

# *Aquinas Dining Services*

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wedding menu



aquinas college . 1607 robinson road se . grand rapids . mi. 49506  
[www.aquinas.edu/conference](http://www.aquinas.edu/conference). 616-632-2965

Aquinas Dining Services is pleased to present our Wedding Catering Guide. Enclosed you will find our menu recommendations and complete policies. The Catering Staff is happy to accommodate special requests whenever possible to make each event a memorable occasion.

We strive to provide the highest level of customer service in an effort to make planning your event an efficient and pleasant experience. Aquinas College offers a multitude of event facilities sure to fit your every need.

***Thank you for your interest in Aquinas College's facilities!***

### **Booking Procedures**

Please contact the Aquinas College Catering Department at 616-632-2965. We recommend that your facility arrangements be made as early as possible.

Catering orders should be placed at least (14) business days prior to the event.

A confirmation and attendance guarantee is required by 12:00 PM (3) business days prior to the function (excluding weekends and the day of the function.)

If the guaranteed attendance is NOT received by this time your anticipated attendance will become the guaranteed attendance for which you will be charged.

If your guarantee increases *after* the designated time frame, you may be billed the additional costs.

Should a last minute change be necessary, please contact the Catering Manager as soon as possible.

All services will be billed to the account number provided at the time of booking.

Every effort will be made to accommodate late food service requests, which will be approved at the discretion of the Catering Department, based on product availability, staffing, etc. Substitutions may be offered where necessary.

Contracts are required for all events on Aquinas' Campus and must be signed by an authorized person responsible for the event.

Final equipment and set-up needs are required **(7) business days prior** to your event.

## FACILITIES

<b>Facilities</b>	<b>Capacities</b>	<b>Room Rental</b>
Wege Center Upper Level	Rounds for 250 / Theater 400	\$800.00
Donnelly Center	Rounds for 150 / Theater 160	\$700.00
Cook Carriage House* (lower)	Seating for 24-64/ Standing 100	\$600.00
Bukowski Chapel	Seating for 115	400.00

*\*Must contact Chapel Coordinator at 616-632-2493*

**Room rate discount of 20% applies to Aquinas College students, alumni, faculty/staff and their immediate families.**

### Pricing & Payment

All menu items and prices listed in the Catering Guide include:  
Set up and break down of any/all equipment utilized for the catering of your function.  
China, silverware and glassware (specialty items incur additional fees.)  
House tablecloths and skirting for all food service/event tables.  
There will be a separate gratuity charge (18%) for wait staff.

There is a cake cutting fee of \$1.00 per person. This may be waived, ask the catering manager.

Additional costs may be charged for menu customizing as well as the cost incurred from special food products.  
(Menu customizing is considered any item that does not appear on our regular, current catering guide).

Rentals of equipment or special linens may raise the final cost of your event.

Events that extend 30 minutes beyond the initial scheduled time may be subject to over-time/labor charges of \$20.00 per hour.

Non-refundable 100% room rental required upon booking.

A food deposit of \$1,000 is due three (3) months prior to your event.

### Cancellation Policy

In the event that any portion or all of the food services are cancelled, unrecoverable and direct costs associated with the function will be charged to the sponsoring group, based on the following scale (excluding weekends and the day of the event):

Cancellation made 72 or more hours prior - All unrecoverable costs associated with the event  
Cancellation made 48-72 hours prior- 50% of estimated function revenues  
Cancellation made 24-48 hours prior- 75% of estimated function revenues  
Cancellation made less than 24 hours prior - 100% of estimated function revenues

In cases of inclement weather, if the campus has been officially closed, no charges will be applied.

### **Use of Facilities Policies**

Alcoholic beverages are allowed but must be contracted with a bartending service.

All food and beverage within Aquinas College must be provided by Aquinas Dining Services.

In the event of bad weather, which results in the closing of Campus, all events scheduled will be cancelled in accordance with other College policies.

Glitter and confetti are not permitted. All candles must be incased in glass (hurricanes, votives.)

Smoking is prohibited in all Aquinas College facilities.

Clients may not obstruct exits, hallways, or stairwells, or hinder movement of traffic in public areas due to safety regulations and fire codes.

Dance floors cannot be moved.

Clients are responsible for any damages or destruction to Aquinas property by participants at the event.

Aquinas College is not responsible for damages to personal property, stolen property or injury sustained on Campus. Clients must remove all personal property immediately after their event.

Clean-up/Damage Deposits: Excessive clean up of facilities is not included in standard room rental charges. A deposit may be charged for special events to ensure clean up of the facility.

Aquinas College reserves the right to make changes in space assignments upon consultation with appropriate parties.

Michigan state law prohibits tampering or misuse of fire alarms or fire fighting equipment.

Unauthorized possession and/or use of firearms or firecrackers are not permitted.

Food waivers are available to be filled out and reviewed for extenuating circumstances.

Food and beverage *may not* be removed from the premises in accordance with local Health Department regulations.

Catering equipment will not be loaned without the purchase of food services.

## **Aquinas College Alcohol Use Policy**

Aquinas College does not have a state liquor license. As a result, the College has adopted an Alcohol Use Policy which must be adhered to by all on-campus and off-campus groups.

This policy is strictly enforced for any event which takes place on the Aquinas College campus.

If you wish to serve alcoholic beverages at your event, the following procedures must be followed:

A contract regarding the AQ Alcohol Use Policy must be signed and returned to the Conferencing Department a minimum of two weeks prior to the actual event.

A professional bartending service must be hired to provide, deliver, and clean up all alcohol and related materials. (No drop-offs will be allowed.)

Aquinas and the hired bartending services reserves the right to request valid Picture ID from any guest. Please have all guests bring valid ID's.

All bars must be "sponsored"- no cash bars.

Alcoholic beverages are only to be served by the licensed bartending service personnel providing the liquor. No outside bartenders allowed.

The bartending service must arrive no less than one hour prior to the start of the event and must stay for the duration of the actual event.

Aquinas College requires the following minimum ratio for bartenders:

1 - 100 guests: 1 bartender

101 - 250 guests: 2 bartenders

250 - 350 guests: 3 bartenders

350 - 450 guests: 4 bartenders

(Aquinas *recommends* 1 bartender per 75 guests if you are serving specialty beverages or using glassware- you can determine this with your service provider)

All alcohol related items must be provided by the bartending service. i.e., shot glasses, pitchers, napkins, glasses, cork-screws, etc.

No guest is permitted to leave the building with alcoholic beverages.

No outside alcoholic beverages are allowed into the building, except for those provided by the bartending service.

If there are any additional questions or concerns, you may contact the Catering Manager at 616-632-2965.

### **RECOMMENDED BARTENDING SERVICE**

D. Schuler's  
2771 44<sup>th</sup> St. SW  
Wyoming, MI 49509  
616-538-4560

# Appetizers

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wedding menu

## Cold Selections

- vegetable crudité with dip \$2.5
- roasted corn and black bean salsa with tortilla chips \$1.5
- fresh fruit platter \$3
- hummus with veggies and pita chips \$2
- bruschetta trio (tomato, wild mushroom, kalamata olive) \$2
- fresh fruit salsa with cinnamon chips \$1.5
- gourmet cheese display with crackers \$2.5
- Mediterranean board \$3
- antipasto skewers \$2.5
- sushi tray\* \$3.5

## Hot Selections

- chicken and beef satay with trio dipping sauces \$2
- spanakopita \$1.5
- crab cakes with dipping sauce \$3
- parmesan potato puffs \$2
- crab cigars \$2.5
- meatballs (choose sweet and sour, Swedish, or barbeque) \$1.5
- spinach and artichoke dip \$2
- stuffed mushrooms (choose spinach, crab, or sausage) \$1.5
- wild mushroom croquettes \$2
- gorgonzola fritters \$1.5

\*minimum 20 guests



# Dinner Selections

wedding menu

## Grilled Filet Mignon

black mission fig bordelaise \$28

## Signature Chicken

ricotta and herb stuffing \$21

## Mushroom Stuffed Atlantic Salmon

béarnaise sauce \$21

## Herb Crusted Pork Loin

Traverse City cherry port reduction \$20

## Macadamia Nut Crusted Walleye

capers and tarter sauce \$21

## Chicken Vesuvio

lemon roasted garlic ju \$21

## Surf and Turf

grilled filet and lobster tail \$35

## Grilled Lamb Chops

apple cider demi glaze \$24

## Quinoa Stuffed Zucchini

lemon olive oil vinaigrette \$16

## Boursin and Mushroom Wellington

béarnaise sauce \$16



All prices per person include:

your choice of two side items

garden salad with choice of two dressings

freshly baked rolls

coffee and tea



Gluten Free Items

# Sides... Choose Two

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wedding menu

garlic smashed redskins

herb roasted Yukon gold potatoes

wild rice

creamy herb risotto

white cheddar au gratin

green beans with cashew brown butter

roasted root vegetables

seasonal vegetable medley

fresh broccoli

oven roasted asparagus

*All items can be served buffet style or plated.  
Ask about buffet pricing.*



*All side dishes except wild rice are gluten free.*



# Stationed Receptions

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wedding menu

<b>Silver Package</b>	\$22 per person
<b>Gold Package</b>	\$28 per person
<b>Platinum Package</b>	\$32 per person

## Silver

### *Pasta Station*

includes Caesar salad and breadsticks

- cheese tortellini and fresh vegetable medley tossed in garlic olive oil and herbs
- penne pasta, Italian sausage, peppers, and onions tossed in a homemade marinara sauce

### *Soup and Salad Station*

includes an iceberg lettuce blend and spinach, with fresh artisan bread and butter

- two dressing choices
  - eight toppings
- your choice of one soup
- Homemade Chicken Noodle
  - Beef and Barley
  - Tomato Basil

### *Carving Station*

includes fresh rolls and seasonal vegetable medley

your choice of one entrée

- Tenderloin
- Prime rib
- Peppercorn NY Strip au poive
- French cut turkey breast

# Stationed Receptions

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wedding menu

## Gold

### *Pasta Station*

includes Caesar salad and breadsticks

- cheese tortellini and fresh vegetable medley tossed in garlic olive oil and herbs
- penne pasta, Italian sausage, peppers, and onions tossed in a homemade marinara sauce

### *Soup and Salad Station*

includes an iceberg lettuce blend and spinach, with fresh artisan bread and butter

- two dressing choices
  - eight toppings
- your choice of one soup
- Homemade Chicken Noodle
  - Beef and Barley
  - Tomato Basil

### *Carving Station*

includes fresh rolls and seasonal vegetable medley

your choice of one entrée

- Tenderloin
- Prime rib
- Peppercorn NY Strip au poive
- French cut turkey breast

### *Seafood Station*

includes broccoli salad, coleslaw, and hush puppies

includes the following selections

- coconut shrimp with Thai coconut sauce
- lemon pepper grilled Salmon
- béarnaise crusted Walleye with capers and tarter sauce

### *Add a Beverage Station*

\$2 per person

regular and decaffeinated coffee

sparkling, non-alcoholic punch



# Stationed Receptions

wedding menu

## Platinum

### *Pasta Station*

includes Caesar salad and breadsticks

- cheese tortellini and fresh vegetable medley tossed in garlic olive oil and herbs
- penne pasta, Italian sausage, peppers, and onions tossed in a homemade marinara sauce

### *Soup and Salad Station*

includes an iceberg lettuce blend and spinach, with fresh artisan bread and butter

- two dressing choices
  - eight toppings
- your choice of one soup
- Homemade Chicken Noodle
  - Beef and Barley
  - Tomato Basil

### *Carving Station*

includes fresh rolls and seasonal vegetable medley

your choice of one entrée

- Tenderloin
- Prime rib
- Peppercorn NY Strip au poive
- French cut turkey breast

### *Seafood Station*

includes broccoli salad, coleslaw, and hush puppies

includes the following selections

- coconut shrimp with Thai coconut sauce
- lemon pepper grilled Salmon
- béarnaise crusted Walleye with capers and tarter sauce

### *Taste of Spain*

traditional Spanish paella

with shrimp, mussels, clams and chorizo

tapas bar

- empanadas
- Serrano ham croquettes
- baked goat cheese with garlic toast



### *Add a Beverage Station*

\$2 per person

regular and decaffeinated coffee

sparkling, non-alcoholic punch