



C A T E R I N G



AT  
**NORTHWESTERN  
MICHIGAN  
COLLEGE**





# Our Menu



WELCOME LETTER

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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



# Welcome



Northwestern Michigan College is committed to making your event a success. Our catering professionals are available to assist you with planning every aspect of your event. Our culinary team has designed a variety of menus to fit a wide range of tastes and budgets, including regional ingredients, NMC favorites and specialty items. Our goal is to provide you with the freshest selections of food items that are beautifully displayed, and served professionally by our highly trained staff. We strive to exceed the expectations of every single client and guest.



This brochure will guide you through the planning process for a catered event. Should you desire a customized menu for your event, we will be happy to meet with you to create a special menu for your specific needs. Contact us at 231.995.1403 or email us at [catering@nmc.edu](mailto:catering@nmc.edu).



For more information, we invite you to visit our web site at [www.nmcdining.com](http://www.nmcdining.com).



## A GREAT START

### SUNRISE BREAKFAST BUFFETS (12 GUEST MINIMUM)

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All Sunrise Breakfast Buffets include freshly brewed Starbucks regular and decaffeinated coffee, hot tea and carafes or pitchers of assorted fruit juices.

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#### EARLY RISER

An assorted tray of breakfast pastries, which may include danish, donuts, muffins and breakfast breads.

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#### EYE OPENER

An assorted tray of breakfast pastries, and an assortment of fresh seasonal sliced fruit.

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#### SUNRISE START

Assorted bagels and scones with accompaniments, fruit yogurt, granola, and an assortment of fresh seasonal sliced fruit.

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#### A HEARTY GOOD MORNING

A hot breakfast buffet that really hits the spot! Fluffy scrambled eggs; home-fried potatoes; pancakes; your choice of bacon, sausage, or ham; and an assortment of fresh seasonal sliced fruit.

Please contact our Catering Manager about our Cooked to Order Omelet Bar or to create a custom breakfast buffet.

# B R E A K F A S T



## A GREAT START

### SUNRISE BREAKFAST BUFFET ADD ONS

The following items can be added on to any of the Sunrise Breakfast Buffets to create a custom menu for any occasion.

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#### ENTRÉES

- Lo-carb breakfast: tray of assorted cheeses, hard-boiled eggs, and julienne turkey and ham
- Omelets cooked to order  
(Requires chef service)
- Mushroom cheese strata
- Ham and potato frittata
- Cereal with milk
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon (3 slices per person)
- Sausage links (2 links per person)
- Turkey sausage (2 links per person)
- Ham steak
- French toast
- Waffles
- Pancakes
- Home-fried potatoes

B R E A K F A S T



## A GREAT START

### SUNRISE BREAKFAST A LA CARTE

The following items are available A La Carte to create a custom welcome reception or coffee break.

#### BAKERY A LA CARTE, SOLD BY THE DOZEN

- Assorted bagels with condiments
- Assorted donuts
- Croissants
- Assorted pastries
- Sticky rolls
- Scones
- Assorted breakfast breads
- Assorted mini-muffins
- Assorted House-made Biscotti

#### BEVERAGES, 16 SERVINGS PER GALLON 12 SERVINGS PER AIRPOT

- Bottled iced tea/each
- Assorted 20oz bottled soft drinks/each
- Assorted juice - by the carafe, gallon or 10oz bottles (orange, apple or cranberry)
- Bottled Dasani water/each
- Fresh brewed Starbucks regular and decaffeinated coffee – by the gallon or airpot
- Hot Tea setup—regular, decaffeinated, and herbal teas - by the gallon or airpot
- Hot chocolate – by the gallon
- Hot Cider – by the gallon

#### MORNING BREAKS A LA CARTE

- Cereal with milk
- Yoplait yogurt, assorted
- Seasonal fresh fruit salad
- Seasonal whole fresh fruit
- Seasonal fresh cut fruit

B R E A K F A S T



## LUNCH TIME

### EXECUTIVE BOX LUNCHES (5 GUEST MINIMUM)

Our signature specialty sandwiches and salads are individually and distinctively packaged to create a lasting impression. Executive Box Lunches include a chef-selected gourmet dessert bite, and are accompanied by an assortment of chilled 20oz bottled soft drinks and Dasani bottled water. These items can also be set up buffet style if you prefer (12 guest minimum).

#### BISTRO GRILL

Grilled herb chicken breast with melted mozzarella cheese and pesto mayonnaise on focaccia bread; served with the side salad of the day, and a fresh fruit garnish.

#### ITALIAN PANINI

Salami, ham, provolone cheese, roasted red peppers on a French roll with garlic mayonnaise; served with the side salad of the day, and a fresh fruit garnish.

#### GRILLED PORTOBELLO ON FOCACCIA

Grilled Portobello mushroom sandwich with provolone cheese; served with the side salad of the day, and a fresh fruit garnish.

#### SWEET BEEF

Roast beef with caramelized onion and Dijon mayonnaise on a baguette; served with the side salad of the day, and a fresh fruit garnish.

#### TURKEY BLT WRAP

Turkey, bacon, cheddar cheese, lettuce and tomato with horseradish cream cheese on a flour tortilla; served with the side salad of the day, and a fresh fruit garnish.

#### GRILLED CHICKEN CAESAR SALAD

Marinated, grilled and chilled chicken breast on a bed of crisp romaine lettuce with shredded Parmesan cheese, herbed croutons and Caesar dressing; served with fresh focaccia.

#### CHEF SALAD

A bed of crisp lettuce topped with julienne ham and turkey, cheddar cheese, hard boiled egg, tomato, and honey mustard dressing; served with fresh focaccia.

#### GRILLED CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, bell peppers, onions, and salsa garnished with tomato, avocado slices and served with tri-color tortilla chips and spicy ranch dressing.

#### ANTIPASTO SALAD

Genoa salami, capicola ham, pepperoni, sliced black olives, diced tomatoes and provolone cheese with fresh greens, herbs and red wine vinaigrette; served with fresh focaccia

#### VEGETARIAN HUMMUS PLATE

Red bell pepper hummus served with crisp vegetable sticks, olives and pita wedges.

# EXECUTIVE BOX LUNCHES



## LUNCH TIME

### EXPRESS BOX LUNCHESES (25 GUEST MINIMUM)

When you need to feed a crowd quickly and economically, our Express Box Lunches are the perfect solution. These lunches are packaged with condiments, potato chips, dessert, and whole fruit. Express Box Lunches are accompanied by an assortment of chilled 20oz bottled soft drinks and Dasani bottled water.

#### ROAST BEEF AND CHEDDAR

Sliced roast beef and cheddar cheese on marbled rye bread.

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#### HAM AND SWISS

Sliced baked ham and Swiss cheese on whole wheat bread.

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#### TURKEY AND PROVOLONE

Honey roasted turkey and provolone on a Kaiser roll.

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#### VEGGIE-HUMMUS WRAP

A medley of fresh vegetables and red bell pepper hummus in a whole wheat wrap.

# EXPRESS BOX LUNCHESES



## LUNCHEON BUFFETS

### LUNCHEON BUFFETS (12 GUEST MINIMUM)

Our luncheon buffets are presented on linen covered buffet tables using stylish serving pieces and chaffers. All Luncheon Buffets include an assorted cookie and brownie tray, and carafes or pitchers of lemonade, iced tea and water.

#### SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, choice of pasta or potato salad and potato chips.

#### FIVE SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad (with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings), all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, and potato chips.

#### OPTIONAL ADDITIONS:

- Add freshly made soup of the day to your buffet ~ \$1.49 per person
- Substitute 20oz bottled beverages for lemonade and iced tea ~ \$1.19 per person
- Add pasta salad, potato salad, or tossed garden salad with tomatoes, cucumbers, red onion and croutons ~ \$1.19 per person
- Substitute dessert bars for the cookie/brownie assortment ~ \$0.99 per person

#### CAESAR SALAD BAR BUFFET

Romaine lettuce tossed with shredded parmesan cheese, herbed croutons and Caesar dressing; served with rolls and butter.

#### OPTIONAL ADDITIONS:

- Grilled chicken ~ \$1.49 per person
- Grilled steak ~ \$1.99 per person
- Grilled salmon ~ \$1.99 per person
- Grilled shrimp ~ \$2.49 per person

#### TACO BAR BUFFET

South of the border-style salad, hard and soft tortillas, seasoned taco meat, bandito beans, Spanish rice, lettuce, tomatoes, green onions, black olives, sour cream, jalapeños, guacamole, cheddar cheese, and salsa served with tortilla chips and Cinnamon Churros for dessert.

#### WRAP BAR BUFFET

An assortment of wraps—including chicken Caesar salad, turkey-cheddar and veggie-hummus, potato chips, and your choice of pasta or potato salad.

## LUNCHEON SALADS



# BOUNTIFUL DINNER BUFFETS

## CREATE-YOUR-OWN BUFFET (25 GUEST MINIMUM)

Our Create-Your-Own Buffets are accompanied by dinner rolls, choice of dessert, freshly brewed Starbucks regular and decaffeinated coffee, hot tea, iced tea and water.

### GREAT BUFFET

Choice of three entrees, three sides, and two salads.

### NMC BUFFET

Choice of two entrees, two sides, and one salad.

### CARVED ENTREES, REQUIRES CHEF SERVICE

- Apricot glazed baked ham
- Roasted turkey with cranberry-dijon mustard
- Herb-crusted top round of beef
- Roasted pork loin with red onion marmalade

### ENTREES

- Baked ham
- Sliced top round of beef
- Traditional meat lasagna
- Vegetarian lasagna
- Eggplant Parmesan
- Sliced roasted turkey
- Chicken breast w/ lemon-basil cream sauce
- Chicken Marsala
- Breaded Cod
- Manicotti with meat sauce

### DESSERT CHOICES: SELECT ONE

Chocolate Cake; German Chocolate Cake; Cheesecake with Fruit Sauce; Carrot Cake with Cream Cheese Frosting; Dutch Apple Pie; Peach Cobbler; Blueberry Crisp; Pumpkin Pie; Cherry Pie

### SIDES (STARCH)

- Au gratin potatoes
- Mashed potatoes with gravy
- Rice pilaf
- Stuffing
- Wild rice
- Baked potato
- Herbed redskin potatoes
- Buttered noodles

### SIDES (VEGETABLE)

- Broccoli or cauliflower with cheese sauce
- Buttered corn
- Honey glazed carrots
- Green beans
- Chef's mixed vegetables
- Seasonal vegetable
- Baked squash
- Green bean casserole

### SALADS

- Tossed garden salad
- Caesar salad
- Italian pasta salad
- Garden pasta salad
- Potato salad (regular or german style)
- Four bean salad
- Waldorf salad

# BOUNTIFUL BUFFETS



## MOVABLE FEASTS

### MOVABLE FEASTS (12 GUEST MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience. Movable Feasts include an assorted cookie and brownie tray, and carafes or pitchers of lemonade, iced tea and water.

#### BACKYARD BBQ

Hamburgers; hot dogs; veggie burgers; sliced cheese; two salads (choice of potato salad, pasta salad or coleslaw); relish tray with lettuce, tomato, pickles and onions, condiments; and potato chips

- Add chicken ~ \$2.99 per person
- Add ribs ~ \$2.99 per person
- Add steak ~ \$5.99 per person

#### TEXAS STYLE BBQ

Choice of Pulled BBQ pork or BBQ chicken breasts with Bacon-Cheddar BBQ sauce; hamburgers; beef hot dogs; vegetable burgers; corn on the cob; three sides (choice of baked beans, potato salad, cole slaw, or pasta salad); sliced cheese; relish tray with lettuce, tomato, pickles, onion; and condiments.

#### OPTIONAL ADDITIONS:

- Add watermelon ~ \$0.99 per person
- Substitute 20oz bottled beverages for lemonade and iced tea ~ \$1.19 per person
- Substitute dessert bars for the cookie/brownie assortment ~ \$0.99 per person

#### FAJITA BAR

Choice of chicken, beef, or vegetable fajitas and warm flour tortillas accompanied by Spanish rice, bandito beans, and traditional toppings; served with cinnamon churros for dessert.

#### ITALIAN BUFFET

Garlic chicken; vegetable lasagna; manicotti with meat sauce; roasted red skin potatoes; green beans; two salads (choice of Caesar, tossed garden salad, or Italian pasta salad); garlic breadsticks; accompanied by cheesecake with fruit sauce for dessert.

#### PIZZA & WINGS & THINGS

Buffalo wings (6 per guest); blue cheese dressing; celery sticks; carrot sticks; pizza with choice of 3 toppings (2 slices per guest); and Caesar salad. This menu item is served with assorted 20 oz bottled beverages included, and is served in all disposable containers.

MOVEABLE FEAST



## CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. All plated dinners are priced per person based on one entrée selection. Multiple entrees are possible, and vegetarian and special dietary requirements can always be accommodated. All menus are served with your choice of either a tossed garden salad or classic Caesar salad; and accompanied by dinner rolls and butter; freshly brewed Starbucks regular and decaffeinated coffee, hot tea, iced tea and a choice of dessert.

- BEEF**
- FILET MIGNON**  
*With Truffled Bordelaise sauce*  
Irish Champ potatoes and steamed asparagus bundles.
- BEEF WELLINGTON**  
*With Sherry sauce*  
Duchesse potatoes and bundled French beans.
- STEAK AU POIVRE**  
*With onion peppercorn sauce*  
Saffron risotto and spaghetti squash nest.
- ROASTED PRIME RIB OF BEEF**  
*With au jus and horseradish cream*  
Red bliss potatoes and roasted carrots, peas and pearl onion.
- PORK**
- SOUTHWESTERN GLAZED PORK LOIN**  
*With Chipotle pepper sauce*  
Spanish rice and trinity of peppers.
- BOURBON ROASTED PORK LOIN**  
Pan fried mushroom polenta and Vichy vegetables.
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- POULTRY**
- CHICKEN PICCATA**  
*With lemon caper sauce*  
Roasted vegetable rice pilaf and baked zucchini.
- CHICKEN CORDON BLEU**  
Dauphines potatoes and sautéed asparagus
- GARLIC CRUSTED CORNISH GAME HEN**  
*With Hunter sauce*  
Irish Champ potatoes and bundled French beans.

C L A S S I C S



## CULINARY CLASSICS

### LAMB

#### HERB CRUSTED LAMB CHOPS

*With garlic Bordelaise sauce*  
Roasted redskin potatoes and sautéed asparagus.

### SEAFOOD

#### SKEWERED SHRIMP SCAMPI

Basil orzo and bundled French beans.

#### CHAR GRILLED SALMON

*With apricot sauce*  
Wild rice pilaf and steamed broccoli spears.

#### TRIO OF CRAB CAKES

*With yellow pepper aioli and red pepper coulis*  
Saffron risotto and sautéed shitake mushrooms and root vegetables.

### VEGETARIAN VEGETABLE NAPOLEON

*With sage burre blanc*  
French style orzo

#### THREE CHEESE RAVIOLI

*With tomato alfredo sauce*  
Sautéed asparagus tips.

#### EGGPLANT PARMESAN

*With marinara sauce*  
Italian style orzo.

#### DESSERT CHOICES:

- Black Forest Cake
- Chocolate Mint Ganache Torte
- Raspberry Fondant Torte
- Vanilla Brioche Bread Pudding with Golden Raisins

C L A S S I C S



## CULINARY CLASSICS MENU ACCOMPANIMENTS

The following specialty salads and desserts can be substituted in your buffet or plated meal menu for an additional charge.

### SPECIALTY SALADS

#### CAPRESE SALAD

Buffalo mozzarella, tomato and fresh basil with balsamic vinaigrette

#### SPINACH SALAD WITH WARM BACON DRESSING

Baby spinach, fresh mushrooms, hard cooked eggs, red onion, bacon crumbles and hot bacon dressing

#### CHERRIES JUBILEE SALAD

Romaine, baby spinach, dried cherries, pecans, red onion and cherry vinaigrette

#### ICEBERG WEDGE WITH MAYTAG BLEU CHEESE DRESSING

#### PEAR AND TOASTED WALNUT SPRING SALAD

Field greens, poached pear, toasted walnuts and balsamic vinaigrette

### SPECIALTY DESSERTS

#### FRAISIR TORTE

Pistachio sponge cake, raspberries, strawberries, and Framboise Cream

#### TRIO OF TRUFFLES

Chef's selection of three house-made chocolate truffles accented by an accompanying sauce

#### FRESH FRUIT SORBET

Refreshing sorbet made from your choice of fresh fruit.

#### TOWER OF KAHLUA TIRA MISU

Contemporary adaptation with mocha sauce

#### CRÈME BRÛLE

Classical vanilla bean infused custard

#### HAZELNUT TORTE

Hazelnuts and Frangelico



## FINISHING TOUCHES

### DESSERT BARS, PER DOZEN

We will cut your dessert bars into triangles, logs and squares to create an attractive platter

- Chocolate brownies
- Marble brownies
- Lemon bars
- Marshmallow krispies
- Oreo dream bar
- Carrot cake bar
- Square petit fours

### COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate-chocolate chip
- Assorted house-made biscotti

### ICE CREAM SUNDAE BAR, PRICED PER PERSON; 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

- Crushed nuts
- Sprinkles
- Brownie crumbles
- Maraschino cherries
- Granola
- Whipped topping
- M & M's

### CHOCOLATE FONDUE BAR

PRICED PER PERSON; 25 GUEST MINIMUM

Chocolate fondue served with the following dipping items:

- Pound cake
- Marshmallows
- Bananas
- Strawberries
- Pretzels

# FINISHING TOUCHES



## GOURMET DIPS , PLATTERS AND DISPLAYS

### ASSORTED DIPS, BY THE POUND

Served with appropriate chips, crackers, pita chips, sliced baguettes or crostini

- Warm spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Roasted red bell pepper hummus
- Crab dip
- Shrimp dip
- Seven layer dip with tortilla chips

### PLATTERS AND DISPLAYS,

SMALL (Serves 10-12) MEDIUM (Serves 25-30)

LARGE (Serves 40-50)

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Silver Dollar Sandwiches (turkey, ham, roast beef)
- Tea Sandwiches (ham salad, chicken salad, and cucumber)
- Fresh seasonal fruit
- Gorgonzola or Pesto cheesecake, 9" with sliced baguettes, Serves 25-30

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### SPECIALTY DISPLAYS, PRICED PER PERSON; 25 GUEST MINIMUM

#### FLOATING HORS D'OEUVRES

Two tiered hanging table-top display with edible cones filled with roasted red bell pepper mousse; herbed cream cheese mousse, and salmon mousse. A breathtaking addition to a cheese and fruit display or our Focaccia bar.

#### FOCACCIA BAR

Toasted Parmesan and Rosemary Focaccia served with Gorgonzola Dip, Tuscano Sauce, White Bean Dip and Pancetta Cheese Dip

#### TAPAS RECEPTION

Wedges of Spanish Manchego Cheese with Sliced Baguettes and Gourmet Crackers; Oven-Roasted Marinated Tomatoes on Garlic Crostini with Goat Cheese; Flatbread with Caramelized Onion, Roasted Red Peppers, Black Olives, Tuna and Feta Cheese; Marinated Button Mushrooms; Spanish Chicken Wings in Garlic-Sherry Reduction; Meatballs with Peaches; Beef Tenderloin Cubes with Blue Cheese and Olive Oil.

# GOURMET DIPS, PLATTERS AND DISPLAYS



## HORS D'OEUVRES & CARVING STATIONS

The following hors d'oeuvres can be set up as a stationary display or butler passed, depending on the style of your event. Hors d'oeuvres are priced by the dozen, with a two dozen minimum of each type selected.

### HOT

- Spanakopita
- Honey drizzled chicken drumettes
- Coconut shrimp
- Meatballs in porcini mushroom sauce
- Sausage bites with champagne mustard and white wine
- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Potstickers
- Oysters Rockefeller
- Parmesan artichoke hearts
- Mini lamb chops
- Crab rangoon
- Roasted red pepper and Gouda quesadillas
- Chicken satay with peanut sauce
- Crab cakes
- Vegetable tartlets
- Mini quiche
- Pork tenderloin and shitake crostini

### COLD

- Vegetarian sushi roll
- Sushi
- Shrimp cocktail
- Crab claw cocktail
- Crenshaw or cantaloupe wrapped with Prosciutto
- Skewered fruit with yogurt dressing
- Salmon pinwheel
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Tuscan Bruschetta

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### CARVING STATIONS

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge for the carving chef. Minimum service is for 25.

- Roast top round of beef with au jus
- Beef tenderloin with sherry-peppercorn sauce
- Roast prime rib with au jus and horseradish cream
- Roast pork loin with red onion marmalade
- Roasted turkey with cranberry-dijon mustard
- Mustard and apricot glazed ham

H O R S D ' O E U V R E S



## BEVERAGES & SNACKS

HOT, SOLD BY THE GALLON OR AIRPOT  
16 SERVINGS PER GALLON  
12 SERVINGS PER AIRPOT

- Brewed Starbucks regular and decaffeinated coffee
- Hot Tea setup—regular, decaffeinated, and herbal teas
- Hot cocoa (seasonal)
- Hot cider (seasonal)

### COLD BOTTLED BEVERAGES

- Bottled soda, 20oz
- Bottled Dasani water, 20oz
- Bottled Tropicana juices, 10oz
- Milk
- Sports drinks
- Energy drinks
- Bottled teas

PUNCHES, SOLD BY THE GALLON:  
16 SERVINGS PER GALLON

- Lemonade
- Fruit juices: orange, apple, cranberry
- Iced tea
- Lemon-Raspberry punch
- Orange Blossom punch
- Guava punch
- Cappuccino punch

## BEVERAGES & SNACKS



# Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

## **Arranging and Reserving a Date**

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection need to be decided at least seven business days before the function. Wedding receptions and other large social events require a \$500 non-refundable deposit to secure the date. You may contact the catering department at 231.995.1403 or email us at [catering@nmc.edu](mailto:catering@nmc.edu). For further information, please visit our website at [www.NMCDining.com](http://www.NMCDining.com).



## **Reserving a Location**

Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. For events on campus, you must arrange for room reservations, as well as any tables, chairs, and other equipment needed through NMC's Central Scheduling at 231.995.1113.



To schedule an event at the Dennis Museum, please contact the museum directly at 231.995.1595.

## **Pricing**


Food and beverage prices listed in our brochure are for all events, both on or off premise. Prices are subject to change at any time. Food orders billed directly to an NMC departmental account will receive an In-House Discount of 20%, which applies to all food items. Beverages, service and equipment rentals are excluded from this discount. Departmental FOPAL number must be provided when placing the order.





# Planning Your Special Event

## **Contact the Catering Office**




At least seven days before the event, contact the Catering Office at 231.995.1403 or email us at catering@nmc.edu. Most arrangements can be made by phone or email; others may require an appointment. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The catering office hours are Monday through Friday, 8:00 am until 4:00 pm, closed on some holidays. After we have finalized all the details of your special event, you will receive a confirmation sheet to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, **MUST** take place at least three business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the three business days allowed, we will prepare for the estimated number and charge accordingly.



## **Event Confirmation and Guarantees**

A guarantee is required a minimum of three business days before your catered event. This confirmation and guarantee will include the exact times, location, guest count attendance, menu choices, requested services or rentals and room setup. Event billing is based on your guarantee or the number actually served, whichever is greater.




If your event is cancelled, you are responsible for contacting the Catering Department and canceling the event. You will be liable for 50% of your food bill for any canceled event unless the cancelation is made three or more business days prior to the event and confirmed in writing by the customer. Weddings and large social events will receive no refund if canceled less than two weeks prior to the event. If Northwestern Michigan College is closed all on campus events will be automatically cancelled.




# Planning Your Special Event

## **Payment**



All catered functions must have a secured payment before they occur. Visa, MasterCard, Discover, American Express, Cash, Check, Purchase Orders, and Departmental Accounts are all valid payment methods. Non-University related groups are required to make a deposit of 75% not less than one week prior with the balance due at the beginning of the event. Tax exempt organizations are required to submit a copy of their exemption certificate when placing their order. Wedding receptions and other large social events require a \$500 deposit to secure the date, with the final guest count and remaining balance due two weeks prior to the event.

## **Delivery Fees**




There is no delivery fee for catering services held within West Hall. On-campus deliveries outside the building will be subject to a \$7.50 delivery fee. Off-campus deliveries will be subject to a \$15.00 delivery fee. Deliveries outside of a five mile radius of NMC's main campus will also be subject to a one way mileage charge of \$1.00 per mile.

## **Alcohol Policy**

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Northwestern Michigan College reserves the right to refuse service of alcoholic beverages to any person. All personnel serving alcohol have completed the TIPS Training Program for Service.

## **Alcohol Service/Policy**



A full bar setup at a dinner or reception is \$5.00 per person. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice, mixers, napkins and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75 -100 guests for beer and wine service. For a full bar setup we recommend one bartender for every 50 guests. Bartender service is billed additionally.



# Planning Your Special Event

## **Attendants & Servers**

To ensure that your event is a success, a buffet attendant will be provided for all buffets with fifty or more guests during the first two hours of service. If additional time is needed, a fee of \$25.00 per attendant with a four hour minimum will be applied. We recommend that you also have one server for each 50 guests for all receptions and breaks with 50 or more guests. In order to provide excellent meal service to you and your guests, we require the following staffing guidelines for all full service events: Buffet Service, one server for each 25 guests; Plated Meals, two servers for each 15-20 guests.



## **Catering Equipment**

As the host of the catered event, you are responsible for the equipment we have provided for service. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



## **China Charges**

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Buffet China and Linen Service	\$7.00 pp
Coffee or Beverage China Service	\$3.00 pp
Full Bar Glassware Service	\$4.00 pp
Reception China and Silverware	\$4.00 pp



All of the above items are charged per person. Culinary Classic plated meals include full china and linen service. Please be advised that china service will necessitate additional servers for your event.



# Planning Your Special Event

## **Linens and Skirting**

We will provide linens and skirting for food and beverage setup tables at no charge. If you would like linen to be placed on guest tables for receptions, breaks, meetings and boxed lunches there will be a \$10.00 fee for each tablecloth. The same applies to registration, name tag, head tables, and any additional table that will not be directly used for food setup. Skirting can be done on any table for a fee of \$20.00 per skirt. Specialty linens or napkins to match your color scheme are available upon request for an additional charge.



## **Floral Charges**

We will be happy to order, receive and handle floral arrangements for you. Additional fees will be determined in accordance with your specific needs.



## **Late and Minimum Charges**

A late charge of 15% will be assessed for any event booked with less than 72 hours notice. Any changes made once the event has been confirmed, with less than 72 hours notice will be charged an additional 10% fee.

## **Food Removal Policy**

Health department and insurance regulations do not permit us to leave leftover food items. Responsibility for proper food handling, storage and disposal is assumed by the client for all items purchased for pick up or drop off.



