



# Calvin

*Catering Services*

## All In One Place

Welcome to Calvin Catering Services. Food is an important part of any event, and it is our mission to deliver excellent food products and services.

Whether your function is a breakfast for ten people or dinner for five hundred. Calvin Catering will provide delectable food with meticulous attention to detail and impeccable service. Formal or informal, we'll help you create an exceptional event.

## Flexible and Accommodating

Being flexible is one of the most defining attributes of our team. While providing great food is a priority, just as important is having the structure within that allows us to accommodate our busy students, faculty and on the go professionals, we have on campus.

## We Are Here For You

### 24/7 Service

As a catering service, we recognize that planning an event isn't always during traditional business hours, that's why we are committed to being of service 24/7 to meeting our client needs. With that, a 72 hour notice of additional guests, change in venue or cancellations is required and 7 days for Prince Conference Center.

## Pricing

A service charge of 18% applies to all food and beverage. Michigan state sales tax of 6% will be applied to all charges unless tax exemption applies. Menu prices are subject to change due to market conditions. Menu prices will be guaranteed 60 days before your scheduled event.





## Things to Remember

### Get Started

Before contacting our catering, room reservations must be made through Venues at Calvin (616) 562 -7045. Special items such as podiums, microphones, tables, etc. should be discussed at this time.

Calvin Catering provides buffet tables only. Internal clients must have an internal budget number for billing purposes.

### Food and Beverages

Calvin Catering handles all food services on campus except The Prince Conference Center. Reservations may be made for the Prince Conference Center by calling Venues at Calvin (616) 562 -7045.

### Event Requirements

The Host is responsible for securing space with Venues at Calvin before ordering catering. All event details (including menu, final guest count, agenda with meal times and any dietary restrictions) must be confirmed no later than seven (7) business day before the event date to ensure proper service, food amounts, etc.



## Allergies and Food Sensitivities

Eight food items account for almost 90 percent of food allergic reactions: milk, eggs, nuts, tree nuts, fish, shellfish, soy, and wheat. We work hard to identify all dishes that are prepared with these select items.

When in doubt... Ask! Our staff would love to help and if we don't know the answer, we will do our best to find it.

The Calvin Dining Service team is awesome to partner with for any event! I appreciate their attention to detail and the exquisite presentation that goes into each and every event. Whether the request is for a high-end luncheon, or a themed departmental gathering, I know the CDS team will go the extra mile and that our guests will leave delighted with the experience.

-Kathleen Sipple

