

MARYGROVE COLLEGE BANQUET & CONFERENCE CENTER CATERING BOOK

Welcome. Whether you are planning a business meeting, wedding or social event, the Marygrove College Banquet and Conference Center is the ideal place to host your program. We can satisfy the most cost-conscious individuals, while providing top-notch service and superb catering in our beautiful facilities. Our staff are trained professionals who are enthusiastic about their work and committed to fulfilling your needs. We also have event coordinators to help plan your event from start to finish. They will assist with room and menu selections, and customize a schedule to help your event run smoothly.

Plenty of FREE parking is available in well-lit areas that are close to the Banquet and Conference Center. The Banquet and Conference Center is a smoke free environment.

Address:

8425 West McNichols Road
Detroit, Michigan 48221-2599

Business Hours:

Monday through Friday
9:00-12:00 p.m. and 1:00-5:00 p.m.
Other times are by appointment ONLY
Phone: (313) 927-1407 or (313) 927-1409
Fax: (313) 927-1408

Policies and Procedures

Below are the policies and procedures for the Banquet and Conference Center. Please share this information with your DJ, florist, baker or any vendor that you have hired to assist with your event.

Food Service Policy

Except for wedding cakes, all food and food related services are supplied by Marygrove College and Sodexo campus services. The college's insurance prohibits people from entering or exiting the building with food.

Alcoholic Beverage Policy

The customer must supply all alcoholic beverages. Bar charges are based upon the type of service required. Bars for receptions are for six hours of service, however, the bar will be closed while dinner is being served, which is part of the six hour period. There is no grace period for events that start late. Additional bar time can be scheduled at \$40.00 per hour prior to the closing time of the Banquet and Conference Center, which is 12:00 a.m. Bartenders must stop serving at 11:30 p.m.

The number of bartenders coincides with the number of guests. Events that have 126 or more guests will require two bartenders. If additional bartenders are needed, the charge is \$125.00 per bartender for a six-hour period. Customers must sign the Dram Shop Act Agreement, which says that the client will abide by the rules and procedures of Marygrove College, the Michigan Liquor Control Commission and the State of Michigan Laws for dispensing and transporting alcohol.

Alcoholic beverages and an inventory list of alcoholic beverages must be delivered to the Banquet and Conference Center 2 (two) days in advance of the event. Bartenders are not allowed to serve pitchers of beer. Cash bar or ticket sales for alcoholic beverages require a liquor license, which is the responsibility and an expense of the customer to apply for the license. The license must be provided to the director of the Banquet and Conference Center prior to the event. If the license is not presented, the customer cannot proceed with bar services. Unused alcohol must be removed from the Banquet and Conference Center upon conclusion of the event. Marygrove College is not responsible for any alcohol left behind. Kegs and tappers must also be removed at the conclusion of the event.

Room Assignments

Rooms are assigned according to the number of guests and the type of function. If attendance drops or increases, the Banquet and Conference Center reserves the right to substitute a comparable room for the function.

Events hosted with Marygrove College Banquet and Conference Center cannot interfere with daily operations and activities. On premise sales are prohibited on the grounds and will result in cancellation of the event.

Deposit and Payment

A reservation contract cannot be completed until 50% of the room rental has been paid. This deposit is NON-REFUNDABLE, even if the event is cancelled.

All charges for food service are based on the number of guests that are guaranteed by the customer. This guaranteed number must be submitted 10 (ten) business days before the event. Should you exceed your final count, you will receive a bill for each additional guest and labor fees. This charge must be paid the night of your event. Full payment for all contracted services and food must be paid 7(seven) business days prior to the event in the form of a cashier's check, money order, certified check, cash, or credit card (Visa or Master Card only). Personal checks will not be accepted. Payments should be made to: Marygrove College Conference Center. The catering menu must be submitted at least one month before the event.

Liability

Marygrove College is not liable for injuries, damages or loss to persons or property that arise from the use of the premises. The person(s) or organization(s) contracting the facility are required to assume this liability.

Damages to the facilities that incur during an event may be charged to the contracting party. There is a \$250.00 refundable damage deposit. This deposit must be paid with a separate check 7 (seven) business days prior to event with final payment. The damage deposit will be refunded back to you within 10 (ten) business days after your event.

The Banquet and Conference Center will not accept shipment of items for any function sooner than 2 (two) days prior to the function and will not be held responsible for storage or security of items prior to this time.

Cancellation Policy

All events cancelled within 14 (fourteen) days of the scheduled date are subject to a 50% cancellation fee, which requires ½ payment on all food and facilities scheduled. The security deposit is non-refundable and is not included in the 50% calculation.

25% - 60 – 31 Days

50% - 30 –14 Days

75% - 13 – 7 Days

100% - Less than 7 Days

As a courtesy the date of your event can be re-scheduled once. However additional date changes will be subject to a \$300.00 processing fee.

General Information

No signs or decorations may be posted on walls or else where unless approved in writing by the Banquet and Conference Center Director. Any advertising prepared by the client must also have written approval. The throwing of rice, confetti, rose petals or any other materials is not permitted on premises.

Rental charges will be incurred for the use of any musical and audiovisual equipment or Banquet and Conference Center supplies and equipment.

Service Charge

Marygrove College will add an additional 18% Service Charge on all food items. No sales tax will be included in your bill.

Audio Visual

We can take care of all of your needs, from projectors to cordless microphones. Please let your coordinator know what your needs are.

Rental Rates & Capacities

Alumni Hall

Rental Rate: \$550.00

Capacity: 300ppl

This large hall has hard wood floors, tall windows, neutral colors and nice woodworking. It is a classy room for a medium to large event.

Denk Chapman Hall

Rental Rate: \$300.00

Capacity: 75-100ppl

This wood paneled hall offers a warm atmosphere and is ideal for seminars, workshops, small receptions, cocktail parties, music recitals, small wedding ceremonies or receptions and press conferences. With carved wood beams across the ceiling and a stone fireplace at one end, it is very beautiful and all attendees will be impressed.

Library Lecture Hall

Rental Rate: \$200.00

Capacity: up to 100ppl

A raised stage area, blackout shade and a large projection screen are available in this room. It is set up with classroom seats. Air conditioning is also available.

Sacred Heart Chapel

Rental Rate: \$500.00

Capacity: 300ppl

With its traditional Gothic design, the chapel is available for Catholic weddings only. It is ideal for small ceremonies.

Madame Cadillac Dining Room

Rental Rate: \$400.00

Capacity: 180ppl

With its warm atmosphere, this room is great for a sit down dinner or an intimate wedding reception.

Conference Room A

Rental \$75.00

Capacity: 15ppl

Ideal for meetings and all day seminars. Air conditioning is available.

Bar Service

All bars are served with plastic glassware. Bars can be made glass with an additional \$1.50 per person.

Full Bar Service: \$4.50 per person

Full bar service includes the bartenders, condiments, standard mixes and bar supplies. The client is responsible for providing the liquor, beer and wine being served. We do not provide blender drinks.

Champagne or Wine Bar: \$2.50 per person

Bar service includes the bartenders and bar supplies. Beer may be added at no charge. We suggest that an order of punch be added to provide a complete beverage selection. The client is responsible for providing the champagne, beer or wine to be served.

Champagne Fountain Charge: \$1.50 per person

The customer supplies the fountain and the champagne. The service table is set up in the room of the event. The service includes setup and maintenance of the fountain, plastic champagne glasses and paper napkins.

Beverages

Coffee: Regular & Decaffeinated
\$7.95 Per Gallon

Hot Tea:
\$7.95 Per Gallon

Iced Tea
\$7.95 Per Gallon

Assorted Juices
\$1.25 Per Bottle

Cider (Seasonal)
Hot or Cold \$15.00 Per gallon

Lemonade
\$10.00 Per Gallon

Bottled Soda
\$1.20 Per 20oz Bottle

Bottled Water
\$1.10 Per 16oz Bottle

AV Equipment

Microphone with Floor Stand: \$25.00
Podium & Microphone: \$45.00
Podium No Sound: \$20.00
Table Top Microphone: \$25.00 ea
Sound System with { 1 } Microphone: \$50.00
Wireless Microphone: \$50.00
Media Cart Includes: Lap Top, LCD Projector: \$75.00

Arrangements can be made for a sound tech, which would require a separate check.

Arrangement for AV Equipment must be made at the time of booking.

Linen

The Banquet and Conference Center will provide white or ivory table linens.

You will also have a choice of color in napkins.

For white linens to the floor, there is an additional \$2.00 per table charge.

The Banquet and Conference Center can order linens for you. Please speak to your coordinator for specific charges.

Miscellaneous Charges

Cake Cutting \$.45 Per Person
Coat Check Person \$.75 Per Person

Buffet Breakfast
Served from 6:30 a.m. – 10:00 a.m.

Continental Breakfast

Assorted Mini Muffins, Bagels with Cream Cheese
Assorted Danishes, Assorted Juices
Complete Coffee Service
\$5.95 Per Person

Deluxe Continental Breakfast

Assorted Mini Muffins, Bagels with Cream Cheese
Petite Croissants or Scones {Limited to 25 pieces per order}
Seasonal Fruit Tray, Individual Assorted Yogurts
Complete Coffee Service
\$6.95 Per Person

Complete Coffee Service

Regular and Decaf Coffee
Assorted Teas
Assorted Juices
Ice water
\$3.25 Per Person

Healthy Start

Individual Fruit Yogurt
Granola Bar
Fresh Fruit Tray
Bottled Water
Complete Coffee Service
\$3.65 Per Person

Buffet Breakfast
Served From 6:30 a.m. – 10:00 a.m.

Pancake Lover

A1

3-Types of Pancakes {Apple, Strawberry, Blueberry}
Choice of Sausage or Bacon
Complete Coffee Service
\$7.50 Per Person

Rise & Shine

A2

Bacon or Sausage
Scrambled Eggs
Hash Browns
Assortment of Breakfast Pastries
Complete Coffee Service
\$8.95 Per Person

Motor City Morning

A3

Bacon or Sausage
Cheese Eggs
Grits or Breakfast Potatoes
French Toast
Fresh Fruit Tray
Assortment of Breakfast Pastries
Complete Coffee Service
\$12.00 Per Person

Buffet Brunch
Served From: 10:00 a.m. – 2:00 p.m.

Marygrove

A4

Seasonal Fresh Fruit Salad
Roasted Red Skin Potatoes with Peppers & Onions
Bacon or Sausage
Fried Chicken
Mosticiolli
Vegetable Medley
Assortment of Breakfast Pastries
Complete Coffee Service
\$ 14.95 Per Person

Wyoming

A5

Seasonal Fresh Fruit Salad
Scrambled Eggs
Grits
Bacon, Ham or Sausage
Baked Pork Chops
Vegetable Medley
Assortment of Breakfast Pastries
Complete Coffee Service
\$ 15.95 Per Person

Served Breakfast
Served From: 6:00 a.m. – 10:00 a.m.
(Minimum of 25 people)

Breakfast Croissant

A6

Flaky Croissant Filled With Scrambled Eggs
Topped with Smoked Ham or Bacon
Home Fried Potatoes
Complete Coffee Service
\$10.00 Per Person

Brown Stone

A7

Bacon, Sausage and Cheese Omelets
Hash browns
Complete Coffee Service
\$9.95 Per Person

Box Lunches
Served From: 11:30 a.m. –2:00 p.m.

Box Lunch {1}

Marinated Chicken Croissant
Grilled Marinated Chicken Breast Served With Lettuce and Tomato
on a Flaky Croissant
2 Cookies
Soft Drink
\$7.50 Per Person

Box Lunch {2}

Chicken Caesar Salad
Caesar Salad With Strips of Chicken
Home Style Croutons & Bread Sticks
Soft Drink
2 Cookies
\$6.95 Per Person

Box Lunch {3}

Crispy Wing Ding {6}
Choice of Cole Slaw
or
Potato Salad
Dinner Roll with Butter
2 Cookies
Soft Drink
\$6.95 Per Person

Box Lunch {4}

Gourmet Sandwiches
Assorted Lawash Sandwiches
Ham, Turkey & Roast beef
Pasta Salad
2 Cookies
Soft Drink
\$6.00 Per Person

Box Lunch {5}

Croissant Sandwiches
Chicken & Tuna Salad on Croissant
Chips

2 Cookies
Soft Drink
\$6.44 Per Person

Lunch Buffet
Served From: 11:30 a.m. –2:00 p.m.

Soup and Sandwiches Bar
Chicken or Vegetable Soup
Assorted Deli Meats
Assorted Breads
Assorted Bottle Juices
\$7.95 Per Person

Pizza Buffet
Tossed Salad With Dressing
Assorted Pizza {2} Topping
Additional Topping .25 Per Topping
Lemonade
\$6.25 Per Person

Salad Lover's
Smoked Salmon Pasta Salad
Mesquite Chicken Salad
Tuna Salad
A Variety of Breads
Soft Drinks
\$12.00 Per Person

Hot Lunch Buffet
Served From: 11:30pm-2:00pm
or
Dinner Buffet
Served From: 2:30pm –7:30pm
Additional \$2.00 Charge For Dinner Per Person

Taste of Michigan

Tossed Gourmet Salad With {2} Dressing
Oven Roasted Chicken
Baked Cod
Red Skin Potatoes
California Medley
Dinner Rolls
Lemonade
Complete Coffee Service
\$20.50 Per Person

McNichols

Tossed Gourmet Salad with {2} Dressing
Roast Turkey Breast
Roast Beef Au Jus
Whipped Potatoes with Gravy
Green Beans Almandine
Lemonade
Complete Coffee Service
\$20.50 Per Person

Taste of New Orleans

Southern Fried Catfish
Cajun Fried Shrimp
Red Beans & Rice
Fried Okra
Corn Bread Muffins
Lemonade
Complete Coffee Service
\$22.50 Per Person

Hot Lunch Buffet
Served From 11:30pm – 2:00pm
Or
Dinner Buffet
Served From 2:30pm – 7:30pm
Additional \$2.00 Charge For Dinner Per Person

Detroit's Best
Tossed Salad With {2} Dressings
Southern Fried Chicken
Honey Bake Ham
Collard Greens
Macaroni and Cheese
Candied Yams
Potato Salad
Corn Bread
Lemonade
Complete Coffee Service
\$23.50 Per Person

Rick's Barbeque
Tossed Salad With {2} Dressings
BBQ Chicken
Baby Back Ribs
Corn on the Cob
Baked Beans
Potato Salad
Rolls With Butter
Lemonade
Complete Coffee Service
\$25.95 Per Person

Served Lunch
Served From 11:30am – 2:00pm
Or
Served Dinner
Served From 2:30pm – 7:30pm
Additional \$2.00 Per Person for Served Dinner

Champagne Chicken
Gourmet House Greens Salad
Breast of Chicken Lightly Floured and Sautéed with Mushrooms in a
Champagne Sauce served
Over Rice Pilaf
Green Beans
Dinner Rolls
Complete Coffee Service
Iced Tea
\$14.60 Per Person

Beef Burgundy
Marinated Cucumber Salad
Beef Tenderloin Tips Sautéed and
Enhanced with Red Wine and Mushroom
Demi Glace Sauce
Baked Potato with Sour Cream
Fresh Broccoli Medley
Baked Dinner Rolls with Butter
Complete Coffee Service
Iced Tea
\$15.50 Per Person

Simple Elegance
Roma Tomatoes with Basil and Baby Field Greens
Balsamic Vinaigrette
Grilled Salmon with Fresh Dill And Lemon
Asparagus
Dinner Rolls
Complete Coffee Service
Iced Tea
\$16.95 Per Person

Something Chicken
Pan Seared Chicken Breast

Topped with Smoked Ham, Peppers,
Onions & Swiss Cheese
Wild Rice & Baby Carrots
Dinner Rolls
Complete Coffee Service
Iced Tea
\$16.50 Per Person

Carver Station

Let our chef carve for you! Chef station comes with fresh baked deli rolls and appropriate condiments

Roasted Turkey

Whole Roasted Turkey
Cranberry Relish
Mustard Sauce
Home style Gravy
Assortment of Rolls
Complete Coffee Service
\$9.50 Per Person
{ Minimum 50ppl }

Roast Beef

Roasted Beef With Fresh Herbs and Spices
Creamy Horseradish Sauce
Natural Au Jus
Assortment of Rolls
Complete Coffee Service
\$9.25 per person
{ Minimum 50ppl }

Glazed Ham

Slow Baked Honey-Glazed Ham
Assortment of Rolls
Assorted Mustards & Mayo
Complete Coffee Service
\$9.00 per person
{ Minimum 50ppl }

Hors d'oeuvres

Hot Hors d'oeuvres

- Cucumbers with Hickory Smoked Salmon- \$2.50 Per Person
 - Wing Dings with Assorted Sauce- \$2.25 Per Person
 - Chicken Tenders with Assorted Sauces- \$2.25 Per Person
 - Meat Balls {Swedish or BBQ} - \$2.00 Per Person
 - Baked Stuff Red Skins Potatoes - \$2.00 Per Person
 - Crab Stuffed Mushroom Caps - \$2.50 Per Person
 - Assorted Mini Quiches - \$1.75 Per Person
 - Baby Back Ribs - \$3.50 Per Person
- {Minimum 25 ppl}

Cold Hors d'oeuvres

- Fresh Fruit Tray - \$3.00 Per Person
 - Tropical Fruit Kabobs - \$3.75 Per Person
 - Vegetable Tray- \$2.50 Per Person
 - Cheese & Crackers \$2.50 Per Person
 - Jumbo Shrimp With Cocktail Sauce – \$5.50 Per Person
 - Silver Dollar Sandwiches - \$2.00 Per Person
 - Fancy Mixed Nuts - \$1.75 Per Person
- {Minimum 25 ppl}

Complete Sweet Table

{Minimum 25 ppl}

Station {1}

- Mini Chocolate Éclairs
 - Mini Cannolies
 - Mini Petit Fours
 - Assorted Mini Strudels
 - Assorted Mini Gourmet Cheese Cakes
- \$6.50 Per Person

Station {2}

- Brownies
 - Cookies
 - Strawberry Mousse
 - Chocolate Mousse
- \$5.25 Per Person

Desserts

Caramel Apple Pie

\$2.33 Per Person

Strawberry Or Chocolate Mousse

\$1.80 Per Person

Assorted Fruit Pies

\$1.95 Per Person

Assorted Gourmet Cookies

\$.25 Each

Assorted Cakes

\$2.00 Per Person

Deposit Contract

A 50% deposit of the total of all rooms scheduled is required for social functions, conferences and meetings. This deposit is applicable to any charges incurred by the group and is non – refundable upon cancellation. A guaranteed confirmation of total guests must be submitted to the coordinator 10 (ten) business days prior to the date of your event. All charges are based upon the guaranteed or actual number served if greater than the guaranteed number. Should you exceed your final guaranteed count, you will be billed for each additional person served plus an additional labor fee. This charge must be paid on the night of your event. Room setup requirements and menus must be submitted 1 (one) month prior to the event. Prices are subject to change. Events that are cancelled within 14 days of the scheduled date are subject to a 50% cancellation fee, meaning ½ payments on all food and facilities, not including the non-refundable deposit. Full payment of guaranteed count is required 7 (seven) business days prior to the date of the event in form of cashier’s check, money order, cash or credit card (Visa and Master Card only). Personal checks are not allowed. Checks are made payable to: Marygrove College Conference Center. Marygrove College does not charge sales tax. There is an 18% service charge on all food. The Banquet and Conference Center closes at Midnight. All social events have a 6 (six) hour limit.

Customer’s Signature_____

Date_____

Banquet & Conference Center Signature_____