

Single-Serve Breakfast Selections



Priced per person.

Continental Breakfast include staff attended fresh brewed coffee, tea, iced water and orange juice station. Limit one hour.

Served Entrees & Bowls include fresh fruit cup, fresh brewed coffee, tea, iced water and orange juice offered table-side.

GF - gluten friendly

V - vegetarian

VG - vegan

+ - may contain alcohol

** - may contain nuts*

Continental

Classic Continental | \$10

Fresh Baked Muffin V

with butter, cream cheese, and fruit preserves V

Fresh Fruit Salad GF/VG

Individual Yogurt with Granola V/*

BLT Bagel Continental | \$14

Breakfast Bagel

everything bagel with applewood smoked bacon, sliced tomatoes, bibb lettuce and cream cheese

Fresh Fruit Salad GF/VG

Fresh Start Continental | \$14.50

Breakfast Wraps

with fluffy scrambled eggs, cheddar cheese, and bacon on a whole wheat tortilla

Fresh Fruit Salad GF/VG

Individual Yogurt with Granola V/*

Served Entrees & Bowls

Spartan Breakfast | \$15.75

scrambled eggs with monterey jack cheese & chives, applewood smoked bacon, served with breakfast potatoes

Wild Side Bowl | \$16

fresh eggs, wild mushrooms, roasted tomatoes, roasted peppers and onions, with wilted greens and sausage.

Sunrise Bowl | \$16.50

spicy tomatoes, smoked paprika, eggplant and sweet peppers, black salt and turmeric tofu, crispy chickpeas, and chives GF/VG

Breakfast Tacos | \$16.75

chorizo, mushrooms, cilantro and fresh tomatoes, folded with scrambled eggs and cheddar cheese, wrapped in a flour tortilla served with pico de gallo and breakfast potatoes.

Breakfast Enhancements

Yogurt Parfaits | \$2 each

French vanilla yogurt, macerated berries, granola and almonds GF/V/+/*

Hard Boiled Eggs GF | \$2 each

Dried Fruits & Nuts GF/V/* | \$2.50 per serving

Fresh Baked Muffin V | \$2.75 each

with butter, cream cheese, and fruit preserves

Country Sausage Links (two) | \$3 per serving

Bacon Slices (two) | \$3.50 per serving

Gluten-Friendly Bagel GF/V | \$3.50 each

with butter, cream cheese, and fruit preserves

Gluten-Friendly Muffin GF/V | \$3.50 each

with butter, cream cheese, and fruit preserves

Oatmeal | \$3.50 per serving

with cinnamon, and brown sugar GF/VG

add seasonal berries GF/VG | \$4.25 per serving

Break Selections



Priced per person.

Single-Serve Breaks include staff attended fresh brewed coffee, tea, iced water and soda station. Limit 30 minutes.

GF - gluten friendly

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Single-Serve Breaks

Sweet & Salty | \$7
Great Lakes Brand Kettle Chips
Assorted MSU Bakery Cookies

Energy Break | \$8
Assorted Domestic Cheeses and Fresh Fruit
served with flat bread crackers

KIND Bar V/*

Snack Break | \$8
Seven Layer Dip and Blue Corn Tortilla Chips
served with guacamole & salsa GF/ V/+

Healthy Side | \$8
Loaded Hummus with Roasted Cauliflower, Red Peppers and Pine Nuts GF/VG/*
with pita chips, marinated feta & brine cured olives V

A la carte Breaks

Skim and 2% Milk Cartons | \$1.75 each

Bottled Lemonade | \$2.50 per serving

Coca-Cola Soda | \$2.75 each

La Croix | \$2.75 each

Bottled Iced Tea | \$ 2.75 per serving

Fresh Brewed Coffee & Tea | \$2.75 per serving

Bottled Orange Juice | \$3.25 per serving

Bottled Water | \$3.25 each

Candy Bars V | \$2 each

Salty Snack Assortment V | \$2 each

White Cheddar Popcorn V | \$2 each

String Cheese GF/V | \$2 each

Fruit Yogurt GF/V | \$2.25 each

Assorted MSU Bakery Cookie V | \$2.25 each

MSU Bakery Double Fudge Brownie | \$2.50 each

KIND Bar V | \$3.50 each

MSU Bakery Game Day Cookie V | \$3.50 each

Spartan "S" and Spartan head frosted sugar cookies

Custom Logo Cookie V | \$3.50 each

sugar cookie

Seasonal Fruits and Berries GF/VG | \$4.25 per serving

Served Luncheon Selections



Priced per person.

Served luncheons include selection of included starter and dessert.

Fresh brewed coffee, tea, iced water and soda offered table-side during meal service.

For daily gluten-friendly and vegetarian options contact your conference services manager.

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Plated Entrees

Sea Salt and Sage Marinated Chicken Breast | \$20
6oz grilled chicken breast with sauce chasseur, sour cream mashed potatoes, and fresh asparagus GF

Herb Marinated Chicken | \$20
grilled breast with tart cherry demi, roasted redskins, and haricots verts GF/+

BBQ Brisket of Beef | \$23
beef brisket served with Dijon sauce, roasted redskins and broccolini GF

Lake Superior Whitefish Piccata | \$21.75
fresh whitefish with a lemon caper sauce, wild rice pilaf and baby carrots GF

Grilled Salmon | \$23
salmon with a lemon dill beurre blanc sauce, creamy risotto and grilled asparagus +

Lunch Bowls

Fresh Vegan Bowl | \$19
sweet potatoes, chickpeas, avocado, grilled asparagus, and quinoa tossed with house-made tahini dressing GF/VG

Teriyaki Chicken Bowl | \$20
with sautéed seasonal vegetables, steamed basmati rice, sesame trio, and scallions +

Duets

Chicken Roulade and Maple Glazed Salmon | \$26
fontina chicken roulade with mushrooms, spinach and marsala sauce, maple glazed salmon with avocado and tomato relish, served with broccolini & saffron rice pilaf +

Chicken Breast and Braised Beef Short Rib | \$28
roisserie Tuscan chicken breast and braised beef short ribs with rosemary balsamic and olive oil, slow-cooked in a rich tomato sauce with aromatic vegetables and redskin mashed potatoes

Luncheon Starters & Dessert



Served luncheons include selection of included starter and dessert.

Salad or Soup Starters *(select one)*

Iceberg Wedge
with roasted tomatillo guacamole, pico de gallo, cilantro crema, cotija and tortilla straws V/+

Spinach Salad
with mixed berries, goat cheese, toasted almonds GF/V/*

Classic Caesar
with crisp romaine, shaved parmesan, garlic croutons V

Spring Greens
with candied walnuts, tart cherries, feta GF/V/*

Select up to two individual packet dressings:
House Vinaigrette GF/+, Ranch, Caesar +, and Italian +

Chicken Tortilla Soup
topped with tortilla strips

Tomato Basil Bisque
garnished with fresh basil and grated parmesan GF/VG

Butternut Squash Bisque
garnished with crème fraiche and toasted pepitas GF/V/*

Dessert Selections *(select one)*

Strawberry Fields
layer cake, white chocolate and fresh mint mousse, dulce de leche, candied almond crunch and macerated strawberries V/*

Whipped Cheesecake
with lemon curd, fresh berries and candied almonds V/*

Chocolate Decadence
layer cake with dark chocolate mousse, caramel fudge sauce, chocolate shavings, and raspberry V

Key Lime Mousse Cake
with medjool date and oat crust, blackberry lavender compote, citrus mint chimichurri, and coconut dulce de leche GF/VG/+

Cinnamon Swirl Bread Pudding
with spiced streusel, cream cheese patisserie, maple drizzle, and peach preserves V/*/+

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Sandwiches and Salads / Served or Grab n' Go



Priced per person.

Served luncheons include choice of starter and dessert. Fresh brewed coffee, tea, iced water and soda offered table-side.

Grab & Go luncheons include a sandwich/salad, chips, fresh baked cookie, whole fruit, soda or bottled water.

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Chilled Sandwiches

Smoked Turkey & Provolone on Brioche | \$15.75
with lettuce, tomato, dijon, mayonnaise & horseradish sauce +

Chicken Caesar Wrap | \$15.75
in a flour tortilla with crisp romaine, shaved parmesan, creamy dressing, and croutons +

Grilled Ratatouille Wrap | \$15.75
in a flour tortilla with seasonal vegetables, sweet corn and basil pesto, baby greens, and marinated tomatoes VG/+/*

Taco Salad Wrap | \$17.75
in a flour tortilla with seasoned beef, chopped romaine, corn chips, salsa, black beans, and pepper jack cheese +

Roast Beef & White Cheddar on Brioche | \$18.75
with lettuce, tomato, dijon, mayonnaise & horseradish sauce +

Grilled Sandwiches

Fried Chicken on Brioche | \$16.75
with swiss cheese, pickled slaw, mayonnaise, and dijon +

BBQ Pulled Pork on Brioche | \$17.75
with pickles and crispy onions +

Corned Beef on Ciabatta | \$18.75
with grilled onions and portobella, muenster, and dijon +

Entrée Salads

Baby Spinach Salad | \$17.75
with grilled chicken, sliced cucumber, strawberries, toasted pistachios, feta cheese GF

Quinoa Salad | \$17.75
with chopped romaine, roasted corn, black beans, roasted peppers and onions, pico de gallo + GF/VG

*Select up to two individual packet dressings:
House Vinaigrette GF/+, Ranch, Caesar +, and Italian +*

Enhancement

Gluten- Friendly Bread | \$1.25

Receptions



Grab n' Go

Chips & Dips Plate | \$5

seven layer dip, house made guacamole, tortilla chips, salsa roja and salsa verde GF/V/+

Fruit & Cheese Plate | \$6

with assorted cheeses, flat bread crackers, melon, grapes and strawberries V

Hummus Plate | \$7

loaded hummus with roasted cauliflower, red peppers, and pine nuts, fresh tabbouleh, pita chips, marinated feta, brine cured olives, marcona almonds V/*

Charcutier Plate | \$8

with assorted domestic cheeses, cured meats, flat bread crackers with fruit garnish

Sweets

Mini Cupcakes & Chocolate Dipped Strawberries | \$6

vanilla and chocolate cupcakes

Cake Pops & Seasonal Mousse Verrines | \$6

White chocolate, angel's food and devil's food cake pops along side white, dark chocolate, mango and coconut mousse with raspberry verrines mousse

Mini Pies & Chocolate Wow | \$7

mini Traverse City cherry pie & chocolate WOW

Reception Stations

Harvest Party | \$9

keftedes with artichokes, tomatoes, and citrus jus VG/+
sweet corn and black bean quesadillas with pepper jack and cotija V
spring roll with sweet chili VG/+

Garden Variety | \$10

sweet corn fritters with chimichurri, shaved cucumber, red pepper, and scallion VG/+
roasted cauliflower cup with za'atar, hummus, radish, pine nuts, and scallions GF/VG
watermelon tomato, kalamata olive, honey and feta GF/V

Triple Threat Chicken Wings | \$10

BBQ, buffalo, and garlic herb grilled with blue cheese and ranch dip

Skewers | \$10

teriyaki marinated beef, grilled balsamic portobello mushroom, and chipotle honey chicken

Mac & Cheese Three Ways | \$12

crispy fried chicken, grilled wild mushrooms, and BBQ pulled pork.

Dim Sum | \$12

pork pot stickers, har gow shrimp, vegetable dim sum

Priced per person.

*Single-serve plates
at staff attended
stations.*

GF - gluten friendly

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Served Dinner Selections



Priced per person.

Entrees include selection of included starter and dessert, rolls & butter.

Fresh brewed coffee, tea, iced water and soda offered table-side during meal service.

For daily gluten-friendly and vegetarian options contact your conference services manager.

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Farm

Herb Marinated Chicken | \$28
grilled breast with tart cherry demi, roasted redskins, and steamed broccolini GF/+

Cornflake Crusted Chicken | \$28
with country gravy, sour cream and scallion mashed potatoes, and roasted asparagus +

Slow-Braised Boneless Short Rib | \$32
with roasted jalapeno zhug, saffron tahchin, and za'atar carrots GF/+

Mesquite Smoked Brisket | \$32
with sassafras BBQ, turmeric and spice roasted sweet potatoes, sweet corn hash GF/+

Cider Brined Pork Flat Iron | \$32
grilled with fenugreek and clove rub, baked macaroni and cheese, and charred cauliflower GF/+

Garden

Sweet Potato Chilaquiles | \$28
with fire roasted salsa, black beans, sweet corn, roasted red peppers, and caramelized sweet onions, topped with radish, jalapeno, cotija, and cilantro crema GF/V/+

Thai Risotto | \$28
lemongrass, ginger, and edamame risotto with grilled seasonal vegetables, wild mushrooms, baby bok choy and toasted sesame GF/VG/+

Sea

Five Spice Tilapia | \$30
with hoisin glaze, coconut and ginger fragrant rice, and seasonal vegetables GF/+

Churrascaria Salmon | \$32
with chimichurri, potato medley with roasted peppers and onions, and steamed seasonal vegetables GF/+

Jumbo Crab Cake and Shrimp | \$36
sweet corn, pimento, and scallion lump crab cakes, blackened shrimp, smoked cheddar grits, and seasonal vegetables GF/+

Duets

Grilled Garden and Creamy Risotto | \$32
grilled romaine, radicchio, portobellos, peppers, onions, and asparagus with green goddess dressing and tomatillo relish, and parmesan risotto with seasonal squashes and fresh herbs GF/V+

Grilled Salmon and Pan Seared Chicken | \$36
BBQ spiced salmon with golden BBQ and herb marinated chicken breast with country gravy, white cheddar hash brown casserole, and seasonal vegetables GF/+

Chicken Al Mattone and Braised Short Rib | \$40
marinated chicken, pan roasted and pressed, with lemony caper sauce and roasted artichokes, and tender short rib with wild mushroom demi, whipped potatoes, and seasonal vegetable medley GF/+

Bistro Steak Au Poivre and Grilled Shrimp | \$42
peppercorn crusted steak with cognac demi and garlic and herb marinated shrimp with citrus cream, loaded jacket potato, and buttery broccoli crowns GF/+

Dinner Starters & Desserts



Served dinners include selection of included starter and dessert.

Salad or Soup Starters *(select one)*

Iceberg Wedge

with roasted tomatillo guacamole, pico de gallo, cilantro crema, cotija and tortilla straws V/+

Spinach Salad

with mixed berries, goat cheese, toasted almonds GF/V/*

Classic Caesar

with crisp romaine, shaved parmesan, garlic croutons V

Spring Greens

with candied walnuts, tart cherries, feta GF/V/*

Select up to two individual packet dressings:

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

Chicken Tortilla Soup

topped with tortilla strips

Tomato Basil Bisque

garnished with fresh basil and grated parmesan GF/VG

Butternut Squash Bisque

garnished with crème fraiche and toasted pepitas GF/V/*

Dessert Selections *(select one)*

Strawberry Fields

layer cake, white chocolate and fresh mint mousse, dulce de leche, candied almond crunch and macerated strawberries V/*

Whipped Cheesecake

with lemon curd, fresh berries and candied almonds V/*

Chocolate Decadence

layer cake with dark chocolate mousse, caramel fudge sauce, chocolate shavings, and raspberry V

Key Lime Mousse Cake

with medjool date and oat crust, blackberry lavender compote, citrus mint chimichurri, and coconut dulce de leche GF/VG/+

Cinnamon Swirl Bread Pudding

with spiced streusel, cream cheese patisserie, maple drizzle, and peach preserves V/*/+

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Alcohol Service



Priced per drink.

Hosted consumption bar prices are subject to applicable service charge and sales tax.

Cash bar prices are inclusive of sales tax.

All packages include appropriate mixers and garnishes.

Kellogg Tier 1 Package

Kellogg Call Brand Liquor | \$5.50 hosted, \$6 cash
Sobieski Vodka, Cutty Sark Scotch, Seagram's 7 Whiskey, Beefeater Gin, Club Caribe Silver Rum, Sweet and Dry Vermouth

Varietal Wine | \$5.75 hosted, \$6 cash
Chardonnay, Cabernet Sauvignon

Premium Varietal Wine | \$7.75 hosted | \$8 cash
Premium White, Premium Red

Michigan and Craft Beer | \$5.75 hosted, \$6 cash
Sam Adams, one Michigan/Craft Beer selection

Domestic Beer | \$4.75 hosted, \$5 cash
Bud Light, Miller Lite

Soda and Juice | \$2.75 hosted, \$3 cash

Kellogg Tier 2 Package

Kellogg Premium Brand Liquor | \$7.50 hosted, \$8 cash
Absolut Vodka, Dewar's Scotch, Jack Daniel's Whiskey, Tanqueray Gin, Jim Beam Bourbon, Captain Morgan Spiced Rum, Sweet and Dry Vermouth

Varietal Wine | \$5.75 hosted, \$6 cash
Chardonnay, Sweet White, Cabernet Sauvignon

Premium Varietal Wine | \$7.75 hosted, \$8 cash
Premium White, Premium Red

Imported, Michigan & Craft Beer | \$5.75 hosted, \$6 cash
Sam Adams, Stella Artois, Bell's Two Hearted Ale and one seasonal seltzer or cider

Domestic Beer | \$4.75 hosted, \$5 cash
Bud Light, Miller Lite

Soda and Juice | \$2.75 hosted, \$3 cash

Alcohol Service



Priced per drink.

Hosted consumption bar prices are subject to applicable service charge and sales tax.

Cash bar prices are inclusive of sales tax.

All packages include appropriate mixers and garnishes.

Kellogg Tier 3 Package

Kellogg Top Shelf Brand Liquor | \$9 hosted, \$10 cash

Grey Goose Vodka, Crown Royal Whiskey, Bombay Sapphire Gin, Maker's Mark Bourbon, Mt. Gay Eclipse Spiced Rum, Sweet and Dry Vermouth

Varietal Wine | \$5.75 hosted, \$6 cash

Chardonnay, Sweet White, Cabernet Sauvignon

Premium Varietal Wine | \$7.75 hosted, \$8 cash

Premium White, Premium Red

Imported, Michigan, & Craft Beer | \$5.75 hosted, \$6 cash

Sam Adams, Stella Artois, Bell's Two Hearted Ale and one seasonal seltzer of cider selection

Domestic Beer | \$4.75 hosted, \$5 cash

Bud Light, Miller Lite, Leinenkugel's

Soda and Juice | \$2.75 hosted, \$3 cash

Kellogg Beer and Wine Only Package

Varietal Wine | \$5.75 hosted, \$6 cash

Chardonnay, Sweet White, Cabernet Sauvignon

Premium Varietal Wine | \$7.75 hosted, \$8 cash

Premium White, Premium Red

Imported, Michigan, and Craft Beer | \$5.75 hosted, \$6 cash

Sam Adams, Stella Artois, Bell's Two Hearted Ale and one seasonal seltzer of cider selection

Domestic Beer | \$4.75 hosted, \$5 cash

Bud Light, Miller Lite

Soda and Juice | \$2.75 hosted, \$3 cash

Wine Selections



House beverages
priced per bottle.
Fine and Sparkling
Wine priced 12
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

Spirited Bar Enhancements (minimum 20 ppl)

Mimosa | \$7.00 per drink

Butler service included

Bloody Mary Bar | Tiered Pricing of \$7, \$9, \$11 per person
with olives, limes, celery, crispy bacon, and cheese cubes.

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 de Blanc, Michigan | \$468

Perrier-Jouet Grand Brut Champagne, France | \$948

Fine White Wines by the Case

Honing Sauvignon Blanc, California | \$420

Chateau St. Michelle Chardonnay, Washington | \$348

The Furst Riesling, France | \$360

Bowers Harbor Unwooded Chardonnay, Michigan | \$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 Sauvignon, 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

Children's Menu



Priced per person

Iced water, soda, milk or juice offered table-side.

Children's Served 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

Crispy Fried Chicken Strips

Hot Dog

Grilled Cheese V

Cheese Pizza V

Beef Nachos GF

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Audio-Visual Equipment



Visual Support

LCD - High Resolution Video Projector | \$275
for computer application, includes house sound and screen

10' x 10' Screen & AV Presentation Cart | \$175
for guests providing own LCD projector; includes audio connection, power strip and extension cord. Available in Big Ten ABC, Lincoln, Red Cedar B and Auditorium

8' Screen & AV Presentation Cart | \$75
for guests providing own LCD projector, includes audio connection, power strip and extension cord. Available in all rooms with built in sound (rooms without sound require portable public address system)

Flat Screen TV | \$125
mounted rooms 102, 108, conference 61, conference 62 and vista

HDMI or VGA Switcher | \$25

Laptop Computer | \$200
with Windows 7 software

Wireless Presentation Remote | \$50
includes laser pointer

Hardback or A-Frame Easel for Poster Board | \$15

Flipchart | \$40
includes post-it flipchart pad, easel and markers

Portable White Board | \$25
with assorted markers and eraser

Audio Support

Standard Microphone | \$25
available on standing podium, floor stand, or table stand

Wireless Handheld Microphone | \$100

Wireless Lavalier (Lapel) Microphone | \$100

Portable Public Address System | \$75

Multichannel Microphone Mixer | \$50
required for any event using more than two microphones

Audio Service Fee | \$75

for cables & tech support for guests audio feed to guest provided audio

Polycom Speaker Phone | \$50
includes phone line

Phone Line | \$25
for credit card machines or modems

Computer Speakers | \$40
to run laptop or DVD presentations

DMX Sound System | \$30
available in the Auditorium, Big Ten ABC, Lincoln, 103AB, 104AB, 105AB, 106, Red Cedar B, Riverside & Willy Room

Technical Support, Linen & Decor



Internet & Technical Support

Wireless Internet | Complimentary
available throughout the hotel; opening browser, select MSUNet Guest 3.0, and agree to the terms. Password not required.

Ethernet Hookup | \$25

Multiport Ethernet HUB | \$50
includes Ethernet line

Video Conferencing
Staff available to assist with personal connection

Technical Staff Assistance | \$50 per hour
Monday - Friday 7:00am - 5:00pm

Technical Staff Assistance | \$75 per hour
Evening 5:00pm - midnight and weekends

100 AMP Spider Box | \$100
available in Big Ten ABC and Auditorium

A/C Power Strip with Extension Cord | \$10
with 4 - 12 plugs per strip

Kellogg Hotel & Conference Center Décor & Linen

High Lumen Ceiling Spotlight | \$50
available in Big Ten ABC and Auditorium

Black Pipe and Drape Kit | \$50 per section
10' x 13' podium backdrop

Baby Grand | \$100
available in the Big Ten Rooms only

Dance Floor | \$100

Custom printed menus | \$5 each

Custom place cards | \$3 each

Linen Table Cloths (complimentary)
white cloths included for 5' round table room sets

Colored Linen Table Cloths | \$5 each

Crushed Oyster Floor Length Table Cloths | \$15 each

Linen Overlays | \$5 each

Linen Napkins (complimentary)
red, black, MSU green, white and charcoal

Linen Napkins | \$1 each
specialty colors

Centerpieces | \$5 each

Kellogg Catering Off-Site Enhancements



Table Linen & Skirting

61" Square Table Cloths | \$5 each
5ft. Table linen, black and white

52" x 96" Long Table Cloths | \$5 each
6ft. black, white and green
green & white checked \$6 each

52" x 120" Extra Long Table Cloths | \$5 each
8ft. white or black
green & white checkered \$6 each

85" Standard Round Table Cloths | \$5 each
round table linen, black or white
cocktail table linen, black, white and green

120" Floor Length Round Table Cloths | \$15 each
oyster linen, white imperial stripe, hunter green
cocktail table linen, white

Linen Napkins | \$1 each
black, white and green

Skirting | \$15 each
white and black

Plates and Flatware

Plastic and Paper Products | Complimentary

Upgrade Disposable Products | \$3 per person

China | \$5 per person
includes silverware, water goblets, plates, bowls and napkins (includes glassware for bar service). All plated meals receive complimentary china; glassware not included.

Barware

Plastic and Paper Products | Complimentary

Tossware Products | \$3 per person

Glassware | \$3 per person

Centerpieces

Black Lanterns | \$5 each
led candles included

Meeting and Event Policies

Function Requirements

All meeting requirements, menu, and other food and beverage selections should 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 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. For Kellogg Catering Deliveries made to a building/location on the campus of Michigan State University require a minimum food/beverage order of \$250. Deliveries made to a building/location off the campus of Michigan State University require a minimum food/beverage order of \$550. The minimum requirement does not include the service charge (21%) and Michigan sales tax (6%). For an event with multiple delivery times and/or locations, additional delivery/transportation charges may apply.

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. 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.

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.

Please add applicable service charge and state sales tax to all food and beverage items. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation.

Meeting and Event Policies

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.

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.

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.

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.

Meeting and 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/or Kellogg Catering determines the weather conditions are not safe to hold an event outdoors. Kellogg Center and/or 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, Huntington Club or MSU Union provides full audio-visual services. The Kellogg Center, Huntington Club or MSU Union requests that conference services be notified in advance of any equipment that will be provided by the client.

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.