck prosciutto, caper mayo, jammy eggs, arugula, brise cheese spread, fresh fruit, jam & honey.
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  8
COLD SANDWICHES
Maximum of two choices (not including dietary restrictions). Cold sandwiches come with Kettle Chips & water. Boiled 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 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, grated cheddar cheese, brisket broccoli & hot cheddar cheese sauce. Also included a mini salad bar with croutons, red onions, tomatoes, cucumbers, ranch dressing & hibachi dressings.

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.

ENTRÉES
Can be made into a buffet for groups of 20 or more. Plated service only available at Prince Conference Center. All entrees come with:

A house salad, Chef’s choice of starch & vegetable, house baked rolls & bread

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

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

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

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 $/person) Limit 2 flavors.
2023-24 CALVIN CATERING POLICIES

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**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 entrees, 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.

**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 4 hours of the event are subject to a $5 fee.

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

Cancellations made fewer than 5-business days, not including the day of the event may result in additional charges k/o 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 5-business days prior to the event to avoid additional fees.

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**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 Ver nues@Calvin.edu.

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

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**FOR PRINCIPAL 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.

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**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.

**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.

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**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.

These need to be confirmed at least 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 the 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 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-clearance process for 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 4-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 k/o 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 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 -----

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 **********