

Calvin College Catering Planning Information

Welcome to Calvin College Catering Services.
We are pleased to assist you in planning your catered events.

Room Reservations

Before contacting our Catering Manager, room reservations must be made through the Office of Conference Events at 526-6280. Special items such as podiums, microphones, tables, etc. should be discussed at this time. The Catering Department provides buffet tables only.

Calvin College Catering Policies

Calvin College Dining Service has exclusive rights for all food service functions held on campus. No food or beverage may be brought on campus by outside caterers. For health and safety reasons, no food or beverage may be removed from a facility where a catered event is held.

All left over food items are the property of Calvin College Dining Service.

All equipment sent out with orders must be returned by noon the following day. The sponsoring organization will be held responsible for the item's return and condition.

Event Booking

All events for up to 50 guests should be planned and confirmed with the catering office at least three weeks prior to the event.

Arrangements for small coffee service should be made at least one week prior to the event.

Events arranged within five working days may have limited menu options.

Events scheduled for legal holidays or college breaks require advance coordination and approval with the Catering Manager.

Calvin College Catering handles all food services for all locations on campus except The Prince Conference Center. Reservations may be made for the Prince Conference Center by calling 526-7200.

Final Guest Guarantees

A final guest guarantee count is required seven (7) business days prior to your event. If no guarantee count is received, we will plan accordingly to the estimated guest count. If the actual guest count exceeds the guaranteed count, you will be billed for the actual count. Changes will not be accepted after three days prior to event.

Cancelled Events

All cancellations must be made five (5) business days prior to the event. Events cancelled with less than the required notice may be subject to costs incurred. Please notify both the Office of Conference Events and Catering Manager of cancelled events.

Sustainability Statement

Please be assured Calvin Catering is committed to upholding our sustainability mission in practicing recycling efforts and offering environmental -friendly product. To view our sustainability statement, please visit www.growforthegood.com.