



# WEDDING

GUIDE

*sodexo* 

# WELCOME

Welcome to the wedding reception pages of Sodexo Catering at Adrian College. Our professional staff is delighted to work in concert with you to help plan the perfect day!

When planning a wedding reception, only the best is wanted. The professionals at Sodexo provide couples with menu ideas and help them create the reception of their dreams. At Sodexo Catering, we know how to make wedding receptions truly special, with wonderful food, beautiful linens, and an experienced service staff; we take care of every detail so couples can simply relax and enjoy their big day. We offer four unique and innovative wedding packages to make the reception perfect! These wedding packages offer an outstanding selection of gourmet and lavish buffets that will surely meet the needs of everyone celebrating, featuring a unique selection of beef, chicken, pork, seafood, and vegetarian dishes, as well as a variety of salads and side dishes that go beyond the standard fare.

Let the professionals at Sodexo Catering help you with your wedding reception. Call us today for all of your reception needs, our professional staff and high quality services are second to none.



# PLANING YOUR EVENT

## Pricing

Food and beverage prices listed in our brochure are for all events, on or off premise. Prices are subject to change at any time, prior to signing your contract. Our weddings are planned and priced with a maximum 5 hour event time. Additional labor charges will be incurred if your event exceeds this limit. All food and beverage sales are subject to Michigan state sales tax. Sales tax cannot be waived without documentation of your tax exempt status. This should be presented while booking your event. Contracts need to be signed before tasting is scheduled. Off premises events maybe subjected to price surcharge.

## Guarantee Counts

Event preparations are based on the specified number of guests. A guaranteed guest count is to be provided by Noon, eight (8) business days prior to your functions date. If no final count is provided, the count given at the time of contracting will be used as the guarantee. Final billing will be based on the guaranteed guest count, along with any additional services received at the time of your event. Additional RSVP's reserved after guaranteed count will be subjected to 20% price increase per person.

## Special Dietary Needs

We are pleased to provide quality meals for your special dietary needs guests. Please plan to provide us with a guaranteed count of gluten free, vegetarian, vegan, kosher, allergy-related or special plates needed for your guests. **Special meal arrangements must be made in advance. We cannot guarantee timely service of special plates without advance planning. Special plates ordered at time of service will be charged in addition to the guaranteed count.**

## Billing

Acceptable forms of payment include cash, cashier's check, or credit card. All events require a \$500.00 catering deposit at the time the contract is signed, with the remaining balance to be paid 8 days prior to your event. This advance deposit will be applied to the final invoice. All payments should be made out to Adrian College.

## Cancellations

Any event cancelled less than 6 months before the event will forfeit room and catering deposit. Any event or item cancelled less than 8 days before the event will be charged 100% of the invoice amount.

## Food and Beverage Information

All food and beverage served at Adrian College must be arranged through Sodexo. For the safety and wellbeing of our clients and guests, perishable food and beverages served on College property are NOT permitted to leave the premises of the catered event. Health regulations require that we return all outside food and beverages to our facility at the conclusion of the event.

## Set Up

A standard room layout will be provided for you and has been recommended for guest comfort and room accommodation. If you wish to make changes to this standard room layout, additional charges may apply.

## Tasting

Tasting may be set up after package has been selected and contracts have been signed. Tastings for over 6 people may be subjected to charge for additional guest.

# BAR SERVICE

## **Cash Bar**

For those who wish for their guests to pay for their own drinks. Prices are inclusive of tax and service. Please keep in mind that many of your guests will not have thought to bring cash, and credit cards are not accepted at the cash bars. Cash bars are typically used for business functions.

## **Consumption Bar**

For those who wish to pay for each drink their guest actually consumes. Bartender fee is \$25.00 per hour with a four hour minimum. Bartender fee is waived if sales exceed \$500.00. A \$250.00 minimum sale is necessary to provide a consumption bar at your event. In the case of less than minimum sales, the shortfall will be added to the event billing. Mixed drinks and wine will be charged per drink. Beer is charged by the bottle.

## **Full Bar**

Open bar provides your guests with unlimited beverages including, cocktails, beer, wine, soft drinks and water for a set price per person. One bartender per 100 guests is guaranteed at no charge. If you have fewer than 50 guests a bartender will be provided at \$25.00 per hour. (Minimum charge for our bartenders is four hours.) All necessary bar items are provided with this service, including ice, mixers, napkins and stirrers. There is a \$100.00 set up charge for a full open bar for less than 100 guests.

## **Open Bar Beer and Wine only**

Full open bar provides guests with unlimited beer, wine, soft drinks, and water for a set price per person. One bartender per 100 guests is guaranteed at no charge. If you have fewer than 50 guests a bartender will be provided at \$25.00 per hour. (Minimum charge for our bartenders is four hours.) All necessary bar items are provided with this service, including ice and napkins. There is a \$100.00 set up charge for an open bar for less than 100 guests.

Bar services include ice, napkins, and disposable plasticware; glassware can be used instead for an additional charge of \$2.75 per person. Bar service labor is charged at \$25.00 per server per hour of service, as well as an additional hour for set-up and another hour for cleanup. Adrian College and Sodexo reserve the right to refuse the service of alcoholic beverages to any person. All personnel have completed an alcohol safety training program for service. You must pay your bar bill the night of the reception with cash or credit only.

**No outside Alcohol will be permitted and will be confiscated.**

**Bar service cannot exceed 5 hours.**

# BRONZE WEDDING

The Bronze Wedding Package is the first tier in our packages, which offers you a wonderful selection of buffet options.

## **Appetizers** (Select One)

- Veggies and Dip
- Sweet & Sour or BBQ Meatballs

## **Entrees** (Select One)

- Penne Pasta with Meat Sauce or Alfredo
- Sliced Pork Loin with Port Demi Glaze
- Fried or Oven Baked Chicken
- Sliced Turkey
- Chicken Cordon Bleu

## **Side Dishes** (Select Two)

- Mashed Potatoes and Gravy
- Macaroni and Cheese
- Roasted Redskin Potatoes
- Buttered Green Beans
- Buttered Corn
- Whipped Sweet Potatoes

\*This Package includes Dinner Rolls, House Salad (two dressing options), Beverages include Coffee Station, Iced Tea or Lemonade and Ice Water in carafes on each table

**The Bronze Wedding Package Includes:** China, glassware, standard linens and stainless flatware. All necessary serving equipment. Uniformed service staff. Applicable State sales tax will apply.

**\$21.95 Per Person**

# SILVER WEDDING

The Silver Wedding Package is the next tier in our packages, and offers additional choices and a larger selection of buffet options. Menu Options from the Bronze Package may be applied to this package.

## **Appetizers** (Select Three)

- Spanakopita
- Tuscan Bruschetta
- Assorted Mini Quiches
- Bourbon Sauced Meatballs
- (Cold) Spinach Dip with Baguette Rounds
- Cheese and Crackers

## **Entrees** (Select Two)

- Stuffed Pork Loin with Apple Cider Gravy
- Chicken Piccata
- Chicken Fresco
- Meat or Vegetable Lasagna
- Swiss Steak

## **Side Dishes** (Select Two)

- Garlic Mashed Potatoes and Gravy
- Cheesy Potatoes
- Rice Pilaf
- Honey-Glazed Carrots
- Fresh Green Beans with Almonds
- Corn Bread Stuffing

\*This Package includes Dinner Rolls, House Salad (two dressing options), Beverages include Coffee Station, Iced Tea or Lemonade and Ice Water in carafes on each table

**The Silver Wedding Package Includes:** China, glassware, standard linens and stainless flatware. All necessary serving equipment. Uniformed service staff. Applicable State sales tax will apply.

**\$29.65 Per Person**



# GOLD WEDDING

The Gold Wedding Package is the third tier in our packages, which offers a tremendous variety of decadent buffet options. Menu Options from the Bronze and Silver Package may be applied to this package.

## **Appetizers** (Select Three)

- Warm Parmesan Artichoke Dip with Pita Chips
- Smoked Duck Rangoon
- Fresh Fruit Display
- Sausage Stuffed Mushrooms
- Antipasto Platter
- Brie with Warm Chutney Sauce

## **Entrees** (Select Two)

- Chicken Marsala
- Sliced Beef Tenderloin
- Stuffed Pork Chops
- Burgundy Beef Tips
- Parmesan Crusted Tilapia with Chive Butter Sauce
- Veggie Dumpling with Fried Rice and Plum Sauce

## **Side Dishes** (Select Two)

- Garden Blend Rice
- Garlic Herb Roasted Red Skin Potatoes
- Lemon Butter Broccoli
- Fresh Asparagus

\*This Package includes Dinner Rolls, House Salad (three dressing options), Beverages include Coffee Station, Iced Tea or Lemonade and Ice Water in carafes on each table

**The Gold Wedding Package Includes:** China, glassware, standard linens and stainless flatware. All necessary serving equipment. Uniformed service staff. Applicable State sales tax will apply.

**\$44.95 Per Person**

# PLATINUM WEDDING

This is the top tier wedding package offered by Sodexo Catering, which offers you outstanding choices in lavish buffet options. Menu Options from the Bronze, Silver and Gold Package may be applied to this package.

## **Appetizers (Select Three)**

- Shrimp Cocktail with Zesty Sauce
- Dates with Blue Cheese wrapped in Bacon
- Crab Stuffed Mushroom Caps
- Mini Crab Cakes with Cajun Remoulade Sauce
- Prosciutto Wrapped Cantaloupe

## **Entrees (Select Two)**

- Prime Rib with Au Jus & Horseradish Sauce (market price)
- Grilled Lamb Chops
- Seafood Alfredo
- Grilled Salmon with Mango Pineapple Salsa
- Stuffed Portobello Mushroom Napoleon
- Stuffed Turkey with Apricot Stuffing

## **Side Dishes (Select Three)**

- Roasted Root Vegetables
- Duchess Potatoes
- Risotto with Portobello Mushroom
- Roasted Baked Potato with Garlic and Herbs
- Grilled Asparagus
- Roasted Brussels Sprouts with a Balsamic Glaze

\*This Package includes Dinner Rolls, House Salad (two dressing options), Beverages include Coffee Station, Iced Tea or Lemonade and Ice Water in carafes on each table

**The Gold Wedding Package Includes:** China, glassware, standard linens and stainless flatware. All necessary serving equipment. Uniformed service staff. Applicable State sales tax will apply.

**\$65.95 Per Person**



## ADDITIONS

**Premium Linen Table Cloths and Napkins** can be rented through our vendors.  
Prices will vary.

**Cake Cutting** with China and Silverware will be an additional \$2.00 Per Person.

**Plated Dinners** are available at an additional \$5.00 per person.

**Gold or Silver Charger Plates** can be added for \$1.00 per Plate.

**Mirrors** centerpiece can be added to each table for \$1.00.

**Kid Meals** Chicken Tenders with French Fries & Apple Sauce (allergen options available upon request) \$7.95

### **Carving Station Entrees ( Can be added as entrée to any package)**

All entrees are accompanied by an assortment of appropriate condiments.

Baked Virginia Country Ham \$4.95 Per Person

Honey Roasted Basted Turkey Breast \$5.50

Roasted Peppered Top Round of Beef \$6.95 per person

Rosemary and Garlic Encrusted Leg of Lamb (price determined on market price)

### **Late Night Snacks**

Popcorn \$1.25 per person

Chips and Pretzels with French Onion Dip \$1.75 per person

Chips and Salsa \$2.00 per person

Soft Pretzels with Marinara and Cheese Dip \$2.75 per person

Fried Pickles with Ranch \$3.00 per person

Mozzarella Sticks with Marinara and Ranch \$3.50 per person

Pizza (2 slices per guest) \$3.50 per person

Additional Menu Options are available on our Flavors Guide in the QR Code.



## CONTACT INFO

Catering Phone Number.....517-265-5161

Catering Manager.....Ext 4126

Catering Assistant.....Ext 4304

Catering Supervisor.....Ext 5055

Email: [Catering@adrian.edu](mailto:Catering@adrian.edu)

For questions regarding Facilities please contact the Conference  
Department at 517-264-3156



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