

Muskegon Community College

Catering Services

July 2018 to June 2019



Brooksider
Campus Dining

WELCOME TO MCC

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 at 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 & helpful staff with more than 32 years of combined experience
- * All inclusive services, 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 setup options
- * Easy accessibility to major highways
- * Customized training workshops
- * Free Wi-Fi
- * Free Parking



Contact us today!
231-777-0319
events@muskegoncc.edu

Breakfast

SERVICE NOTE: ALL ITEMS ARE SERVED WITH ENVIRONMENTALLY-FRIENDLY DISPOSABLE GOODS; UNLESS NOTED DIFFERENTLY.

MINIMUM OF 6 PIECES EACH, UNLESS NOTED DIFFERENTLY. ALL ITEMS ARE PRICED PER PERSON.

Breakfast Sweets

Variety of cinnamon rolls, turnovers, scones, danishes and braids \$1.75

Miniature Breakfast Sweets

Miniature danishes, muffins, donuts, turnovers, and scones \$.95

Bakery Muffins

Assortment of flavors \$1.50

Miniature Muffins

Assortment of flavors \$.78

Breakfast Buffets

MINIMUM 10 PEOPLE. ALL PRICING SET PER PERSON.

Academic Break Plan

Morning - Assorted breakfast sweets, bagels with cream cheese, variety of fruit juices, and freshly brewed coffee and flavored creamer cups

Mid-morning - Assorted canned sodas, bottled water, and freshly brewed coffee and flavored creamer cups

Mid-Afternoon - Fresh baked cookies, assorted canned sodas, bottled waters, and freshly brewed coffee and flavored creamer cups \$10

Morning Boost

An assortment of miniature breakfast sweets served with freshly brewed coffee and flavored creamer cups. \$4.15

Strawberry Yogurt Parfait Bar

Strawberry yogurt served with fresh cut fruit and plain bagels with cream cheese. Served with juice (1 flavor). \$6.50

Continental Breakfast

Assortment of breakfast sweets served with freshly brewed coffee, flavored creamer cups, and fruit juices. \$5.50



Brooklyn's Bagels

Assortment served with cream cheese \$1.50

Breakfast Bars

Variety of nature valley, sweet & salty, nutri-grain, or chewy granola \$1.10

Fruit Yogurt Granola Cups \$2.85



Picture of an Assortment of Baked Goods

Business Professionals' Breakfast

Assorted fresh breakfast sweets, cut fresh fruit, fruit yogurt, quiche served with freshly brewed coffee, flavored creamer cups, and fruit juices. \$8.25

Yogurt Breakfast Bar

Pre-filled yogurt cups, guests can add fresh-cut seasonal fruit, and baked sweet granola served with freshly brewed coffee and flavored creamer cups. \$5.75

Working Breakfast

English muffin sandwich, including egg, cheese, and sausage patty served with hash browns and freshly brewed coffee and flavored creamer cups. \$6.50

Jayhawk Energy Wrap

Strawberries and bananas layered on a bed of peanut butter, sprinkled with sweet granola and wrapped in a wheat wrap. \$2.50



Ready-to-Eat Salads

MINIMUM OF 6 PEOPLE.

ALL SALADS ARE SERVED WITH A VARIETY OF DRESSING PACKETS, A BREADSTICK AND YOUR CHOICE OF A BEVERAGE. BEVERAGE CHOICES: FRESH BREWED COFFEE, CANNED SODA, BOTTLED WATER, BREWED ICED TEA OR LEMONADE.

House Garden Salad

A bed of mixed greens topped with tomato, cucumber, red onion, egg, and grated cheddar cheese. \$7.50

Classic Chef Salad

A bed of mixed greens topped with julienne slices of smoked turkey and ham, tomato, cucumber, red onion, and grated cheddar cheese. \$8.50

Chicken Breast Caesar Salad

A bed of mixed greens topped with grilled chicken breast strips, tomato, red onion, and grated parmesan cheese. \$8.50



Picture of a Chef Salad

Lunch Buffet

MINIMUM OF 10 PEOPLE.

BUFFET TABLES COVERED IN PLASTIC AND SERVED ON DISPOSABLE GOODS. ADD CHINA SERVICE FOR \$1.50 PER PERSON.

ALL LUNCH BUFFETS ARE SERVED WITH YOUR CHOICE OF A BEVERAGE: FRESH BREWED COFFEE, CANNED SODA, BOTTLED WATER, BREWED ICED TEA OR LEMONADE.

SALAD CHOICES: POTATO SALAD, ITALIAN PASTA SALAD, MACARONI SALAD, GARDEN PASTA SALAD, OR COLESLAW

Boxed Lunch

Choice of smoked turkey breast, ham, chicken salad, tuna salad, or vegetarian served on chef's choice of bread, bagged snack, choice of salad cup, cookie OR whole fresh fruit (chef's choice). \$8.25

Wrap and Sandwich Platter

A variety of gourmet wraps and sandwiches served with a bowl of chips and choice of salad. \$9.50

Right Fit

Soup of the day and a house salad (bed of greens with tomato, onion, cheese, and croutons). \$9.00

Little Mexico

Crisp taco salad tortilla basket with shredded lettuce. Served on the side, seasoned ground beef, cheddar cheese, tomato, onion, and south of the border dressing. \$9.25

Substitute Seasoned Chicken instead of Seasoned Beef \$9.75

Hot Sandwich

Wrapped hamburger, grilled chicken, brat or hot dog (choice of 1), choice of salad, potato chips, and baked beans. \$8.75

BBQ Lovers

Wrapped pulled bbq chicken or pork sandwich (choice of 1), choice of salad, potato chips, and baked beans. \$9.00

Lunch Buffet

MINIMUM OF 25 PEOPLE.

Pizza

(2 slices per portion) Variety of Papa John's Pizza, potato chips, tossed salad with dressings or your choice of a salad. \$8.75

All American

Brats, hot dogs, chicken, hamburgers, pulled bbq pork or pulled bbq chicken (choice of 2), appropriate condiments, choice of salad, vegetable relish tray with dip, potato chips, and baked beans. \$11.50



Lunch Buffets

MINIMUM OF 25 PEOPLE.

BUFFET TABLES COVERED IN LINEN SERVED ON CHINA.

Baked Potato Bar

Baked potatoes with sour cream and butter on the side.

Served with a tossed garden salad, and dinner rolls.

\$10.75

Choose your cheese:

Shredded Cheddar or Cheddar Cheese Sauce

Choose 1 meat topping:

Ham, Bacon Pieces, or Chili

Choose 1 hot topping:

Steamed Broccoli or Sautéed Mushrooms

Choose 1 chilled topping:

Onions, Black Olives, or Jalapeno

Healthy Choice

Tossed mixed greens, diced turkey and ham, shredded cheese, bacon bits, croutons, breadstick, and a variety of dressings. \$10.25

Choose your soup:

Chicken Noodle, Broccoli-Cheddar, Tomato Basil or

Creamy Potato-Bacon

Add 4 toppings:

Cauliflower, Broccoli, Mushroom, Cucumbers, Onions, Tomatoes, Sliced Carrots, Radishes, Spinach, Garbanzo Beans or Sugar Snap Peas

Add an additional topping \$.50

Add diced chicken \$1.50

Tex Mex

Tortillas and tortilla chips, Mexican rice, seasoned chicken, and beef. Served with lettuce and tomato on the side. \$11.00

Choose your sauce:

Shredded Cheese or Nacho Cheese Sauce

Choose 4 toppings:

Refried Beans, Black Beans, Jalapenos, Banana Peppers, Olives, Onions, or Sour Cream

Additional toppings \$.50

Choose your sauce:

Mild Picante, Medium Picante, or Hot Picante

Additional sauces \$.50 Add pico de gallo \$1.50

Little Italy

Served with sautéed mushrooms, onions, peppers, parmesan cheese, breadstick, and a tossed side garden salad. Prices varies - see pricing by sauce choice

Choose your pasta:

Spaghetti, Penne, Farfalle or Fettuccini

Choose your sauce: Tomato Basil \$10.25 Pesto \$10.50

Alfredo \$11.00 Meat Marinara \$11.50

Add accompaniments: Meatballs \$2.75

Little China

Served with a fortune cookie. \$10.00

Choose 1 side:

Fried Rice, Lo Mein Noodles, White Rice or Sticky Rice

Choose 1 Vegetable:

Chinese Vegetable Mix (broccoli, whole green beans, mushroom halves, red pepper strips, and onion strips), Broccoli, or Sugar Snap Peas

Choose 1 Entree:

Sweet and Sour Chicken, Orange Ginger Chicken, Orange Honey Chicken or Peppered Beef (add \$1)

Additional Side: \$1 Additional Vegetable: \$1.50

Additional Entree: \$2

Cold Deli Buffet

Assorted fresh breads and rolls, meat platter including turkey breast, ham, and salami, assorted cheese, lettuce, tomato, and pickles. Served with carrots and celery sticks with dip, and choice of a salad cup.

\$10.00



Add these to any lunch buffet:

Add a dessert to any lunch buffet and receive 10% off the dessert price

(excludes specialty cakes from Ryke's Bakery)

8 oz bowl of hot soup for \$2.50

Glass water goblets for \$1/person

Dinner Buffets

MINIMUM OF 25 GUESTS, SERVED AFTER 3 PM.

BUFFET TABLES AND DINING TABLES ARE COVERED IN LINEN AND SERVED ON CHINA WITH STAINLESS FLATWARE AND LINEN NAPKINS.

DINNERS INCLUDE FRESH ROLLS & BUTTER, WATER GOBLETS AND FRESHLY BREWED COFFEE WITH FLAVORED CREAMER CUPS.

Jayhawk Buffet

Served with your choice of 1 accompaniment, 1 entree, 1 salad and 1 vegetable \$15.00

Brooksider Buffet

Served with your choice of 1 accompaniment, 2 entrees, 1 salad and 1 vegetable \$16.50

Collegiate Buffet

Served with your choice of 1 accompaniment, 3 entrees, 2 salads and 1 vegetable \$18.50

Buffet Accompaniments

Parsley buttered potatoes, red-skin potatoes, au gratin potatoes, scalloped potatoes, baked potato, chef's selection of pasta, mashed potatoes, mac n' cheese, baked beans

Buffet Entrees

Beef or vegetable lasagna, pineapple brown sugar ham, meatballs (BBQ or Swedish), Island chicken, chicken breast cream chardonnay, baked Italian chicken breast, bone-in chicken (baked or fried), chicken breast seasoned with butter & seasoning salts, boneless turkey breast, chicken alfredo, vegetable pasta primavera, stuffed pasta shells topped with marinara sauce, beef pot roast, deep-fried perch
Chef carved roast beef au jus, baked ham or turkey \$2

Buffet Salads

Apple-Waldorf, Caesar, broccoli salad, relish tray with ranch dip, spinach, tossed garden
Seasonal fresh fruit medley \$1

Buffet Vegetables

California blend vegetables, steamed broccoli florets, honey glazed baby carrots, french-cut green beans, green bean almondine, green and wax bean mix, buttered corn, asparagus (seasonal)

Add a dessert to any dinner buffet and receive 10% off the dessert price (excludes specialty cakes from Ryke's Bakery)



DINNER BUFFET



Dessert

ALL DESSERTS ARE PRICED INDIVIDUALLY. ALL MINIMUMS WILL BE APPLIED.

Fresh Baked Cookies

Chef's choice of a cookie assortment \$.75

Frosted Sugar Cookies \$.80

Rice-Krispy Treat \$.80

Fresh Baked Ghiradelli Brownies \$1.10

Lemon Bars \$1.25

Magic Bars \$1.50

Texas Sheet Cake \$2

Classic Carrot Cake

(Minimum of 12 servings) Topped with cream cheese frosting \$2

Homemade Cheesecake

(Minimum of 12 servings) \$2.50

Add blueberry, cherry or strawberry topping \$.25

Warm Cobbler

(Minimum of 12 servings per flavor) Apple, cherry or peach \$3

Strawberry Shortcake

(Minimum of 12 servings) \$3.25

Ice Cream Sundae Bar

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

If the ice cream bar is ordered for weekends or after 7 pm weekdays, please add \$15.75 personnel charge/hour - 3 hours minimum (per groups of 50 or more). \$4



Picture from Ryke's Bakery

Ryke's Bakery Cake

Specialty cake pricing is for basic decorations, colored frosting and writing. Additional charges for additional designs, color spray, or logos may apply. Additional charges for specialty flavors of cake.

Full Sheet Cake (serves 60-100) \$115

Half Sheet Cake (serves 30-50) \$70

Quarter Sheet Cake (serves 15-25) \$50

Choose a standard flavor:

Marble, White or Chocolate

Choose a filling:

Bavarian Cream, Butter Cream, Raspberry, Strawberry, Pineapple, Chocolate Butter Cream, Chocolate Bavarian Cream, or Holland Cream

Choose an icing:

Butter Cream (the famous Ryke's recipe!), Chocolate Butter Cream, Cream Cheese, Butter Whip (more like whipped cream), Chocolate Butter Whip

Snacks

ALL SNACKS ARE PRICED INDIVIDUALLY; UNLESS NOTED DIFFERENTLY.

Chex Mix \$1.10

Trail Mix

Peanuts, Raisins and M&M's \$1.50

Pretzel for 12 people \$9

Potato Chips for 12 people \$8

Add French Onion Dip \$1

Whole Fresh Fruit \$1

Fresh Fruit Cups

8 oz. fresh-cut fruit medley \$2.85

Re-Energize!

(Minimum of 10 guests) Coffee, canned soda and brownie bites \$3.50

Pizza Snack Break

(Minimum of 10 guests) Veggie pizzas on regular bagels with herb cream cheese and fresh vegetables. Fruit pizzas on a croissant topped with fruit dip and seasonal fresh cut fruit. Served with lemonade and brewed iced tea. \$4.50

Appetizers

PRICED FOR 25 PEOPLE, UNLESS NOTED. SERVED WITH ECO-FRIENDLY, COMPOSTABLE (BIODEGRADABLE) GOODS. ADD CHINA SERVICE FOR \$1.50 PER PERSON.

Chilled Selections

Vegetable Relish Tray

25 servings \$40 12 servings \$24

Cheese & Cracker Tray

25 servings \$50 12 servings \$32

Fresh-Cut Fruit with Yogurt Dip

25 servings \$50 12 servings \$32

Deluxe Fresh Cut Fruit & Cheese Display with Crackers

25 servings \$69 12 servings \$41

Fruit Kabobs

(1 per portion) \$25

Crisp Pita Chips with Roasted-Red Pepper Hummus

25 servings \$26 12 servings \$17

Cucumber Cups

filled with a cream cheese mousse (1 per portion)

25 servings \$35 12 servings \$21

Variation - filled with roasted-red pepper hummus

Hot Selections

Egg Rolls

Vegetable, chicken, pork (choice of 2) with sweet & sour sauce (1 per portion) \$42

Meatballs

Sweet 'n sour, bbq, sweet & savory, swedish (1 choice per order) (3 per portion) \$42

Bone-In or Boneless Chicken Wings

Served with two sauce selections - ranch, orange garlic ginger, bbq, honey mustard or red hot sauces (2 per portion) \$42

Hot Spinach Artichoke Dip

Served with crisp pita chips \$45

Variation - Spinach Dip \$35 Cheese Beer Dip \$35

Cocktail Franks in a Puff Pastry

Served with 5 flavors: Spinach & Feta, Red Pepper & Cream Cheese, Mushroom & Ricotta, Crab with Cream Cheese, and Puff Pastry with Double Smoked Sausage (3 per portion) \$42

Sweet Selections

Assorted Miniature Dessert Platter

(2 per portion) \$42

Assorted Miniature Cheesecake Platter

(1 per portion) \$45

Sugar Cookie Cup

(2 per portion) Filled with cheesecake filling topped with fresh fruit pieces. \$45

Chocolate-Covered Strawberries

Hand-dipped in milk chocolate (2 per portion) \$45

Mini Eclairs and Cream Puffs

(2 per portion) \$25

Crisp Pita Chips tossed in Cinnamon & Sugar

25 servings \$26 12 servings \$17

Add Chocolate or Caramel Syrup \$2 per order

Appetizers make for a perfect beginning or ending to an event!



Picture of Cucumber Cups with Cream Cheese Mousse



Picture of Egg Rolls

Beverages

Regular Coffee, Decaffeinated Coffee or Hot Tea - Gallon

Serves 16 persons with 8 oz cups \$18

Flavor Creamers \$.30

Regular Coffee, Decaffeinated Coffee or Hot Tea - Carafe

Serves 4 persons with 8 oz cups \$6.50

Flavor Creamers \$.30

Canned Soda \$1.50

Bottled Water

.5 liter \$1.50

Crystal Light Packets \$.30

Fruit Juice - Carafe

Orange, apple, or grape (serves 8 persons with 5 oz cups) \$6

Brewed Iced Tea - Gallon

Serves 7 persons with 9 oz cups \$6.50

Lemonade - Gallon

Serves 7 persons with 9 oz cups \$6.50

Specialty Sparkling Punch - Gallon

Serves 7 persons, served in a punch bowl with 9 oz cups \$8.50

Mock Champagne - Gallon

Serves 7 persons, served in a punch bowl with 9 oz cups \$15.50

Speakers & Presenters Water Service

Includes 5 glass goblets \$5

Linen & China Services

THESE ARE SMALL DETAILS THAT CAN MAKE A BIG DIFFERENCE TO ANY EVENT.

Linen Table Covers & Napkins

All table covers are white. Linen napkins are available in a variety of colors. Talk with a Conference and Catering rep about your color scheme. \$2/person

Individual Tables Covered

Linen cover is white \$5.50/table

Individual Tables Covered & Skirted

Linen cover is white. Skirting is available in royal blue, black or white. \$10/table

China and Stainless Flatware

This service can be added to any catered event. \$1.50



MCC Food Policy

It's the Rules...

Due to Health Department regulations and liability issues, food not prepared by the MCC Food Service cannot be served on the campus of Muskegon Community College and the James L. Stevenson Center for Higher Education. The state and local health authorities do not allow individuals to prepare or serve food without proper equipment and training. Any food remaining after a catered event is the property of the MCC Food Service and cannot be taken from an event.

Thank you for choosing Muskegon Community College Food Service to cater your special event! As early planning is the key to any successful event, MCC Food Service requires the observance of the following provisions we have established to accommodate you in the most efficient way.

Provisions

The following provisions and FAQ's will help in your event planning at Muskegon Community College.

Is there a minimum in catering orders?

Yes. In the evening, starting at 4 pm, there is a minimum order of \$50. On the weekends, there is a minimum order of \$100 per serving time.

What if I or my guests have a special dietary need/request?

If you or your guest(s) have a special dietary request, please discuss this with Conference & Catering. We can provide a special meal suitable to their diet. Conference & Catering will need to know of any special dietary requests, at the time the final catering count is due.

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

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

How long before food is removed from my event?

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

What if I need to cancel my event?

Food functions must be cancelled by noon the Wednesday, one week prior to our 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 or any other unforeseen reasons, any catering for that day(s) scheduled events will be cancelled without fees to the client 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.

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. All decorations need to be approved by the Conference & Catering Office.

Are any items compostable (biodegradable)?

Yes! Most items served on campus and events are with eco-friendly, compostable (biodegradable) dining ware. We provide hot/cold cups, forks, knives, spoons, plates and napkins that can go into compostable bins instead of trash bins.

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.

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 on your selected caterings	To guarantee your selections are available
Monday by noon <i>(one week prior)</i>	Specialty linen colors (if applicable)	To ensure we can secure your linen order
Wednesday by noon <i>(one week prior)</i>	Catering order, guaranteed guest count, delivery hours, 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

