



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 2020 wedding reception package. All of the 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

Charger plates

available at the Kellogg Hotel & Conference Center only

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 Buffet Selections



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.

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

Trotolle 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

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

GF - Gluten Friendly

V - Vegetarian

VG -Vegan

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

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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

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Package I Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, 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

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Package II Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, assorted soda, and iced water | \$76 per person

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 with 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

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

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Package III Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, 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, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, assorted soda, and iced water.

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

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, Cherry Vinaigrette GF, or Balsamic Vinaigrette GF

Vegetable Selections (select one)

Honey caramelized baby carrots GF VG

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 and lemon GF VG

Roasted heirloom carrots GF VG

Green beans almandine 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

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Children's Menu



Priced per person.

Children's Plated Entrée Selections | \$15

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

House Recipe Macaroni and Cheese V

Crispy Fried Chicken Strips

Hot Dog

Grilled Cheese V

Cheese Pizza V

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.

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Wedding Package Beverage Service



Wedding beverage service includes appropriate mixers and garnishes.

Additional spirits 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
Bacardi Silver Rum
Captain Morgan Spiced Rum
Sweet and Dry Vermouth

Varietal and Premium Wines

Chardonnay
Sweet White
Cabernet Sauvignon
Merlot
Premium Red Wine
Premium White Wine

Imported, Craft and Michigan Beer

Seasonal Sam Adams
Stella Artois
Two Seasonal Michigan Beers

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

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

Butler-style service available.

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'oeuvre 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

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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

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, zacateca beans, and shredded lettuce GF

Boneless Wing Bar | \$5 per person

buffalo, teriyaki, and BBQ with trio of dipping sauces

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 Dairy Ice Cream Cups | \$ 6.50 per person

assorted MSU Dairy Store flavors based on availability GF 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

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Beverage Enhancements



Wine is priced per bottle and must be ordered by the case, excluding house beverages.

Spirited and non-alcoholic punches are priced by gallon.

House Beverages

- La Petite Vigne Chardonnay, France | \$25
- Les Roucas Cabernet Sauvignon, France | \$25
- Wycliffe Brut Sparkling, California | \$25
- Tisdale Merlot, California | \$25
- Ornella Molon Pinot Grigio, Italy | \$29
- Casa Smith ViNo Moscato, Washington | \$29
- The Loop Sauvignon Blanc, New Zealand | \$30
- Belasco de Baquedano 'Llama' Malbec, Argentina | \$31
- Dark Horse Red Blend, California | \$35
- Bowers Harbor Dry Riesling, Michigan | \$35
- Non-Alcoholic Sparkling Juice | \$14

Fine White Wines by the Case

- Honing Sauvignon Blanc, California | \$27
- Chateau St. Michelle Chardonnay, Washington | \$29
- The Furst Riesling, France | \$30
- Bowers Harbor Chardonnay, Michigan | \$31
- Black Star Farms Dry Riesling, Michigan | \$33
- Napa Cellars Chardonnay, California | \$33
- King Estate Pinot Gris, Oregon | \$34
- Bowers Harbor Pinot Grigio, Michigan | \$36
- J Vineyards Russian River, California | \$42
- Cakebread Chardonnay Napa, California | \$74

Fine Red Wine by the Case

- Mojo Cellars Pinot Noir, California | \$27
- Vignamaggio 'Il Morino' Super Toscana, Italy | \$29
- Foncalieu Le Versant Pinot Noir, France | \$30
- Charles Smith 'Velvet Devil' Merlot, Washington | \$30
- Chateau St. Michelle Cabernet Sauvignon, WA | \$33
- The Fabelist Wine Co. Zinfandel, California | \$38
- Field Recordings Fiction Red Blend, California | \$42
- Kuleto Estate 'Native Son' Cabernet Blend, CA | \$43
- Justin Cabernet Sauvignon, California | \$50
- Keenan Cabernet Napa, California | \$99

Sparkling Wine

- Black Star Farms Bedazzled Dry, Michigan | \$29
- Martini & Rossi Asti Spumante, Italy | \$29
- Domaine St. Michelle Brut, Washington | \$31
- Mawby Blanc Brut, Michigan | \$39
- Perrier-Jouet Grand Brut Champagne, France | \$79

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Rehearsal Dinner Selections



The rehearsal dinner buffets include freshly brewed coffee, a selection of fine teas, assorted soda, and iced water.

Priced per person.

A minimum guarantee of 25 is required.

Goin' to the Chapel Buffet | \$20

Caesar Salad

with parmesan, lemon, garlic croutons, and creamy Caesar dressing

Baked Ziti Alfredo

with artichokes and baby spinach V

Vegetarian Pizza

with marinated tomato, red onion, button mushroom, sweet bell pepper, and roasted garlic cloves V

Meat Lovers Pizza

with pepperoni, bacon, sausage, beef brisket, grilled chicken, mozzarella cheese, and cheddar cheese

Freshly Baked Parmesan Breadsticks

with marinara dipping sauce V

Assorted MSU Bakers Cookies and Brownies V

Gluten friendly pizza available upon request

The Night Before Buffet | \$31

Very Berry Salad

with gathered field greens, toasted almonds, fresh berries and raspberry cider vinaigrette dressing
GF VG

Roasted Pomegranate Chicken Breast

pan seared chicken breast topped with a citrus, pomegranate and garlic glaze GF

Pacific Rim Salmon GF

with a ginger soy glaze

Roasted Vegetable Wellington V

Yukon Gold Smashed Potatoes GF V

Orange Scented Jasmine Rice GF V

Fresh Asparagus

with Lemon Butter Drizzle GF V

White Chocolate Mousse

with a peanut butter toffee crunch GF V

Lemon Cake

with raspberry coulis V

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Wedding Brunch Selections



Wedding brunches include freshly brewed coffee, a selection of fine teas, orange and V-8 juices, and iced water. Priced per person.

A minimum guarantee of 25 is required.

“I Do” Continental | \$18

Fresh Sliced Fruits and Seasonal Berries GF VG

Individual Yogurt with Granola V

Breakfast Wraps

with fluffy scrambled eggs, cheddar cheese, and bacon

Assorted Muffins V

Fruit Danishes V

Wedding Bells Brunch Buffet | \$30

Fresh Fruit Display

with cantaloupe, honeydew, pineapple, strawberries, oranges, grapes, and a strawberry yogurt cream cheese dipping sauce GF V

Scrambled Eggs

with Bailey Hoop House herbs and MSU Dairy Store cheese GF V

Crisp Bacon and Sausage Links GF

Breast of Chicken

filled with goat cheese and fresh herbs with white wine cream sauce GF

French Toast Casserole

served with warm maple syrup V

Diced Breakfast Potatoes

with sautéed bell peppers and onions V

Broccoli Casserole V

Variety of Bagels

with cream cheese, butter, and fruit preserves V

Assorted Muffins and Fruit Danishes

with butter and fruit preserves V

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State Room Private Dining



State Room Restaurant Private Dining | *Custom*

For parties of 30 or less, a private dining room in our State Room Restaurant provides the perfect setting to kick off or wind down your wedding weekend!

Guests may select from a personalized menu created from our State Room seasonal menu offerings.

A full wine, beer, and cocktail list is also available.
Contact the wedding specialist for availability.

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Things To Do at MSU



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

Dining & Shopping

- ◆ The State Room Restaurant
- ◆ Kellogg Center Gift Shop
- ◆ MSU Dairy Store
- ◆ Downtown East Lansing

Entertainment

- ◆ Cosmic Bowling at the MSU Union
- ◆ 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

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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 additional labor charges.

Food and Beverage Service

All food and beverage must be supplied by the Kellogg Hotel & Conference Center and/or 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 Hotel & Conference Center, Huntington Club and/or MSU Union. No food prepared and served by the Kellogg Hotel & Conference Center and/or Kellogg Catering will be permitted to leave the premises. The Kellogg Hotel & Conference Center and/or 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, and VG indicates vegan selections.

Food and Beverage Pricing

If the event is not held within the year that the estimate is given, food and beverage prices may be subject to a price increase of not more than 10% year over year.

Alcohol Service Policy

In keeping with our commitment to responsible service of alcohol in a university setting, the Kellogg Hotel & Conference Center and/or Kellogg Catering will: A) request identification from all guests who appear to be under the age of 30; 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). Only single drinks will be dispensed to patrons. The banquet manager of the Kellogg Hotel & Conference Center and/or Kellogg Catering reserves the right to refuse alcoholic beverage service to an individual or group. Alcoholic beverage service will not exceed five hours per event.

Beverage Orders

The Kellogg Hotel & Conference Center and/or Kellogg Catering provides extensive beverage options through its banquet menu selections.

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 Hotel & Conference Center and/or Kellogg Catering. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

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. Service charge estimates are subject to increase. If the event is not held within the year that the estimate is given, service charges may be subject to an increase of not more than 10% year over year.

Entrée Substitution

The Kellogg Hotel & Conference Center and/or Kellogg Catering will provide entrée substitutions for dietary or religious purposes, provided that (A) the client supplies the requested number of substitution entrées not less than three business days before the catered event and (B) the number of substitute entrées requested is less than 10% of the minimum guarantee of attendance, as indicated in the booking contract with the Kellogg Hotel & Conference Center, Huntington Club or MSU Union. If the client does not provide substitution requests in accordance with the timeline described above, the Kellogg Hotel & Conference Center and/or Kellogg Catering has no obligation to provide substitute entrées. The Kellogg Hotel & Conference Center, Huntington Club or MSU Union may try to accommodate these requests, however an additional charge for the substitute entrée and the main entrée will be assessed, along with any additional service charges.

Multiple Entrée Selections

If two entrée selections are ordered, a \$1.00 multiple entrée fee will be assessed for each selection. If three entrée selections are ordered, a \$2.00 multiple entrée fee will be assessed for each selection. Multiple entrée selections will be prepared for the guarantee only (no 5% overage). 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.

Labor Charges

A labor charge of \$50.00 will be assessed for meal functions of less than 20 people. 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.

Damage, Repair, and Maintenance Charges

The Kellogg Hotel & Conference Center and/or Kellogg Catering reserves the right to inspect and control all events held at facilities managed by the Kellogg Hotel & Conference Center and/or 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 Hotel & Conference Center and/or Kellogg Catering at the close of the event.

Equipment, Materials, and Decorations

Due to limited storage, the Kellogg Hotel & Conference Center and/or Kellogg Catering cannot store flowers or cake. All materials, equipment, and decorations will need to be removed at the conclusion of your event. The Kellogg Hotel & Conference Center and/or 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.

Event Signage and Banners

If the client would like a banner to be hung in the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union, prior approval and coordination with the Kellogg Hotel & Conference Center and/or Kellogg Catering staff is required. Please provide banners 24 hours in advance for proper hanging.

A list of daily events is posted throughout 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 Hotel & Conference Center, Huntington Club and/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 Hotel & Conference Center, Huntington Club, and/or MSU Union lobby without prior permission. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of the Kellogg Hotel & Conference Center, Huntington Club and/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.

Audio-Visual and Equipment Needs

All special equipment and services can be arranged with our conference services department. For your convenience, the Kellogg Hotel & Conference Center and/or Kellogg Catering provide full audio-visual services. The Kellogg Hotel & Conference Center requests that conference services be notified in advance of any equipment that will be provided by the client.

An audio and/or visual service fee of \$75.00 per room will be incurred for audio-visual equipment that is provided by the client. The fee includes an audio-visual cart, extension cord, and technical support. Audio-visual price estimates are subject to increase. If the event is not held within the year that the estimate is given, audio-visual prices may be subject to an increase of not more than 10% year over year.

Function Space

If the event's attendance numbers are significantly different than those described in the booking contract, the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union reserves 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 Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to charge for room usage outside of the scheduled times, plus additional service 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 Hotel & Conference Center, Huntington Club and/or MSU Union. 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 Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to revise the fees for the event if the event's commitments change.

Outdoor Events

Tent rentals are available. Please contact your conference services manager for pricing. Events contracted on the East Patio are contingent on weather conditions. The Kellogg Hotel & Conference Center banquet department will communicate with the contracting party if the Kellogg Hotel & Conference Center determines the weather conditions are not safe to hold an event outdoors. The Kellogg Hotel & Conference Center reserves the right to delay or cancel the event up to two hours prior to event start time due to inclement weather.

Security

The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to require additional security services to monitor events held at facilities managed by the Kellogg Hotel & Conference Center at the client's expense. The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union 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 Hotel & Conference Center's, Huntington Club and/or MSU Union'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 Hotel & Conference Center, Huntington Club and/or MSU Union that in each case makes it impossible to perform its obligations under this agreement. The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union 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 Hotel & Conference Center, Huntington Club and/or MSU Union be liable for the loss of profit or indirect or consequential damages whether based on breach of contracts, warranty, or otherwise.