

# Calvin Dining Retreats Guide

## CONTACT INFO

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## Equipment & Supplies Rental

### Available Rental Items

- Punch bowls & ladles
- Insulated air voids (for hot and cold beverages)
- China & Glassware
- Silverware (extra charge)
- Serving utensils
- Pitchers
- Linen tablecloths (extra charge)
- Linen napkins (extra charge)
- Grills (extra charge for charcoal)

### Procedures & Policies

- If less than one week's notice, it is at the discretion of the Food Service to determine if your request can be fulfilled.
- All rental items must be returned cleaned and undamaged to Knollcrest Dining Hall the following day.
- A \$25 deposit is required for all rentals. It will be refunded when the equipment is returned cleaned and undamaged.
- The Residence Hall or organization will be billed for missing items not returned.

## Cost & Procedures

- Retreats may be deducted off of students' meal plans. The event coordinator is responsible for submitting student names and emails at least 3 days before the event. Additionally, a gathering fee will be charged when meal swipes are being used as a form of payment.
- Your guaranteed attendance is required 3 days prior to your scheduled event by 4:00pm. Please inform Liz Hooten with your confirmation. If you do not provide us with a guaranteed count we will use the estimated number of guests provided at the time of initial request as the final count for food preparation and billing.
- Please ask if there is an item you would like to order which is not listed, we will try our absolute best to make arrangements for special orders if proper notice is given.
- All prices and food items are subject to change.

# Menu

## Main Course (pick 1 option)

- Chicken Breasts
- Hamburgers (includes buns)
- Hot Dogs (includes buns)
- Veggie Burgers & Buns
- Pasta (choice of sauce)
- Sliced Meat Tray (includes bread & condiments)
- Chicken Fajitas (includes onions & peppers)
- Ground Beef Tacos (hard or soft shell)

## Sides (pick 2 options)

- Tossed Salad (includes toppings and dressing)
- Fruit Salad
- Potato Salad
- Macaroni Salad
- Cole Slaw
- Yogurt
- Cottage Cheese
- Chips
- Tortilla Chips & Salsa
- Hand Fruit
- Garlic Bread, Bread Sticks, or Dinner Rolls

## Beverages (pick up to 2 options)

- Assorted Pop
- Bottled Water
- Iced Tea (canned)
- Lemonade (canned)
- Hot Chocolate
- Coffee

## Desserts (pick 1 option)

- Cookies (choco chip, m&m, peanut butter, sugar, oatmeal, or white chocolate macadamia)
- Calvin Bakery Cake
- Bar (brownie, no bake, lemon bar, or rice krispie treats)

## Breakfast Meal Options

- Choose 3: Scrambled Eggs, Sausage, Bacon, Hash Browns, Cereal, Muffins, Oatmeal
- Choose 1: Bagels & Cream Cheese or Toast & Jelly
- Milk, Assorted Juice, and Water

# Additional Items

## Paper & Plastic Items

- 6" Plate (\$0.10 each)
- 10.5" Plate (\$0.20 each)
- Bowls (\$0.10 each)
- 16oz Cup (\$0.20 each)
- 9oz Cup (\$0.10 each)
- Utensil Packs (\$0.20 each)
- 12lb Charcoal Bag & Match Lighter (\$12.00 each)

## Fruit & Vegetable Sides

- Lettuce, Tomato, Cheese Tray (\$0.50 each)

## Baked Goods & Desserts

- Muffins (\$8.50/dozen)
- Donuts (\$6.00/dozen)
- Cookies (\$4.50/dozen)
  - Sugar, Chocolate Chip, M&M, Peanut Butter, Oatmeal Raisin
- Brownies (serves 60, \$25.70/sheet)
- Frosted Brownies (serves 60, \$28.40/sheet)
- 9" Round Cake (serves 12)
  - Non Decorated: \$7.90, Decorated: \$10.20
- ½ Sheet Cake (serves 30)
  - Non Decorated: \$19.30, Decorated: \$22.15
- Sheet Cake (serves 60)
  - Non Decorated: \$39.30, Decorated: \$45.45
- Rice Krispie Treats (serves 60) \$27.80
- No Bake Bar (serves 60) \$27.80
- Cup Cakes (\$7.35/dozen)
- Frosting: \$3.95/ 16 oz
- Sprinkles: \$2.95/ 8oz

## Specialty Trays (serves 20)

- Fresh Vegetable: \$30.00
- Sliced Fruit: \$30.00
- Cheese and Fruit (includes crackers): \$40.00
- Cheese & Crackers: \$40.00
- Deli (ham, turkey, salami, swiss, cheddar, buns, bread, lettuce, tomato, condiments) \$75.00

# Food Safety Tips

## HELPFUL TIP

In preparing for your retreat, don't hesitate to ask questions about further proper food handling practices. Our chefs and service supervisors will be more than happy to answer any of your questions. We are here to make your event a success!

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- Make sure anyone handling food washes their hands prior to starting.
- The area that will be used for preparing the food must be clean and sanitary, including cutting boards, countertops and all utensils. This helps prevent cross-contamination and reduces the risk of someone getting sick from eating something that you prepared.
- Always keep the food refrigerated up until the moment that you will be ready to cook it. This minimizes the risk of the food spoiling and also prevents food-borne illness.
- Make sure to cook food thoroughly. It may look done on the outside however, that does not mean that it is cooked all the way on the inside.

## Food Danger Zone Guidelines

