Catering Services Program

Breakfast - Lunch - Break - Dinner - Hors d'oeuvres - Desserts - Beverages

Muskegon Community College

Conference and Catering

July 2014 - June 2015

** All prices subject to change*

WELCOME

Conference & Catering Services at MCC

From its convenient location near downtown Muskegon and just a minutes drive off of US 31, Muskegon Community College and its Conference and Catering Services regularly provide dining and meeting facilities to address the professional needs of groups ranging from two people to a roomful of 250 persons.

The college, with its sylvan setting and gently flowing Four Mile Creek visible from most vantage points, offers a welcome respite from the harried pace of metropolitan locales. Add ample free parking to the benefits of high quality services at a reasonable price and MCC and its adjacent Stevenson Center becomes a first choice destination.

Make the first step to your next successful event a phone call to MCC Conference and Catering Services at **(231) 777-0319.** You can also reach us **events@muskegoncc.edu**. Our friendly and experienced staff are eager to listen to your needs. We will offer helpful suggestions on room configurations, menu selections and your media services.

- **Pleasant and helpful staff with more than 22 years experience**
- **All inclusive services, e.g. catering, audio/visual tech support**
- **Our 100% commitment to making your event successful**
- **One-stop shopping - one call for all your event needs**
- **Picturesque wooded setting with meandering creek**
- **Large rooms with several set-up options**
- **Easy accessibility to major highways**
- **Customized training workshops**
- **Free Parking**
- **Free Wi-Fi**

Contact us today to plan your next event!
(231) 777-0319 or events@muskegoncc.edu

Breakfast Buffets - 8 guests or more

So you have enough to please any size group

Morning Boost
Variety of miniature muffins and sliced bagels served with freshly brewed coffee - $4.00/pp (1 portion = 2 minis or half)

Continental Breakfast
Assortment of breakfast pastries served with freshly brewed coffee, flavored creamers, and fruit juices - $5.25/pp (1 portion = 1)

Yogurt Breakfast Bar
Pre-filled vanilla yogurt cups, guests can add fresh-cut seasonal fruit, and sweet baked granola, served with freshly brewed coffee - $5.75/pp

Keeping It Light
Energy wrap in wheat wrap with granola, peanut butter, strawberries, and bananas, served with freshly brewed coffee - $6.50/pp

Working Breakfast
English muffin sandwich, including egg, cheese, and sausage patty served with hash browns and freshly brewed coffee - $6.50/pp

Business Breakfast Buffets - 12 guests or more

Academic Break Plan - $10.00/pp
Morning - Assorted breakfast pastries, bagels with cream cheese, variety of fruit juices, and freshly brewed coffee
Mid-Morning - Assorted canned sodas, bottled water, and freshly brewed coffee
Mid-Afternoon - Fresh baked cookies, assorted canned sodas, bottled water, and freshly brewed coffee

Business Professionals' Breakfast
Assorted fresh bakery goods, cut fresh fruit, fruit yogurt, miniature quiche served with freshly brewed coffee, flavored creamers and fruit juices - $8.25/pp

Breakfast Buffets - 25 guests or more

Quiche Lovers Delight
Garden vegetable, three cheese, and meat lovers served with roasted red skins with onions, sausage links, freshly brewed coffee, and fruit juices - $9.75/pp (Quiche flavors subject to availability)

Keep 'em going all day!
Add a
Energy Drink - $2.50/pp (Variety)
Power Alley Bar - $1.00/pp
(Chocolate chip and whole grain)

Refresh Coffee Service
(available upon request during event and at staff availability)
$.50/pp

Boxed Lunches - 5 guests or more
Simple, yet filling for quick lunches

Traditional Boxed Lunch
Croissant, kaiser or pretzel bun (smoked turkey breast, roast beef, ham, chicken salad, vegetarian), potato chips, choice of salad cup, cookie and canned soda - $7.30/pp

Break-Time - 10 guests or more
Keep their tummies full all day

Pizza Snack Break - $4.50/pp
Veggie pizzas on regular bagels with herb cream cheese and fresh vegetables. Fruit pizzas on a cookie crust topped with fruit dip and fruit topping. Served with lemonade and iced tea

Re-Energize! - $3.50/pp
Coffee, canned sodas and brownie bites

Keep 'em going all day!
Add a
Energy Drink - $2.50/pp (Variety)
Power Alley Bar - $1.00/pp
(Chocolate chip and whole grain)

Refresh Coffee Service
(available upon request during event and at staff availability)
$.50/pp

Luncheon Buffets - 25 guests or less
Middle of the day for inside or outside events

Pizza
(2 slices per portion)
Variety of hot pizzas, tossed salad with dressings or your choice of salad cup, and potato chips - $8.50/pp

Wrap and Sandwich Platter
Variety of gourmet wraps and sandwiches served with a bowl of chips and choice of salad cup - $9.25/pp

Right Fit
Soup of the day and choice of one ready-to-eat salad selection - $10.25/pp

Little Mexico
Crisp taco salad tortilla basket with shredded lettuce. Served on the side, seasoned ground beef, cheedar cheese, tomato, onion, and south of the border dressing - $9.25/pp

Hot Sandwich
Wrapped hamburger, grilled chicken, brat or hot dog (choice of 1), choice of salad cup, potato chips, and baked beans - $8.75/pp

BBQ Lovers
Wrapped pulled bbq chicken or pork sandwich (choice of 1), choice of salad cup, potato chips, and baked beans - $8.75/pp

All sections are served with your choice of a beverage: freshly brewed coffee, canned soda, or bottled water

Salad cup selections:
Potato salad
Italian pasta salad
Garden pasta salad

Add soup to any lunch for $2.50/pp (8oz.)
Chicken Noodle
Home-style sweet pepper and beef
Tomato basil or Broccoli cheddar

Luncheon Buffets - 25 guests or more

All American
(served with environmentally-friendly disposable goods; buffet tables are covered in plastic)
Brats, hotdogs, chicken, hamburgers, pork or chicken bbq (choice of 2), appropriate condiments, choice of salad cup, vegetable relish tray with dip, potato chips and baked beans, choice of freshly brewed coffee or lemonade and iced tea - $10.75/pp

Healthy Choice
Tossed mixed greens, diced turkey and ham, shredded cheese, breadsticks, bacon bits, croutons, and variety of dressings - $10.25/pp

Choose your one soup — Chicken noodle - Broccoli-cheddar - Tomato-basil - Home-style sweet pepper and beef
Additional soup - $1.25 each/pp

Add diced chicken- $1.25/pp

Add four toppings — Cauliflower - Broccoli - Mushrooms - Cucumbers - Onions - Tomatoes - Sliced Carrots - Radishes - Spinach
Garbanzo Bbeans - Sugar snap peas - Egg
Additional vegetables - $.50 each/pp

Little Italy
Served with sauteed mushrooms, onions, and peppers, parmesan cheese, bread stick, and a tossed side garden salad.

Choose your pasta — Penne - Farfalle - Fettuccini

Choose your sauce — Olive oil parmesan - $9.55/pp
Tomato basil - $10.25/pp
Pesto - $10.25/pp
Alfredo - $10.85/pp
Meat marinara - $11.40/pp

Add accompaniments — Meatballs - $2.75/pp
Italian sausage - $3.25/pp
Roasted portobello - $3.55/pp
Grilled chicken breat - $4.05/pp

Tex Mex
Tortillas and tortilla chips, mexican rice, seasoned chicken and beef. Served with lettuce and tomato on the side - $10.75/pp

Choose your cheese — Shredded cheddar - Nacho cheese sauce

Choose four toppings — Refried beans - Black beans - Jalapenos - Banana peppers - Olives - Onions - Sour cream
Additional toppings at $.50 each/pp
Add guacamole - $1.25/pp

Choose your sauce — Mild picante - Medium picante - Hot picante
Additional sauces at $.50 each/pp
Add pico de gallo - $1.25/pp

Asian
Vegetarian egg rolls and stir fry vegetables - $11.25/pp

Choose one meat — Grilled chicken breast - Beef strips - Breaded chicken

Choose one sauce — Teriyaki - Orange ginger - Sweet & sour

Choose one side — White rice - Vegtable low mein noodles

Add a crab rangoon or potsticker - $1.50/pp

Refresh Coffee Service
(available upon request during event and at staff availability)
$.50/pp

All sections are served with your choice of a beverage: freshly brewed coffee, canned soda, or bottled water

Dinner Buffets - 25 guests or more, served after 3pm

A gourmet banquet for your guests

Bookside Buffet

Choice of 1 accompaniment, choice of 2 entrees, choice of 1 salad, choice of 1 vegetable, fresh rolls with butter, freshly brewed coffee and water goblets- $14.75/pp

Collegiate Buffet

Choice of 1 accompaniment, choice of 3 entrees, choice of 2 salads, choice of 1 vegetable, fresh rolls with butter, freshly brewed coffee and water goblets - $16.75/pp

Buffet Accompaniments

Cheddar potato bake - parsley buttered potatoes - red-skin potatoes - au gratin potatoes - scalloped potatoes - chef's selection of pasta - garlic smashed potatoes - mac n' cheese - baked beans

Buffet Entrees

Baked beef or vegetarian lasagna - baked pineapple-brown sugar ham - herb-baked chicken breast - chicken breast chardonnay - baked italian chicken breast - vegetable pasta primavera - beef pot roast - tortilla crusted tilapia - baked salmon - cider marinated pork chop - *chef-carved

Buffet Salads

Fresh broccoli salad - tossed garden salad with dressings - caesar salad - spinach salad - fresh relish tray with ranch dip - apple waldorf

Buffet Vegetables

California blend vegetables - steamed broccoli florettes - honey-glazed baby carrots - french-cut green beans - asparagus (seasonal)

Add dessert to buffet for $2.50/pp
(choice of 1)
Mousse Parfait
Red Velvet Cake
Chocolate Mint Pie
Warm Cobbler
(Apple, Peach or Cherry)

***Chef-carved roast beef au jus or baked ham $2.00/pp**

Served with china and stainless flatware; dining tables are covered in linen with linen napkins and water goblets

Refresh Coffee Service
(available upon request during event and at staff availability)
$.50/pp

Sweet and Tasty Desserts

End your event right with one of our delightful treats

New York-Style Cheesecake

(minimum of 12 servings) - $2.75/pp
Cherry or strawberry topping - $3.25/pp

Fresh Baked Ghiradelli Brownies

Chocolate with frosting - $1.00/pp

Mousse Parfait

Chocolate brownie or strawberry shortcake
(minimum of 12 servings per variety) - $3.25/pp

Red-Velvet Sheet Cake

(minimum of 12 servings) - $3.00/pp

Chocolate Mint Layered Pie

(minimum of 12 servings) - $3.00/pp

Warm Cobbler

Apple, peach, or cherry
(minimum of 12 servings per variety) - $3.00/pp

Decorated Holiday Sugar Cookies - $1.00/pp

Chef's Choice Baked Cookie Assortment - $.65/pp

Ice Cream Sundae Bar

Vanilla ice cream. Toppings may include hot fudge, caramel, strawberry, whip cream, sprinkles (min. of 25 servings; 30 minute serving time only) - $3.95/pp

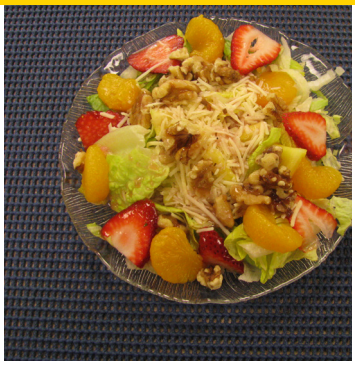
If Ice Cream Sundae Bar are ordered for weekends or after 7pm weekdays, please add $15.50 personnel charge/hour - 3 hours minimum (per groups of 50 guests)

Ryke's Specialty Cake

Full sheet (serves 60-100) - $115.00
Half sheet (serves 30-50) - $70.00
Quarter sheet (serves 15-25) - $50.00
Specialty cake pricing is for basic decorations, colored frosting and writing. Additional charges for additional designs, color spray, or logos may apply. A cake-cutting and serving fee may also apply. **Minimum of one hour service if requested at $15.50 personnel charge/hr**

Ready-to-Eat Salads - 6 guests or more

Lighter option for the healthy-minded guests



House Garden Salad

A bed of mixed greens topped with tomato, cucumber, red onion, egg with a creamy buttermilk ranch dressing and grated cheddar cheese and bread stick - $7.50/pp

Classic Chef Salad

A bed of mixed greens topped with julienne slices of smoked turkey and ham, tomato, cucumber, red onion, egg, cheddar cheese with blue cheese dressing and bread stick - $8.50/pp

Fruit Walnut Salad

A bed of mixed greens topped with fresh strawberries, pineapple, juicy mandarin oranges, crunchy walnuts and parmesan cheese with a fat-free raspberry vinaigrette and bread stick - $8.50/pp Add chicken - $1.50

Cobb Salad

A bed of mixed greens topped with chicken, broccoli, egg, red onion, tomatoes, bacon, and cheddar cheese with creamy buttermilk ranch dressing and bread stick - $8.50/pp

Chicken Breast Caesar Salad

A bed of mixed greens topped with grilled chicken breast strips, tomato, red onion, grated parmesan cheese with a creamy caesar dressing and bread stick - $8.50/pp

Spinach Apple Salad

A bed of fresh spinach topped with juicy apples, bacon, dried cranberries, crunchy walnuts and blue cheese crumbles with a fuji apple dressing and bread stick - $9.00/pp

Lemon-Pepper Kale Salad

A bed of seasoned kale topped with lemon-pepper chicken strips, mozzarella, ripe cherry tomatoes, toasted almonds, red onions with a white balsamic vinaigrette dressing and bread stick - $8.50/pp

All salads served with recommended dressing and a variety of dressing packets on the side

All sections are served with your choice of a beverage: freshly brewed coffee, canned soda, or bottled water

Baked Items & Snacks - 12 guests or more

Small additions that make a BIG difference to your guests

Bakery Muffins

$1.25/pp
Chocolate chocolate chip, banana nut, cranberry walnut, or blueberry

Assorted Breakfast Sweets

$1.50/pp
Variety of cinnamon rolls, turnovers, scones, danishes and braids

Assortment of Miniature Breakfast Sweets

$.85/pp
Miniature danishes, muffins, donuts, turnovers, and scones

Regular Bagels

$1.50/pp - Assortment with cream cheese

Breakfast Bars

$1.00/each
Variety of nature valley, sweet & salty, nutri-grain, chewy granola

Fruit Yogurt Granola Cups

$2.75/pp - Heavenly layers of crunchy and fruity

Rice-Krispy Treats

$.75/pp

Chex Mix

$1.00/pp

Trail Mix of Peanuts, Raisins and M&M's

$1.35/pp

Assorted cheese tray with crackers

$2.25/pp

Whole Fresh Fruit

$1.00/each

Fresh Fruit Cups

$2.75/pp - 8 oz. fresh-cut fruit medley

Appetizers/ Hors D'Oeurves - 25 guests or more, unless noted

The PERFECT start or finish for your guests at your next event

Chilled Selections

Vegetable Relish Tray with Dip
$32.00 - serves 25 persons $18.00 - serves 12 persons

Fresh-Cut Fruit with Yogurt Dip
$40.00 - serves 25 persons $25.00 - serves 12 persons

Deluxe Fresh Fruit & Cheese Display with Crackers
$68.00 - serves 25 persons $40.00 - serves 12 persons

Crisp Pita Chips with Roasted-Red Pepper Hummus
$24.00 - serves 25 persons $15.00 - serves 12 persons

Deli Spirals
$10.50 - (1 per portion)
Variety of club sandwich, salami with montery jack and turkey, bacon, ranch

Sweet Selections

Assorted Miniature Dessert Platter
Lemon bars, cheesecakes, cookies & brownies (25 portions/2pp) - $42.00

Assorted Miniature Cheesecake Platter
Variety of mini assorted cheesecakes (25 portions/1pp) - $45.00

Chocolate-Covered Strawberries
Hand-dipped in milk chocolate (25 portions/2pp) - $38.00

Mini Eclairs and Cream Puffs (25 portions/2pp) - $30.00

Hot Selections

Requires use of chaffers.
2 hour food availability

Egg Rolls
$42.00 - (1 per portion)
Vegetable, chicken, shrimp, pork (choice of 2) with sweet & sour sauce

Meatballs
$42.00 - (3 per portion)
Sweet n' sour, bbq, sweet & savory, swedish (choice of 1 per order)

Bone-In or Boneless Chicken Wings
$42.00 - (2 per portion)
Served with two sauce selections - ranch, orange garlic ginger, bbq, honey mustard, or red hot sauces

Hot Spinach Artichoke Dip with Crisp Pita Chips
$45.00

Queso Dip and Salsa with Chips
$35.00

Asian-Style Potstickers
$35.00 - (2 per portion)
Pork, vegetable hot & spicy (choice of 1) Served with orange garlic ginger and sweet & sour sauces

Linen & China Service

Don't forget these small but BIG details

Dinner buffet option and beverage tables are covered and skirted with linen at no additional charges. Dining tables are covered in white linen with linen napkins for dinner buffet option.

Linen is *not included* on individual dining (unless ordering dinner buffets), registration or display tables.

Linen Table Covers & Napkins

$2.00/pp

Linen table covers are standard White Only. Linen napkins are available in standard Blue, Gold & White. If you would like to order a specialty or seasonal linen napkin colors, Conference & Catering will need to know your request no later than Monday, one week prior to your event by noon.

Individual Tables Covered

Registration, display, gift, exhibitor tables, etc. - $5.00/per table

Individual Tables Covered & Skirted

Registration, display, gift, exhibitor tables, etc. - $10.00/per table

China & Stainless Flatware - $1.50/pp

Add this service to any catered event!

Majority of menu will be served with environmentally-friendly disposable goods; buffet tables are covered in linen.

*Add skirting for $5/per table

China and stainless flatware are provided with dinner buffet option or served meals at no additional charge.

Water Service

Bulk water service for large groups and speakers

Speakers & Presenters

Includes up to 5 glass goblets - $5.00

Individual Service with Glass Goblets

(available with buffets, minimum of 25 persons) - $1.00/pp

Bulk water service - 25 Guests

Includes environmentally-friendly disposable cups - $5.00

Beverages

Just the right options to fulfill that thirst

Regular Coffee, Decaffeinated Coffee or Hot Tea

$18 - serves 16 persons/gallon

Regular Coffee, Decaffeinated Coffee or Hot Tea

$6.50 - serves 6 persons/carafe

Flavored Creamers

Assorted varieties - $.25/each

Canned Soda

Pepsi products - $1.50/pp

Bottled Water

.5 liter - $1.50/pp

Refresh Coffee Service
(available upon request during event and at staff availability)
$.50/pp

Crystal Light Packets

Variety of flavors for bottled water - $.50/each

Bottled Fruit Juice

Orange, apple, cranberry, strawberry-kiwi - $2.00/pp

Bottled Gatorade or Sobe Life Water

Variety of flavors - $2.00/pp

Fruit Juice

$6.00 - serves 6 persons/carafe
Orange, cranberry, apple, grape

Iced Tea, Lemonade, or Fruit Punch

$6.50 - serves 25 persons/gallon

Specialty Sparkling Punch

$14.00 - serves 25 persons/punch bowl

Catering Provisions

Early planning is key!

Thank you for choosing Muskegon Community College Food Service to cater your special event! As early planning is the key to any successful event, the MCC Food Service requires the observance of the following provisions we have established to accommodate you in the most efficient way. All requests for room utilization and food service arrangements should be made through Conference & Catering Services, Room 1106, (231) 777-0319 or on campus, ext. 319

When is my preliminary and final catering details needed?

CATERING DUE DATES

Deadline	Requirement	Reason
10 business days prior	Menu selection and estimated guest count due. Please note minimums	To guarantee your selections are available
Wednesday by noon (one week prior)	Catering order, guaranteed guest count, delivery hours, linen color (if applicable), guest allergens and signed contract due	To avoid late surcharges and to secure catering details at your event
Less than 5 business days prior	Late surcharge added	Catering order has been placed and event planning needs to be adjusted

What if I need to cancel my event?

Food functions must be cancelled by noon the Wednesday, one week prior to your event. Cancellations neglecting this deadline will be responsible for all costs, including any labor incurred while preparing for this event.
If MCC is closed due to weather, any catering for that day(s) scheduled events will be cancelled. When the event is cancelled due to weather conditions, or the closing of MCC, no fee will be levied by the College and the client is able to reschedule the event. If the College is open and the client chooses to cancel due to weather, a cancellation fee may apply.

Will a food service staff member be present for my event?

Catering orders, other than dinner buffets and plated service, will not include service staff present throughout the event unless prior arrangements have been made.

When will I receive an invoice?

MCC will invoice all groups 1-2 weeks following the event. MCC food service employees may not accept money or checks for charged catering. Listed food prices do not include sales tax (6%) or service fee (18%). If your organization is tax exempt, please provide Conference & Catering Services your non-profit/tax exempt number prior to your event. Some events require a deposit of half of the total amount, two weeks prior to the event. The remaining balance will be invoiced following the event.

How long before food is removed from my event?

In keeping within MCC food standards pertaining to freshness and holding temperature of foods, all food items will be picked up 2 hour after the delivery time.
Credit cannot be issued for any leftover food or unused items.

What if I want to decorate the space?

All event decorations and individual table centerpieces are the responsibility of the customer. Items not allowed include candles, glitter, confetti and heavy tape.

Allergen Icon Guide

Labels to protect your guests!

If you or your guests have a food allergy, or other special dietary need, please contact us by emailing events@muskegoncc.edu or by calling (231) 777-0319. We would be happy to assist you.

Items are marked on buffet tables to reflect known allergens present in the item. This may not reflect potential presence of these allergens at the production facility.

Eggs

Peanuts

Fish

Shellfish

Gluten

Soy

Milk/Dairy

Tree Nuts

ALLERGEN AWARENESS

Items bearing these icons contain that ingredient

Food Policy

It's the rules....

MCC Food Service requires the observance of the following food policy we have established based on Health Department regulations:

***Due to health code issues relating to food-borne illness and liability concerns, food may not be brought on campus; and food and beverages may not be taken from your event.**

Having been specifically apprised by the Office of Conference and Catering Services of the policies derived for the primary food preparer's liability insurance relating to the removal and consumption of prepared foodstuffs, cooked, perishable or otherwise, outside the contracted areas, I/we the undersigned chairperson(s), organizer(s) of the above event hereby release Creative Dining Services and Muskegon Community College from any claims which might occur from the consumption of any food prepared for this specific event, where food is removed to be consumed off premises at a later time. These liabilities will include but are not limited to any health hazards resulting from improper or inappropriate handling, storage and display of any removed food items.

CREATIVE DINING SERVICES®

Complete Hospitality Management

www.muskegoncc.edu/catering

Muskegon Community College

Conference and Catering