

AQUINAS COLLEGE

Dining Services

RECEPTION GUIDE

WELCOME

TO ADS CATERING

Thank you for letting us be a part of your event. We look forward to providing attentive and flexible hospitality service.

We can happily accommodate for food allergies and dietary restrictions. Please let us know how we can be of assistance. We look forward to serving you!

CONTACT INFORMATION

AQUINAS DINING SERVICES

1700 Fulton Street E
Grand Rapids, Michigan 49506

SUZANNE MIRACLE

Director of Dining Services
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CALLEEN TERBEEK

Catering Manager
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FOOD WAIVER.....4

GENERAL INFORMATION

General.....5
Conferencing Department.....6
Confirmations.....6
Cancellations6
Payment.....7
What is Included8
Deadlines.....8

MENU ITEMS

Appetizers9
Entrée Choices.....10-12
Wedding Cake/Desserts 13
Late Night Snacks..... 14

FOOD WAIVER INFORMATION

By contractual agreement between Aquinas Dining Services and Aquinas College, Aquinas Dining Services shall manage and operate retail, catering, and conference services food and beverage at these listed locations:

Wege Student Center
Donnelly Center
Cook Carriage House
Sturris Center
Holmdene

This ensures safety and compliance with state and local health regulations as well as campus policies. Under special circumstances, food waivers are permitted by Aquinas Dining Services for certain on-campus, sponsored fund raisers and/or events at the discretion of Aquinas Dining Services. Aquinas Dining Services has the right of first refusal.

Please fill out the form online for consideration and return to Calleen TerBeek, Catering Manager, a minimum of 7 business days prior to the event either by email or in person. If the food waiver is approved, the client is responsible for all service wares, linen, and clean-up in accordance with the Zero Waste and Sustainability policies at Aquinas College, and ADS will not be held legally liable for any happenings at, or related to the event.

Please feel free to contact Food Service Office with any questions concerning the food waiver. This document will be kept on file in the Campus Dining Office as a precautionary measure.

GENERAL

All menu prices are priced per person.

Due to Health department regulations, food items cannot be removed from the facility. This policy applies to all food, including entrées for guaranteed guests unable to attend. Outside food and beverage is prohibited. All food must be purchased through Creative Dining Services.

Aquinas Catering cannot be held responsible for food quality due to delays of 30 minutes or more within the scheduled start time.

To expedite your plated service (if applicable) and avoid confusion, we recommend that only one meal choice be provided for all your guests. If two or more different menu selections are required then:

Place cards must be provided for each guest to identify menu selection to assure proper meal service

If tax exempt, Aquinas Catering must receive a tax exempt documentation including ID number 7 days prior to the event.

All menu prices are subject to 6% sale tax and a service charge of 18% for external clients and 8% for internal clients. Additional staffing fees may apply and are quoted based upon the final menu and type of service.

Prices and products are subject to change due to market availability and price fluctuations.

CONFERENCING DEPARTMENT

The first step is to contact the Aquinas Conferencing Department to book space on campus for your event. This can be done by emailing the conferencing department at confer@aquinas.edu.

The conferencing department is in charge of booking space on campus, room rates, room setup, any technical needs for your event and is a separate entity from the Catering Department.

CONFIRMATIONS

All catering orders must be created and confirmed no later than one week prior to ensure a successful event. In the event that a last-minute order is created, please confirm all catering details as soon as possible. Thank you for understanding.

PAYMENT

Internal Clients: 11-digit internal budget number is required prior to event.

External Clients: The Catering Department is a separate entity from Aquinas Conferencing Services, and each department will require separate billing. Thank you for understanding.

Catering services will be invoiced to the client after event. Payment due upon receipt either in person or over the phone. We accept Master Card, Visa and Discover for credit card payments. AmEx is not taken at this time.

Please make checks payable to: "Creative Dining Services"

Please submit to Creative Dining Services at the address below:

Food Service, Attn: Calleen TerBeek
Aquinas College
1700 Fulton Street E
Grand Rapids, MI 49506

GENERAL INFORMATION

WHAT IS INCLUDED

A complete meal: house salad including two dressing choices, rolls and butter, a complete entrée with one choice of starch and one choice of vegetable.

Preset waters and carafes per table. Standard Coffee Service – includes regular, decaf, and hot tea.

Cake cutting/service of desserts including plates and silverware.

Standard linen from Valley City for all food/beverage tables and guest seating. All auxiliary tables will be billed per usage. (gift table, card table, seating table, etc.)

Service staff for the entire event

DEADLINES

1 month prior to reception – Menu finalized and food deposit of \$1,000 is due. Payment is accepted in the form of checks made payable to “Creative Dining Services”. We also accept Master Card, Visa and Discover for credit card payments. AmEx is not taken at this time.

1 week prior to reception – Final headcount is due, after which the final bill will be issued. If the service is to be plated, the per table entrée breakdown and description of entrée selected denoted per seating card is due. Seating cards are mandatory for all plated wedding receptions. Thank you for understanding.

1 day prior to reception – Remaining balance of catering invoice is due in full.

Any additional charges on the day of the reception will be billed to client. Payment due upon receipt.

APPETIZERS

CHICKEN AND CHEESE QUESADILLA

chili-lime marinated shredded chicken, sautéed peppers, onion, and shredded cheese, served with salsa and sour cream \$2.25

MEATBALLS

barbecue, Swedish, or pork Thai chili \$2

ASSORTED CHEESE PLATTER

served with assorted crackers \$3

ADD BAKED BRIE CHEESE additional \$1.50 if adding to cheese platter. Just Brie \$4, Kahlua and pecan; fresh Michigan apple walnut chutney; savory pesto; strawberry jam; or fresh raspberry

FRESH FRUIT PLATTER \$4

VEGETABLE CRUDITÉS

served with ranch and hummus \$2

MINI SHREDDED CHICKEN PURSES

vin blanc \$2.50 (2 per)

ARTICHOKE FLATBREAD

cream cheese dill spread, topped with artichokes, sun dried tomato, spinach, and roasted garlic \$2.50

LOCAL FRANK'S KIELBASA

and Brussels sprouts skewer with stone ground mustard \$2.50

Considering a certain appetizer item on a skewer? We have ideas, just ask!

ENTRÉES

CENTER OF THE PLATE

CHICKEN

Signature Chicken: Airline chicken breast stuffed with chiffonade basil and spinach, onions, and ricotta cheese served with sun dried tomatoes \$20

Grilled Herb Chicken: Marinated in olive oil and herbs and grilled, served with a chicken au jus \$20

Chicken Marsala: Lightly breaded boneless chicken breast, pan seared, served with a mushroom wine \$20

Chicken Chardonnay: Lightly breaded boneless chicken breast, pan seared, served with a rich white wine sauce \$20

SEAFOOD

Mahi-Mahi: Herb and Parmesan crusted served with a lemon wedge \$23

Atlantic Salmon: Can be served many ways, including Florentine, broiled, grilled, or BBQ glazed. Suggest served with beurre blanc sauce \$23

BEEF

Grilled Top Sirloin: Marinated in spices and olive oil, grilled to medium (or desired temperature) served with Cabernet demi sauce \$26

Grilled Fillet: 5 oz., Marinated in spices and olive oil, grilled to medium (or desired temperature) served with Cabernet demi sauce \$29

CONTINUED ON NEXT PAGE

ENTRÉES

CENTER OF THE PLATE

CONTINUED FROM PREVIOUS PAGE

PORK

Roast Pork Tenderloin: Sliced and served with a Michigan cherry chutney \$20

Grilled Boneless Pork Chop: Marinated in herbs and olive oil, served with an au jus \$20

VEGETARIAN/VEGAN

Quinoa Stuffed Zucchini with balsamic reduction \$20

Sweet Potato-Quinoa Cakes with caramelized onion and balsamic drizzle \$20

Pesto Quinoa Cakes topped with smoky tomato Sauce \$20

Other entrée options are available. We will customize to your preferences.

ENTRÉES

SIDES

VEGETABLES

Roasted vegetable medley: colorful blend of seasonal vegetables

Roasted broccoli

Green beans

Asparagus (please add \$1 per person)

Roasted fresh California blend (carrots, cauliflower and broccoli)

Maple-glazed baby carrots

STARCHES

Yukon Gold garlic mashed potatoes

Roasted red-skin potatoes

Wild rice pilaf

Classic Parmesan risotto (other flavors available - just ask!)

All prices are for buffet service with one protein only. If plated service is desired, please add \$2 to the entrée price.

Station service subject to availability given space and head count. Additional fee applies and is determined on a case to case basis.

DESSERTS

WEDDING CAKE / DESSERTS

You are permitted to bring in your wedding cake or dessert of choice.

If the dessert will not be made in a licensed facility (i.e. Grandma's kitchen), please fill out a food waiver and submit it to the Catering Manager.

Please note: We do have walk-in coolers in the Wege Center and would be happy to store your cake. Please advise if you/your cake vendor would be interested in this service.

SNACKS

LATE NIGHT SNACKS

This service is possibly available upon request with many different options for late night treats!

Last night snacks are typically served two hours after dinner service. We suggest planning for 25% of final head count for quantity to order.

AQUINAS COLLEGE

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