Memorable Events

JACKSON COLLEGE

Catering & Events

menu

Prices and items are subject to change due to availability and fluctuation in food costs.

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packages

PACKAGE #1

$21.95 per person

1 Salad (Green or Pasta)

1 Entrée

2 Sides

Sweet Yeast Rolls with Butter

PACKAGE #2

$22.95 per person

1 Salad (Green or Pasta)

2 Entrées

3 Sides

Sweet Yeast Rolls with Butter

PACKAGE #3

$25.95 per person

2 Salads (Green or Pasta)

2 Entrées

4 Sides

Sweet Yeast Rolls with Butter

BEVERAGE STATION

$19.99 pick 2

Coffee, Regular or Decaf

Lemonade

Iced Tea

entrees

BEEF

Smoked Beef Brisket

Carne Asada with Chimichurri Sauce

Herb Roasted Prime Rib with Au Jus and Horseradish Sauce (*add $4 per package*)

Beef Medallion Bearnaise

Steak Diane

CHICKEN

Tuscan Chicken

Chicken Fricassee

*Pollo Asada with Chimichurri Sauce

Chicken with Herb Buerre Blanc

PORK

Smoked Pulled Pork

Honey Dijon Pork Tenderloin

Pork Chops with Pineapple Salsa

FISH

Southwest Salmon with Corn Relish

Cod with Buerre Blanc Sauce

Fried Catfish with Tartar Sauce or Remoulade

VEGETARIAN DISHES

Vegetarian Lasagna

Stuffed Bell Peppers

Eggplant Parmesan

Tofu Steaks

sides

STARCHES

- Garlic Mashed Potatoes
- Herb Roasted Red Skin or Yukon Gold Potatoes
- Southern Baked Macaroni and Cheese
- Wild Rice Pilaf
- Spanish Rice
- Lemon Garlic Orzo

VEGETABLES

- Roasted Asparagus or Pancetta Roasted Asparagus
- Sauteed Green Beans or Country Style Green Beans
- Seasonal Roasted Vegetables
- Honey Glazed Carrots

PASTA SALADS

- Tortellini Salad
- Caprese Salad
- Macaroni Salad
- Ditalini Salad

SALADS

- Mixed Green Salad
- Classic Caesar
- Traverse City Salad
- Spinach Salad

SALAD DRESSINGS

- Ranch, Italian
- French, Caesar
- Cilantro Lime Vinaigrette
- Warm Bacon Vinaigrette
- Lemon Poppy Seed Vinaigrette

A la carte

A LA CARTE HORS D'OEUVRES

Add any of these items to your package. All hors d'oeuvres served with appropriate condiments and sauces. Priced per person.

HOT APPETIZERS

$4 per person

Mushrooms stuffed with Italian Sausage

Swedish Meatballs or BBQ Meatballs

Spanakopita

Smoked Salmon Dip with Whole Grain Crackers and Grilled Baguettes

Spinach and Artichoke Dip

Tomato Toasties

COLD ITEMS

$4 per person

Antipasto Skewers

Bruschetta on Grilled Crostini with Balsamic Glaze

Smoked Salmon with Dill Cremé Fraiche Cucumber Cups

Tzatziki Sauce and Red Pepper Hummus served with Pita Chips

PREMIUM APPETIZERS

$6 per person

Chicken or Beef Satay

Mini Crab Cakes with Remoulade

Shrimp Ceviche

Prosciutto and Cantaloupe Skewers

displays

TRAYS AND DISPLAYS

Add any of these items to your package. Minimum of 30 guests.

CHARCUTERIE BOARDS

Charcuterie with Artisanal Meats and Cheeses, Dried Fruit, House-made Jams, Preserves and Grilled Breads.

Small *(minimum of 30 guests)*	$90
Large *(minimum of 50 guests)*	$160

VEGETABLE TRAY WITH DIP

Vegetable Crudité with Roasted Red Pepper Hummus and Ranch Dips.

Small *(minimum of 30 guests)*	$70
Large *(minimum of 50 guests)*	$130

SEASONAL FRESH FRUIT TRAY

Seasonal Fruit with Cream Cheese Dip and Chocolate Sauce.

Small *(minimum of 30 guests)*	$70
Large *(minimum of 50 guests)*	$130

Memorable Events at Jackson College

Terms and Conditions

China, silverware and glassware are $0.50 per person for on-site events and $1 per person for off-site events.

All guest tables will be preset with silverware, napkins, glasses, salt, pepper, and water. Color linen napkins and tablecloths available upon request, may be subject to change.

White Napkins..... $0.40 per person

Color Napkins ..... $0.75 per person

White 90x90 Linens.....$2.45 per linen

White 90x156 Linens.....$8.25 per linen

White 90x132Linens..... $7.60 per linen

Accessory Table* .....$10 per table

*An accessory table, i.e. vendor, bridal, cake, gift, registration table that uses the floor table linen.

A $2.75 per person bar mixer/soda fee is required. The fee includes Pepsi products, juices, fruit condiments for drinks, 12-ounce beer cups, 9-ounce cups for mixed drinks and soda, beverage napkins, stir sticks and ice. Please be advised guests cannot supply soda or mixers; please inquire if you have special requests for soda and mixers.

We charge $1.25 per person for cake cutting. This fee includes a China plate, dessert fork and service staff for cake presentation.

Wait staff and bussers will maintain tables.

Attendants can be available for $15 per hour per attendant. If the event is for 60 people or more, an attendant may be mandatory.

Memorable Events at Jackson College includes 6% Michigan state sales tax and a 17% service charge based on per person prices quoted. Pricing is always subject to change due to fluctuation in food costs.

We charge a delivery fee of $500 if your event takes place outside of 2 miles radius from Jackson College's Central Campus.

Memorable Events at Jackson College requests a 50% deposit of your estimated costs due at the time of proposal acceptance

We require the final menu, remainder of deposit and final guest count 10 days prior to your event; your final estimate will reflect pricing based on your final guest count.

Payments must be made with a cashier check, cash or credit card. We accept all major credit cards.

The client agrees to indemnify and hold Memorable Events at Jackson College harmless for all damages caused to persons or property by you, or your guests' intentional or negligent acts or omissions. Damages may be offset from any balance to be paid immediately by you upon receipt of notice from Memorable Events at Jackson College. You will also be responsible for all costs and expenses associated with the enforcement of this provision, including attorney fees.

Memorable Events at Jackson College is not responsible for any lost or damaged equipment that is provided to the client for "drop off" caterings. The client shall reimburse all costs associated with repair or replacement of such equipment. The decision to repair or replace a piece of equipment shall be at the sole discretion of Memorable Events at Jackson College.

Additional service fees may be assessed for events requiring early or complicated setup and staff arrival or for events starting 30 minutes later than contracted. There will be an additional labor charge of $30 per staff member, per hour.

GENERAL INFORMATION

Our printed menus are for your inspiration and general reference. Our events staff will be happy to propose custom menus to meet your specific needs. All prices listed are subject to change. Menu prices will be confirmed by your Event Manager. If minimums are not met an additional charge of $50-200 will be charged.

BANQUET/EVENT GUARANTEE

The group will have all menu selections completed no later than thirty (30) days prior to the event. The group will also notify the Event Manager of the final count no later than 10 working days prior to the event, or the expected number will be used. This number will be your guarantee and is not subject to reduction. Please include any outside vendors you choose to feed in the final count!

GENERAL INFORMATION FOOD AND BEVERAGE

It is our policy not to permit food and beverages to be brought into or removed from our function rooms in function areas. Alcoholic beverages are sold by the drink only. If alcoholic beverages are to be served on the premises, we require that beverages be dispensed only by bartenders.

LABOR CHARGES

Carvers, station attendants, additional food and cocktail servers are available at a minimum fee of $25 per hour per attendant.

SERVICE CHARGE AND SALES TAX

A 17% service charge and 6% sales tax will be added to all food and beverage, as well as any audio-visual equipment charges. Room setup fees are subject to the state sales tax.

PACKAGE DELIVERY

Memorable Events will not accept packages more than three days prior to your function date and notification of deliveries must be in writing. Shipments must include: Company/Group Name, your Representative's Name, Return Address and Date of Function for storage. Handling charges will be assessed based on volume.

TASTING

MULTIPLE ENTREES

Choose one or two entrees for the menu price. Choose three or more entrees for the highest priced menu item.

Tastings are offered for your event of 150 guests or more once booked and require at least two-week notice to prepare. Please limit the tasting to six attendees, beyond the six will be billed at $40 per person plus the application service charge and taxes. You are welcome to choose two salads and/or soups, two entrees and two sides to taste. Hors d'oeuvres are not included in the tasting. Please contact your Event Manager to schedule your tasting.

GENERAL INFORMATION

100% SMOKE FREE POLICY

Jackson College is a 100% smoke free environment. We have strictly enforced a non-smoking policy. Abuses of this will be fined up to $250.

Memorable Events

CATERING & EVENTS JACKSON COLLEGE

www.jccmi.edu/memorable-events

517.796.8407

Jackson COLLEGE