

CALVIN DINING SERVICES

Snack and Retreat Costs and Procedures

- * **Retreats may be deducted off of students' meal plans. The event coordinator of the retreat or cookout is responsible for submitting student ID #'s and names at least three days before the event. Additionally, a \$0.75 gathering fee will be charged per person when the ID #'s are being used as a method of payment.**

- * Groups who are not deducting the student meal plans can purchase food items for the listed prices. Groups paying per item will not be charged the gathering fee.

- * **Your guaranteed attendance is required by 4:00 p.m., 3 days prior to your scheduled event. Please inform Jessica Berkey by phone (*67311) or e-mail (JLH8@calvin.edu) with your confirmation. If you do not provide us with a guaranteed count we will use the estimated number of guests provided at the time of initial request as the final count for food preparation, and billing.**

- * Any equipment rental requires a \$25.00 deposit (check or cash) which will be refunded when the items are returned cleaned and undamaged. The deposit **MUST** be paid before taking any equipment or supplies.

- * **Please ask if there is an item you would like to order which is not listed. Arrangements can be made for special orders if proper notice is given.**

Prices and food items are subject to change.