

Muskegon Community College

Catering Services

July 2019 to June 2020



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 35 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.

Bakery Muffins \$1.50
Assortment



Big Apple Bagels \$1.50
Assortment served with cream cheese

Miniature Muffins \$.78
Assortment

Breakfast Sweets \$1.80
Variety of cinnamon rolls, turnovers, scones, danishes and braids

Miniature Breakfast Sweets \$.95
Variety of miniature danishes, muffins, donuts, turnovers, and scones



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

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

Fruit Yogurt Granola Cups \$2.85



Breakfast Buffets

Minimum 10 people. All pricing set per person.

Academic Break Plan \$10.50
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.

Morning Boost \$4.25
An assortment of miniature breakfast sweets served with freshly brewed coffee and flavored creamer cups.

Strawberry Yogurt Parfait Bar \$6.75
Strawberry yogurt served with fresh cut fruit and plain bagels with cream cheese. Served with juice (1 flavor).

Continental Breakfast \$5.75
An assortment of breakfast sweets served with freshly brewed coffee, flavored creamer cups, and fruit juices.

Basic Breakfast Buffet \$8.25
Scrambled eggs, hash brown potatoes, english muffins, bacon OR sausage served with freshly brewed coffee, flavored creamer cups, and fruit juices.

Business Professionals' Breakfast \$8.50
Assorted fresh breakfast sweets, cut fresh fruit, fruit yogurt, quiche served with freshly brewed coffee, flavored creamer cups, and fruit juices.

Yogurt Breakfast Bar \$6
Pre-filled yogurt cups, guests can add fresh-cut seasonal fruit, and baked sweet granola served with freshly brewed coffee and flavored creamer cups.

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

Bookside Breakfast Buffet \$10.50
Assorted muffins and bagels, cut fresh fruit, scrambled eggs, lyonnaise potatoes, french toast with syrup, country sausage gravy with buttermilk biscuits, bacon OR sausage links served with freshly brewed coffee, flavored creamer cups, fruit juices and hot tea.



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 \$7.50

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

Classic Chef Salad \$8.50

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

Chicken Breast Caesar Salad \$8.50

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



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 \$8.50

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).

Wrap and Sandwich Platter \$9.75

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

Right Fit \$9.25

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

Little Mexico \$9.50

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.

Substitute Seasoned Chicken instead of Seasoned Beef \$10

Hot Sandwich \$9

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

BBQ Lovers \$9.25

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

★ Add these to any lunch buffet:

8 oz bowl of hot soup for \$2.50

Glass water goblets for \$1/person

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

Lunch Buffets

Minimum of 25 people.

Buffet tables covered in linen and served on china.

All lunch buffets are served with your choice of a beverage: fresh brewed coffee, canned soda, bottled water, brewed iced tea or lemonade.

Pizza \$9

(Buffet tables covered in plastic) 2 slices per portion, Variety of Papa John's Pizza, potato chips, tossed salad with dressings or your choice of a salad and beverage.

All American \$11.75

(Buffet tables covered in plastic) Brats, hot dogs, chicken, hamburgers, pulled bbq pork or pulled bbq chicken (choice of 2), appropriate condiments, choice of a salad, vegetable relish tray with dip, potato chips, baked beans, lemonade and brewed iced tea.

Baked Potato Bar \$11

Baked potatoes with sour cream and butter on the side. Served with a tossed garden salad and dinner rolls.

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

Cold Deli Buffet \$10.50

Assorted fresh breads and rolls, meat platter including turkey breast, ham, and salami. Served with an assortment of cheese, lettuce, tomato, and pickles.

This buffet also comes with carrots and celery sticks with dip and your choice of a salad.

Cold Deli Buffet salad choices: Potato Salad, Italian Pasta Salad, Macaroni Salad, Garden Pasta Salad, or Coleslaw

Healthy Choice \$10.50

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

Choose your soup:

Chicken Noodle, Broccoli-Cheddar, Tomato Basil, or Creamy Potato-Bacon

Add 4 toppings:

Cauliflower, Broccoli, Mushroom, Cucumber, Onion, Tomato, Sliced Carrot, Radish, Spinach, Garbanzo Bean, or Sugar Snap Pea

Add an additional topping: \$.75

Add diced chicken: \$1.75

Little Italy

Served with sautéed mushrooms, onions and peppers.

Served with Parmesan cheese, breadstick, and a tossed side garden salad. Prices vary.

Choose your pasta:

Spaghetti, Penne, Farfalle, or Fettuccine

Choose your sauce:

Tomato Basil: \$10.50

Pesto: \$10.75

Alfredo \$11

Meat Marinara \$11.75

Add meatballs: \$2.75

Tex Mex \$11.50

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

Choose your cheese:

Shredded Cheese or Nacho Cheese Sauce

Choose 4 toppings:

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

Additional toppings: \$.60

Choose your sauce:

Mild, Medium or Hot Picante

Additional sauces: \$.50

Add pico de gallo \$1.50

★ Add these to any lunch buffet:

8 oz bowl of hot soup for \$2.50

Glass water goblets for \$1/person

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

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 \$15.50

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

Brooksider Buffet \$17

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

Collegiate Buffet \$19

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

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

Deep-Fried Perch \$2.00 Chef carved roast beef au jus, baked ham or turkey \$2.50

Buffet Salads

Apple-Waldorf, Caesar, broccoli salad, relish tray with ranch dip, spinach, tossed garden

Seasonal fresh fruit medley \$1.25

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 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 \$.75

Chef's choice of a cookie assortment

Frosted Sugar Cookies \$.85

Rice-Krispy Treat \$.80

Fresh Baked Ghiradelli Brownies \$1.10

Lemon Bars \$1.25

Magic Bars \$1.75



Magic Bars



Lemon Bars

Texas Sheet Cake \$2

Classic Carrot Cake \$2

(Minimum of 12 servings) Topped with cream cheese frosting

Homemade Cheesecake \$2.50

(Minimum of 12 servings)

Add blueberry, cherry or strawberry topping \$.25

Warm Cobbler \$3.25

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

Strawberry Shortcake \$3.50

(Minimum of 12 servings)

Ice Cream Sundae Bar \$4.25

(Minimum of 25 servings). Served with pre-filled Vanilla ice cream cups. Toppings may include hot fudge, caramel, strawberry, whip cream, sprinkles.



Pizza Snack Break

Ryke's Bakery Cake

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

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

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

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

Choose a 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 \$1.20

Trail Mix \$2

Peanuts, Raisins and M&M's

Pretzel for 12 people \$9

Potato Chips for 12 people \$8

Add French Onion Dip \$1

Whole Fresh Fruit \$1

Fresh Fruit Cups \$2.85

8 oz. fresh-cut fruit medley

Re-Energize! \$3.50

(Minimum of 10 guests) Freshly brewed coffee served with flavor creamer cups, canned soda, and brownie bites

Pizza Snack Break \$4.50

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

Beverages

Regular Coffee, Decaffeinated Coffee or Hot Tea - Gallon \$18

Serves 16 persons with 8 oz cups
Flavor Creamers \$.30



Regular Coffee, Decaffeinated Coffee or Hot Tea - Carafe \$6.50

Serves 4 persons with 8 oz cups
Flavor Creamers \$.30

Canned Soda \$1.50

Bottled Water \$1.50

.5 liter
Crystal Light Packets \$.30



Fruit Juice - Carafe \$6

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

Brewed Iced Tea - Gallon \$6.50

Serves 7 persons with 9 oz cups

Brewed Sweet Iced Tea - Gallon \$8.50

Serves 7 persons with 9 oz cups

Lemonade - Gallon \$7

Serves 7 persons with 9 oz cups

Specialty Sparkling Punch - Gallon \$8.75

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

Mock Champagne - Gallon \$15.50

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

Speakers & Presenters Water Service \$5

Includes 5 glass goblets



Linen & China Services

These are small details that can make a BIG difference to any event.

Linen Table Covers & Napkins \$2.25/person

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.

Individual Tables Covered \$5.75/table

Linen cover is white

Individual Tables Covered & Skirted

\$10.50/table

Linen cover is white. Skirting is available in royal blue, black or white.

China and Stainless Flatware \$1.50/person

This service can be added to any catered event.



Appetizers

The perfect beginning!

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 \$35



Deluxe Fresh Cut Fruit & Cheese Display with Crackers

25 servings \$69 12 servings \$41

Fruit Kabobs \$25

(1 per portion)

Crisp Pita Chips with Roasted-Red Pepper Hummus

25 servings \$26 12 servings \$18

Cucumber Cups

filled with a cream cheese mousse (1 per portion)

25 servings \$35 12 servings \$21

Variation - filled with roasted-red pepper hummus



Cucumber Cups



Mini Eclairs and Cream Puffs

Hot Selections

Our hot appetizers require the use of chaffers and have a 2-hour food availability limit.



Egg Rolls \$42

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

Meatballs \$42

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

Bone-In or Boneless Chicken Wings \$44

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

Spinach Artichoke Dip \$46

Served with crisp pita chips

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

Cocktail Franks in a Puff Pastry \$42

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)

Sweet Selections

Assorted Miniature Dessert Platter \$44

(2 per portion)

Assorted Miniature Cheesecake Platter \$45

(1 per portion)

Sugar Cookie Cup \$45

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



Chocolate-Covered Strawberries \$50

Hand-dipped in milk chocolate (2 per portion)

Mini Eclairs and Cream Puffs \$25

(2 per portion)

Crisp Pita Chips tossed in Cinnamon & Sugar

25 servings \$26 12 servings \$17

Add Chocolate or Caramel Syrup \$2 per order

MCC Food Policy

It's the Rules...

Due to Health Department regulations and liability issues, food/beverages not prepared by the MCC Food Service cannot be served on the main campus of Muskegon Community College.

Any food/beverages remaining after a catered event is the property of the MCC Food Service and cannot be taken from an event.

Food and/or beverages served at the Sturris Technology Center and the MCC Ottawa Center can only be provided by a pre-approved caterer. Contact Conference & Catering for the pre-approved list of caterers.

The state and local health authorities do not allow individuals to prepare or serve food without proper equipment and training.

Muskegon Community College is a closed venue to outside food sources and other caterers. All food/beverages served on the main campus of MCC must be arranged through the Conference & Catering Services Office (including desserts and specialty cakes). Food/beverages served at the Sturris Technology Center and the MCC Ottawa Center can only be provided by a pre-approved caterer. Call Conference & Catering Services for the pre-approved list of caterers.

Catering Due Dates

10 Business Days Prior

Menu selection and estimated number of guests count is due. Please note minimums on your catering selections.

Wednesday (one week prior) before noon

Final catering selections, final guest count, service time, any special dietary needs, and signed confirmation is due.

Less than 5 business days prior

A late charge of \$25 is added to any catering ordered received less than 5 business days prior to an event.

Provisions

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.

Is there a minimum in catering orders?

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

What if I or my guest(s) 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.

Provisions Continued

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

Catering orders, other than dinner buffets, will not include service staff 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 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 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 BOT 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, one week prior to the event. The remaining balance will be invoiced following the event.

Thank You

