




# Weddings

AT MICHIGAN STATE UNIVERSITY

Kellogg Hotel & Conference Center • Huntington Club • MSU Union  
MSU Alumni Memorial Chapel



# Wedding Menus

KELLOGG HOTEL & CONFERENCE CENTER  
HUNTINGTON CLUB

Congratulations on your engagement and thank you for choosing Michigan State University! Our Wedding Specialist will help you plan your dream day with our all-inclusive 2021 wedding reception package. Items below are included with your choice of buffet or plated entrée.

Hors d'oeuvres displays

*Vegetable crudité and international & domestic cheese displays*

Your choice of an additional hors d'oeuvre selection or champagne toast

Four hours of beverage service

Cake cutting and service

Late night coffee station

Centerpieces

Crushed oyster floor-length tablecloths

Selection of colored linen napkins

Dance floor

Complimentary parking

*available at the Kellogg Hotel & Conference Center only*

Complete reception arrangements and setup

Professional service staff

Special hotel rates for your overnight guests at the Kellogg Hotel & Conference Center

A luxurious guest room for the couple at the Kellogg Hotel & Conference Center  
*complete with a bottle of chilled champagne, fruit, and chocolate truffles*

Wedding party scheduled access to stadium seating for photographs  
*available at the Huntington Club only*



*Wedding buffets include assorted rolls and butter, freshly brewed coffee, a selection of fine teas, assorted soda and iced water. Priced per person.*

*Custom buffet and strolling dinner options available. See Wedding Specialist for more information.*

*GF - gluten friendly*

*V - vegetarian*

*VG - vegan*

*+ - may contain alcohol*

*\* - may contain nuts*

### **Banks of the Red Cedar Buffet | \$77**

#### **White Chicken Chili**

with southwest crema, tortilla strips, and pepper jack GF

#### **Cobb Field Salad**

with shaved MSU ham, eggs, cucumber, tomato, and dagano GF with garlic crostini and buttermilk ranch

#### **Trotolles with Grilled and Roasted Vegetables**

bailey urban farm herb vinaigrette and toasted pine nuts VG \*

#### **Red Cedar Redskin Potato Salad GF V**

#### **Creamy Lump Crab & Artichoke Heart Dip GF**

with MSU Baker's pumpernickel loaf

#### **Slow Smoked Sliced Beef Brisket GF**

#### **Cajun Rubbed Shredded Pork Shoulder GF**

#### **Spicy Pulled Chicken GF**

complete with classic, chipotle, and golden BBQs

#### **S'Mac Talk**

cavatappi with house cheese blend and crunchy gratinee V

#### **Bootleg Beans**

great northern and black beans with smoked grapes and bourbon BBQ GF VG +

#### **Corner Route Casserole**

sweet corn with caramelized peppers and onions topped with jalapeno cheddar cornbread V

## **Wedding Buffet Selections**

### **Little Italy Buffet | \$78**

#### **Classic Caesar Salad**

with parmesan, croutons, creamy Caesar dressing and house vinaigrette

#### **Little Gems Salad**

bacon, avocado, and tear drop tomatoes served with Dijon dressing GF +

#### **Antipasto Display**

Parma ham, mortadella, capocollo, Milano salami, buffalo mozzarella, green and black olives with a selection of preserved vegetables, bell peppers, aubergines, artichokes, sun-dried tomatoes and mushrooms served with bruschetta and focaccia \*

#### **Pancetta-Wrapped Chicken**

agro dolce GF

#### **Brasato al Barolo**

braised beef with roasted cremini and horseradish gremolata +

#### **Brown Butter Snapper**

fagioli in umido GF

#### **Pappardelle Bolognese**

Pecorino Romano, broccolini balsamico with sautéed greens, garlic and chilies Focaccia and extra virgin olive oil



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## **Great Lakes Buffet | \$79**

### **Michigan Cherry Salad**

spinach, mesclun mix, dried Michigan cherries, toasted pecans, gorgonzola served with raspberry vinaigrette dressing GF V \* +

### **MSU Panzanella Salad**

MSU Baker brioche and Michigan heirloom tomatoes served with Champagne-Dijon vinaigrette V +

### **Grilled and Chilled Okemos Shrimp**

with fresh MSU hoop house herbs GF

### **Chicken Forestiere**

braised chicken thighs served with tomatoes, mushrooms, bacon, and red wine GF +

### **Michigan Lake Trout**

Roulade of lake trout, whitefish mousse, and citrus beurre blanc GF

### **Leelanau Wine-Braised Beef Short Rib**

in a Michigan morel mushroom demi-glace GF +

### **Michigan Squash Lasagna**

with layered seasonal squash, mozzarella, and parmesan cheese V

### **Grilled Marinated Michigan Asparagus V**

### **Sweet Potato Duchess**

with parmesan cheese V

## **Pacific Buffet | \$85**

### **Stuffed Mushroom Soup**

with cappuccino truffle foam

### **Sunny Salad**

kale, strawberries, manchego cheese, and a pine nut vinaigrette GF V \* +

### **Sweet Potato Salad**

fresh arugula, caramelized sweet potatoes, apples, quinoa, red onion, coriander, and parmesan with basil pesto GF V \*

### **Left Coast Acai Bowl**

acai berries, blueberries, strawberries, raspberries, banana, toasted almond, granola, and coconut shavings VG \*

### **Avocado Toast**

chevre, crab, and focaccia

### **Cheese & Charcuterie Board**

with local cheeses and cured meats with seasonal accoutrements

### **Duck Leg Confit**

smoked duck breast, braised lentils, and baby arugula GF

### **Ginger Glazed Salmon**

with lemongrass scented sticky rice GF

### **Red Wine Beef Short Ribs**

with pinot noir, aromatic herbs, and roots GF \*

### **Fontal Polenta Mushroom Sautee VG**

### **Roasted Carrot Trio GF VG**

# Package I Plated Selections



*Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, fresh brewed coffee, tea, assorted soda, and iced water | \$69 per person*

**Garlic and Herb Breaded Chicken Breast**  
with rosemary scented jus GF

**Black Cherry Chicken Breast**  
with black cherry gastrique GF \*

**Pan Roasted Chicken Breast**  
with mushrooms, kale, bacon, and Arabiatta sauce  
GF + \*

**Piedmontese Flank Steak**  
grilled flank steak with Madeira demi glaze wine  
sauce stuffed with prosciutto and fontina cheese GF +

**Grilled Marinated Flank Steak**  
with whole grain mustard demi GF +

**Alsatian Pork Shank**  
crisp braised pork shank with natural jus, cannellini  
bean ragout and root vegetable medley GF +

**Sole Provencal**  
fresh sole with preserved lemon and sauce meuniere  
GF

**Wild Alaskan Black Cod**  
with hoisin and ginger GF

**Florentine Pesto Ravioli**  
with Arabiatta sauce V + \*

**Tuscan Risotto**

on a bed of caramelized onions, roasted peppers, wilted  
spinach, portabella mushroom, seasonal vegetables, and  
tomatoes confit GF VG \* +

GF - gluten friendly

V - vegetarian

VG - vegan

+ - may contain alcohol

\* - may contain nuts



*Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, fresh brewed coffee, tea, assorted soda, and iced water | \$76 per person*

*GF - gluten friendly*

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**Roasted Breast of Chicken**

with Cipollini onions, pancetta crisp, and red wine jus GF +

**Michigan Apple Cider Chicken**

brined organic chicken breast with Michigan apple jam demi GF

**Chile & Cumin Chicken**

chile and cumin scented chicken breast with roasted tomato salsa, sweet corn and black beans GF

**Grilled Ribeye Steak**

with Fleur de Sel and herbs GF

**Braised Short Rib**

with Cabernet sauvignon and fresh aromatics GF +

**Braised Char Sui Pork Tenderloin**

Chinese style BBQ with ginger, garlic, and tamari GF

**Olive Oil Poached Sea Bass**

with lobster-mango cream GF

**Poached Salmon**

with cherry tomato salad, white wine, fennel, and citrus broth GF +

## Package II Plated Selections

**Duet of Chicken and Salmon**

classic chicken cordon bleu with white wine cream sauce and oven-roasted salmon with balsamic-maple glaze and crispy onions +

**Duet of Filet Mignon & Chicken**

pan-roasted petite filet mignon in a pinot noir demi and a herb-breaded chicken breast in boursin cheese sauce GF +

# Package III Plated Selections



*Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, fresh brewed coffee, tea, assorted soda, and iced water | \$85 per person*

## **Grilled Filet Mignon**

with sherry wine and oregano caper demi-glace GF +

## **Cognac Chicken**

herb marinated and grilled breast of chicken with creamy cognac morel mushroom sauce GF +

## **Garlic-Sage Roasted Airline Chicken Breast**

six-ounce bone-in chicken breast with Meyer lemon and pistachio pesto GF + \*

## **Pan-Roasted Rosemary Marinated Lamb Loin**

with lamb jus GF +

## **Oven-Roasted Halibut**

wrapped in bacon with BBQ demi GF

## **Chesapeake Bay Crab Cakes**

pan seared crab cakes with mustard and tarragon sauce

## **Filet Mignon Oscar**

lump crab meat béarnaise with demi-glace and grilled black angus N.Y. strip with ginger molasses jus GF +

## **Duet of Pan-Roasted Scottish Salmon & Braised Beef Short Ribs**

braised short rib with wild mushroom red wine sauce and pan-seared salmon with chardonnay cream sauce GF +

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# Plated Wedding Packages



*Plated wedding packages include choice of salad, choice of vegetable, and choice of starch.*

## **Salad Selections** *(select one)*

**Kellogg Fresh House Salad**  
mixed greens tossed with carrot julienne, English cucumber, and grape tomatoes GF VG

**Classic Caesar Salad**  
Romaine hearts, shaved parmesan-Reggiano, and garlic croutons V

**Fresh Mozzarella and Heirloom Tomato**  
with balsamic GF V +

**Gathered Field Greens**  
Michigan apples, maytag bleu cheese, and toasted walnuts GF V \*

**Harvest Salad**  
field greens with roasted beets, butternut squash, pickled red onion and candied walnuts GF V + \*

**Mache, Baby Spinach, and Radicchio**  
sun-dried cranberries, Gorgonzola cheese, and toasted pine nuts GF V \*

*Select up to two dressing options:*

House Vinaigrette GF +, Ranch, Caesar +, and Italian +

## **Vegetable Selections** *(select one)*

Honey Caramelized Baby Carrots GF V

Asparagus GF VG

Broccolini GF VG

Haricot Vert GF VG

Roasted Brussels Sprouts GF VG

Sweet Corn, Edamame, and Pearl Onion Hash GF VG

Wilted Rainbow Chard with Garlic & Lemon GF VG +

Roasted Heirloom Carrots GF VG

Green Beans Almondine GF VG \*

## **Starch Selections** *(select one)*

Rosemary Cheddar Mashed Potatoes GF V

Dauphinoise Potatoes GF V

Roasted Fingerling Potatoes GF VG

Roasted Garlic and Fresh Herb Risotto GF V +

White Rice Pilaf with Aromatics GF VG

Smashed Yukon Gold Potatoes GF V

Cinnamon Allspice-Scented Basmati Rice GF VG

Steamed Gnocchi with Pecorino Cheese V

GF - gluten friendly

V - vegetarian

VG - vegan

+ - may contain alcohol

\* - may contain nuts

# Children's Menu



*Priced per person.*

*Children's entrées  
include assorted soda,  
milk, juice, and iced  
water.*

## **Children's Plated Entrée Selections | \$15**

*For children nine years old and younger. Includes a fruit cup  
GF VG, green beans GF VG and tater tots V.*

**Select one:**

House Recipe Macaroni and Cheese V

Crispy Fried Chicken Strips

Hot Dog

Grilled Cheese V

Cheese Pizza V

Beef Nachos GF

## **Children's Buffet | \$15**

*For children nine years old and younger. Includes the same  
selections as the buffet selected for the event.*

## **Young Adult Wedding Package**

*For guests aged 10-20 years old. Includes the same adult meal  
selection with a \$14 discount off package price.*

GF - gluten friendly

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# Wedding Package Beverage Service



Wedding beverage service includes appropriate mixers and garnishes.

Additional spirits and specialty cocktails may be requested.

*Four hours of beverage service included in entrée price.*

## **Premium Brand Liquor**

Absolut Vodka  
Dewar's Scotch  
Jack Daniel's Whiskey  
Tanqueray Gin  
Jim Beam Bourbon  
Captain Morgan Spiced Rum  
Sweet and Dry Vermouth

## **Varietal and Premium Wines**

Chardonnay  
Sweet White  
Cabernet Sauvignon  
Premium Red Wine  
Premium White Wine

## **Imported, Craft and Michigan Beer**

Seasonal Sam Adams  
Stella Artois  
Bell's Two Hearted Ale  
One Seasonal Seltzer or Cider

## **Domestic Beer**

Bud Light  
Miller Lite

*Enhance your beverage service with an optional fifth hour.*

## **Hosted Consumption Bar**

*Prices are subject to applicable service charge and sales tax.*

*Priced per drink.*

Premium Brand Liquor | \$7.50  
Varietal Wines | \$5.75  
Premium Varietal Wines | \$7.75  
Michigan and Imported Beer | \$5.75  
Domestic Beer | \$4.75  
Soda & Juice | \$2.75

## **Cash Bar**

*Prices are inclusive of sales tax. Priced per drink.*

Premium Brand Liquor | \$8  
Varietal Wines | \$6  
Premium Varietal Wines | \$8  
Michigan and Imported Beer | \$6  
Domestic Beer | \$5  
Soda & Juice | \$3

## **Flat Rate Bar**

*Prices are subject to applicable service charge and sales tax.*

*Priced per person. Based on final guarantee.*

One additional hour of beverage service | \$7



*Add variety to your  
special day with hors  
d'oeuvre enhancements.  
Priced per fifty pieces.*

*Butler-style service  
available.*

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### Hot Hors D'oeuvres

**Crispy Tator Tots** | \$100  
with bacon and jalapeño

**Meatballs** | \$110  
tossed in garlicky-smoked ketchup GF

**Edamame Potstickers** | \$110  
sesame soy dipping sauce GF V \*

**Thai Cashew Chicken Spring Rolls** | \$110  
spicy peanut sauce \*

**Chicken Quesadilla** | \$110  
with chipotle sour cream

**Marinated Chicken Skewers** | \$135  
with tequila, lime, and sea salt GF +

**Churrasco Steak Kebab** | \$145  
topped with chimichurri sauce GF

**Salmon Brochette** | \$150  
with hoisin teriyaki drizzle

**Bacon Wrapped Scallops** | \$160  
topped with grilled pineapple chipotle glaze GF

## Hors D'oeuvres Enhancements

### Cold Hors D'oeuvres

**Tortellini Fresh Mozzarella Skewer** | \$110  
with balsamic syrup V

**Smoked Chicken Salad in a Crisp Phyllo Cup** | \$110

**Tomato Mozzarella Bites** | \$110  
with fresh basil and balsamic sauce GF V

**Tomato Caper Bruschetta** | \$110  
balsamic reduction V

**Wild Mushroom Crostini** | \$110  
with pine nuts and truffle essence V \*

**Creamy Hummus** | \$110  
with roasted pepper and marinated olives on toasted  
fiscelle V

**Shrimp & Gazpacho Shooter** | \$150  
with cilantro GF

**Smoked Salmon Rolls** | \$150  
with cream cheese on brioche

**Sliced Beef Tenderloin on Focaccia Toast** | \$150  
with caramelized shallots

**Scallop Ceviche** | \$160  
with cucumber cup with pepper lime garnish GF

# Late Night Enhancements



*Keep the celebration  
going with snacks and  
desserts in the evening.*

## **Large 16-Slice Pizza | \$30 per pizza**

*select up to three pizza varieties for your event:*

- four cheese V
- pepperoni, sausage, and mushroom
- ham and pineapple
- sun-dried tomato, grilled vegetables, and goat cheese V
- BBQ chicken, caramelized red onions, and sweet peppers
- Mediterranean with sun-dried tomatoes, artichokes, spinach, Kalamata olives, feta, and asiago cheese V
- vegetarian with green peppers, black olives, mushrooms, and onions V

## **Gluten Friendly 12" Pizza | \$25 per pizza**

### **Slider Station | \$7 per person (select two)**

grilled Angus sliders, pulled pork sliders, or fried green tomato sliders accompanied by homestyle French fries and sweet potato fries

### **Cravings Popcorn Bar | \$3 per person**

trio of Cravings dark and white chocolate drizzled caramel corn, dill pickle corn, and sweet and salty kettle corn GF V \*

### **Boneless Wing Bar | \$5 per person**

buffalo, teriyaki, and BBQ with trio of dipping sauces

## **The Ultimate Nacho | \$4 per person**

corn tortilla chips, chicken, beef, Zacateca beans, chili con queso, guacamole, pico de gallo, salsa roja, sour cream, red onions, black olives, pickled jalapeno, and shredded lettuce GF

## **Sweet & Salty Station | \$4 per person**

assorted mini chocolate candy bars, Cracker Jacks with peanuts, warm buttered popcorn, kettle cooked potato chips, chocolate dipped pretzels, chocolate-covered Oreos, and Chocolate chip cookies V \*

## **Late Night Breakfast Station | \$6 per person**

sausage, egg, and cheese on English muffins and crispy hash brown potatoes with sriracha and ketchup

## **Cookie and Mousse Station | \$4 per person**

chocolate chip, English Toffee, red velvet and fudge brownies, and raspberry, caramel, and chocolate mousse served in flavored cones with strawberry milk and chocolate milk V \*

## **MSU Bakery Game Day Cookies | \$42 per dozen**

Spartan "S" and Spartan head frosted sugar cookies V

## **Chocolate-Dipped Strawberries GF V | \$2.75 per person**

GF - gluten friendly

V - vegetarian

VG - vegan

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# Beverage Enhancements



*House beverages priced  
per bottle.*

*Fine and sparkling wine  
priced twelve bottles per  
case.*

## House Beverages

La Petite Vigne Chardonnay, France | \$29  
Les Roucas Cabernet Sauvignon, France | \$29  
Veuve du Vernay Brut Sparkling, France | \$25  
Ornella Molon Pinot Grigio, Italy | \$29  
The Loop Sauvignon Blanc, New Zealand | \$32  
Dark Horse Red Blend, California | \$35  
Bowers Harbor Dry Riesling, Michigan | \$35  
Non-Alcoholic Sparkling Juice | \$14

## Fine White Wine by the Case

Honing Sauvignon Blanc, California | \$420  
Chateau St. Michelle Chardonnay, Washington | \$348  
The Furst Riesling, France | \$360  
Bowers Harbor Unwooded Chardonnay, MI | \$396  
Black Star Farms Dry Riesling, Michigan | \$420  
Olema Chardonnay, California | \$408  
King Estate Pinot Gris, Oregon | \$468  
Bowers Harbor Pinot Grigio, Michigan | \$420  
J Vineyards Russian River, California | \$504  
Cakebread Chardonnay Napa, California | \$888

## Fine Red Wine by the Case

Mojo Cellars Pinot Noir, California | \$348  
Vignamaggio 'Il Morino' Super Toscana, Italy | \$348  
Foncalieu Le Versant Pinot Noir, France | \$360  
Charles Smith 'Velvet Devil' Merlot, Washington | \$360  
Chateau St. Michelle Cabernet Sauvignon, WA | \$396  
Storypoint Cabernet, California | \$420  
The Fabelist Wine Co. Zinfandel, California | \$456  
Brooks Pinot Noir, Willamette Valley, Oregon | \$600  
Justin Cabernet Sauvignon, California | \$600  
Keenan Cabernet Napa, California | \$1,188

## Sparkling Wine by the Case

Black Star Farms Bedazzled Dry, Michigan | \$348  
Martini & Rossi Asti Spumante, Italy | \$348  
Domaine St. Michelle Brut, Washington | \$372  
Mawby Blanc Brut, Michigan | \$468  
Perrier-Jouet Grand Brut Champagne, France | \$948

# Things To Do at MSU



With venues located directly on the campus of Michigan State University, your guests can enjoy the following attractions.

## Celebrations at the Kellogg Center

- ♦ Wedding showers
- ♦ Rehearsal dinners
- ♦ Brunches

## Dining & Shopping

- ♦ The State Room Restaurant
- ♦ Kellogg Center Gift Shop
- ♦ Downtown East Lansing

## Entertainment

- ♦ Wharton Center for Performing Arts
- ♦ Eli & Edythe Broad Art Museum
- ♦ Michigan State University Museum
- ♦ Abrams Planetarium
- ♦ U Club Spa
- ♦ Ice Skating at Munn Ice Arena
- ♦ MSU Tours

## Recreation

- ♦ Forest Akers Golf Courses (*reference Wedding Group Package for Special Rates*)
- ♦ MSU Tennis Center
- ♦ Walking and biking trails (*hotel guests may rent bikes from the Kellogg Center*)
- ♦ IM Fitness Facilities
- ♦ Canoeing and kayaking on the Red Cedar River
- ♦ Demmer Shooting Sports Education & Training Center

## Points of Interest

- ♦ Spartan Stadium
- ♦ W. J. Beal Botanical Gardens
- ♦ Beaumont Tower
- ♦ Sparty Statue
- ♦ Bronze Sparty Statue at the MSU Union
- ♦ Hall of History at the Breslin Center

# Event Policies

## Function Requirements

All meeting requirements, menu, and other food and beverage selections to be confirmed no later than 14 days prior to the function date. Changes in banquet or meeting room arrangements within 24 hours of scheduled starting time may be subject to a \$150.00 labor fee. Fees will be determined onsite by Banquet/Catering Manager.

## Function Space

If the event's attendance numbers are significantly different than those described in the booking contract, the Kellogg Center and Kellogg Catering reserve the right to adjust the room assignment based on actual attendance numbers. The event is required to observe the schedules described in the booking contract and the event must vacate its assigned rooms according to that schedule. The Kellogg Center and Kellogg Catering reserve the right to charge for room usage outside of the scheduled times, plus additional labor charges arising from such usage.

## Room Rates and Rental Fees

Event fees are based on attendance numbers provided by the client and bundled services provided by the Kellogg Center and Kellogg Catering. Revisions in the event minimum attendance, times, date, or meal functions may necessitate the revision of the room rates and rental fees. Accordingly, the Kellogg Center and Kellogg Catering reserve the right to revise the fees for the event if the event's commitments change.

## Pricing

A service charge is added to food, beverage, and audio-visual prices to offset facility maintenance and administrative costs. Michigan sales tax is applicable to the service charge unless the entity is Michigan sales tax exempt. See booking contract for service charge rates. The service charge does not replace a gratuity for the servers and/or hotel staff. If the event is not held within the year that the estimate is given, service charges, food, beverage and audio-visual prices may be subject to an increase of not more than 10% year over year.

## Food and Beverage Service

All food and beverage must be supplied by the Kellogg Center and Kellogg Catering. Food and beverages (alcoholic and non-alcoholic) are not permitted to be brought into the conference or banquet areas by a guest(s) of the Kellogg Center and Kellogg Catering. The Kellogg Center and Kellogg Catering cannot guarantee that allergens were not introduced during another stage of the food supply chain process or, inadvertently, during preparation. GF indicates gluten-friendly menu selections, V indicates vegetarian menu selections, VG indicates vegan selections, + indicates may contain alcohol and \* indicates may contain nuts. For an offsite event with multiple delivery times and/or locations, additional delivery/transportation charges may apply. Based on time, temperature and regulations, food can only be held for a maximum of four hours

## Entrée Selection and Substitution

The Kellogg Center and Kellogg Catering will provide entrée substitutions for dietary, allergen or religious purposes. The group must supply guest selections 3 days prior to the date of the event with final guarantee. If the group does not provide substitution requests in accordance with the timeline described above, the Kellogg Center and Kellogg Catering has no obligation to provide substitute entrées. Kellogg Center and Kellogg Catering may try to accommodate these requests, however, an additional charge for the substitute entrée will be assessed, along with any additional service charges and tax.

# Event Policies

## Multiple Entrée Selections

The Kellogg Center and Kellogg Catering allows groups to selection up to three entrée selections for their event. If two entrée or three entrée selections are ordered, a \$2.00 multiple entrée fee per person will be assessed for each selection. Guest selections must be received 3 days prior to the date of the event with final guarantee. Any changes to entrée selections at the time of the event will be charged in addition to the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards to indicate entrée selections.

## Beverage Orders

The event will be charged for all beverages that are ordered whether or not all bottles are used at the event, excluding house wine. Wine is priced per bottle and must be ordered by the case, excluding house wine. Wine orders, with the exception of house wine, must be confirmed 10 days in advance; bottles will be ordered and billed based on this number. Any beverages, excluding liquor, not consumed during the event will be available to the on-site contact upon conclusion of the event. If an event requires beverages that are not available on the regular banquet menu, those beverage selections may be ordered through the Kellogg Center and Kellogg Catering. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

## Labor Charges

A labor charge of \$20.00 per server, per hour will be assessed for butler-style served hors d'oeuvres.

## Bartender Charges

A bartender fee of \$75.00 will be assessed on each hosted or cash bar when sales do not exceed \$250.00 per bar, or when an additional bartender is requested. A bartender fee of \$25.00 will be assessed on each hosted or cash beer and/or wine service when sales do not exceed \$150.00 per bar.

## Alcohol Service Policy

In keeping with our commitment to responsible service of alcohol in a university setting, the Kellogg Hotel & Conference Center will: A) request identification from all guests who appear to be under the age of 40; B) not serve alcoholic beverages to guests without proper ID; and C) not serve doubles, shots, shooters, or multiple liquor drinks containing more than three liquors (e.g. Long Island Iced Tea). The banquet manager of the Kellogg Hotel & Conference Center reserves the right to refuse alcoholic beverage service to an individual or group. Alcoholic beverage service will not exceed five hours per event.

## Event Signage and Banners

If the client would like a banner to be hung in the Kellogg Center, Huntington Club or MSU Union prior approval and coordination with the Kellogg Center, Huntington Club or MSU Union staff is required. Please provide banners 24 hours in advance for proper hanging. A list of daily events is posted throughout the Kellogg Center, Huntington Club or MSU Union to direct guests to the correct banquet or meeting room. All banquet and meeting rooms have either a paper sign holder or digital signage outside of the room to indicate the event within. The Kellogg Center, Huntington Club or MSU Union will include the name of the event on the signage as described on the booking contract. If more specific signage is desired, the client will be responsible for providing it. No posters or signs may be located or hung in the Kellogg Center, Huntington Club or MSU Union lobby without prior written permission from the Kellogg Center, Huntington Club or MSU Union management. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of the Kellogg Center, Huntington Club or MSU Union. Easels are available for rent on a limited basis for information purposes. Please contact your conference services manager should you have questions about a banner or signage.

# Event Policies

## Outdoor Events

Events contracted outdoors are contingent on weather conditions. Kellogg Center and Kellogg Catering's banquet/catering department will communicate with the contracting party if Kellogg Center and Kellogg Catering determines the weather conditions are not safe to hold an event outdoors. Kellogg Center and Kellogg Catering reserve the right to delay or cancel the event up to two hours prior to event start time due to inclement weather. Tent rentals are available. Please contact your conference services manager for pricing.

## Audio-Visual and Equipment Needs

All equipment and services can be arranged with our conference services department. For your convenience, the Kellogg Center and Huntington Club provides full audio-visual services. The Kellogg Center, and Huntington Club requests that conference services be notified in advance of any equipment that will be provided by the client. Subject to additional labor fees.

## Equipment, Materials, and Decorations

Due to limited storage, the Kellogg Center and Kellogg Catering cannot store décor, materials, flowers or cake. All materials, equipment, and decorations will need to be removed at the conclusion of your event. The Kellogg Center and Kellogg Catering will assist with the setup of favors and place cards only. Glass enclosures are required for any candles. Glitter, feathers, confetti, or metallic chips are not permitted. Decorations may not be hung from the ceiling or walls.

## Damage, Repair, and Maintenance Charges

The Kellogg Center and Kellogg Catering reserves the right to inspect and control all events held at facilities managed by the Kellogg Center and Kellogg Catering. Costs arising from damage to the premises will be charged to the representative making the arrangements. Additional labor charges will be charged to events if more than standard clean-up is required. Fees will be assessed by the Kellogg Center and Kellogg Catering Banquet/Catering Manager at the close of the event.

## Security

The Kellogg Center and Kellogg Catering reserve the right to require additional security services to monitor events held at facilities managed by the Kellogg Center and Kellogg Catering at the client's expense. The Kellogg Center and Kellogg Catering will provide advanced notice if security will be required and will invoice the event for the additional fees associated with security.

## Limitation of Liability

The Kellogg Center and Kellogg Catering's performance under this agreement is subject to acts of God, war, government regulation, terrorism, strikes, civil disorder, curtailment of transportation, or acts preventing the delivery of foods and beverages, or any other emergency of comparable nature beyond the control of the management of the Kellogg Center and Kellogg Catering that in each case makes it impossible to perform its obligations under this agreement. The Kellogg Center and Kellogg Catering shall not be responsible for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event. In no event will the Kellogg Center and Kellogg Catering be liable for the loss of profit or indirect or consequential damages whether based on breach of contracts, warranty, or otherwise.