

# AQUINAS COLLEGE

## Dining Services

### RECEPTION GUIDE

# WELCOME

## TO AQUINAS DINING SERVICES 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

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Food Service Director  
616.632.2966  
smiracle@creativedining.com

### KATHRYN HELINSKI

Catering Manager  
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Catering Coordinator  
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### GENERAL INFORMATION AND QUESTIONS

catering@aquinas.edu

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# FOOD WAIVER INFORMATION



Dining Services

## Food Waiver Application

By contractual agreement between Aquinas Dining Services (ADS) and Aquinas College, ADS shall manage and operate food and beverage operations for student dining, catering, retail and conference services. This ensures safety and compliance with state and local health regulations as well as campus policies. Under special circumstances, food waivers are permitted for certain on-campus, sponsored fundraisers and/or events at the discretion of ADS. ADS has the right of first refusal.

**Please complete the following information for consideration and return to catering@aquinas.edu, a minimum of 7 (seven) business days prior to the event.** 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. This document will be kept on file in the ADS Office.

Today's Date: \_\_\_\_\_

Event Reservation Number: \_\_\_\_\_

*\*Confirmed space reservation with Conferencing and Event Services must be made prior to food service waiver application*

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

If RSO, Advisor Name and Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Product(s) to be served (attach menu on separate sheet if needed):

Are these items:  Donated  Purchased

Will food preparation be required?  Yes  No

*\*Due to Health Department regulations, proper food preparation and storage is required.*

If "yes", who will be serving the food? \_\_\_\_\_

Describe how the food will be stored and/or kept at a safe temperature: \_\_\_\_\_

I have read and fully understand the food waiver. I will be solely responsible for the food/beverage service for the stated event. I will be solely responsible for set-up, clean-up of the room, composting / recycling and removal of waste.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

### For Office Use Only

Approved  Denied

-----  
Authorized Aquinas Dining Signature

-----  
Date

## 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 Aquinas 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), we recommend that only one meal choice be provided for all your guests. If two or more different menu selections are required, 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.

# GENERAL INFORMATION

## 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](mailto: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:** An 11-digit internal budget number is required prior to event.

**External Clients:** The Catering Department is a separate entity from Aquinas Conferencing Department and each department will require separate billing.

Catering services will be invoiced to the client after event. Payment is due upon receipt either in person or over the phone. We accept Master Card, Visa and Discover for credit card payments. American Express 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: Catering  
Aquinas College  
1700 Fulton Street E  
Grand Rapids, MI 49506

## DETAILS

### RECEPTION SERVICES INCLUDE

**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 and 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. American Express is not taken at this time.

**1 week prior to reception** – Final headcount is due, after which the final bill will be issued. If plated service, placement cards are due with seating chart.

**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

## ARTISAN CHEESE PLATTER

featuring local cheeses \$5

## ARTISAN CHEESE PLATTER & CHARCUTERIE

featuring local cheeses and cured meats like salami and prosciutto \$6

**BAKED BRIE** 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 (other flavors also available)

## FRESH FRUIT PLATTER \$4

## VEGETABLE CRUDITÉ

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 KIELBASA FROM FRANK'S MARKET

and Brussels sprouts skewer with stone ground mustard \$2.50

*Considering a certain appetizer item on a skewer? We have ideas, just ask! We will work with you to create a menu suited to your taste.*

# 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 \$22

**Grilled Herb Chicken:** Marinated in olive oil and herbs and grilled, served with a chicken au jus \$22

**Chicken Marsala:** Lightly breaded boneless chicken breast, pan seared, served with a mushroom wine \$22

**Chicken Chardonnay:** Lightly breaded boneless chicken breast, pan seared, served with a rich vin blanc \$22

### SEAFOOD

**Mahi-Mahi:** Herb and Parmesan crusted served with a lemon wedge \$24

**Atlantic Salmon:** Choice of: Florentine, broiled, grilled, or barbeque glazed. Suggest served with beurre blanc sauce \$24

### BEEF

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

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

CONTINUED ON NEXT PAGE

# ENTRÉES

## CENTER OF THE PLATE

CONTINUED FROM PREVIOUS PAGE

### PORK

**Roasted Pork Tenderloin:** Sliced and served with a Michigan cherry chutney \$22

**Grilled Boneless Pork Chop:** Marinated in herbs and olive oil, served with an au jus \$22

### VEGETARIAN/VEGAN

**Quinoa Stuffed Zucchini** with balsamic reduction \$21

**Sweet Potato-Quinoa Cakes** with caramelized onion and balsamic drizzle \$21

**Pesto Quinoa Cakes** topped with smoky tomato Sauce \$21

Other culinary creations are available. Please inquire about custom menus.

# 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, please fill out a food waiver application and submit it to the Catering Manager.

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

# SNACKS

## LATE NIGHT SNACKS

Late night snacks are available upon request. Please inquire with service and menu questions.

As a standard, late night snacks are served two hours after dinner service.

# AQUINAS COLLEGE

1700 Fulton St. E • Grand Rapids, MI 49506-1801