BON APPÉTIT AT ALBION COLLEGE
CATERING GUIDE
ABOUT BON APPÉTIT

Bon Appetit Management Company is an on-site restaurant company that provides café and catering services to corporations, colleges and universities, and specialty venues in a socially responsible manner. With over 650 locations in the 33 states, each year we serve 120 million high quality, sustainable meals that are cooked from scratch in our kitchens.

At Bon Appetit, it’s all about the food. Everything we believe in and everything we do – each of our company’s core values – is based on creating great tasting food, responsibly produced and enticingly presented, served in a warm, inviting place. We are a culture driven to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. We do this in a socially responsible manner for the well-being of our guests, communities and the environment.

Bon Appetit has long been the role model for responsible sourcing in the food service industry.

Our path toward greater sustainability started as a quest for flavor. When you cook everything from scratch, you want the freshest ingredients. Which led us to launch our Farm to Fork program back in 1999 — long before local food became the welcome trend it is today. Our years of working directly with farmers and ranchers have opened our eyes to the many problems of our modern food supply: while it is abundant and cheap, it has many hidden costs.

We believe we can deliver fantastic food and wonderful service while also helping make our food system better. It’s a tall order, but we do love a challenge. As Margaret Mead once said, “Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has.”
CATERING GUIDELINES AND EVENT PLANNING

CONTACT
You may contact the catering team at Albion College by calling the Dining and Hospitality office at (517) 629-0318, or by email at dining@albion.edu. Thank you for choosing Bon Appetit Catering and we look forward to working with you!

BOOKING PROCEDURES
All events should be booked at least 10 days in advance. In the case of unexpected, last minute needs, please call and we will attempt to accommodate the request. Requests received less than 10 business days prior to the event may be subject to additional charges.
To serve you best, please have the following information when booking your event:
• Event name
• Day and date of event
• Start and end time of event (including preferred setup and pickup times)
• Location of event
• Estimated number of guests
• A brief description of event with food, setup, and any additional needs
• Contact information (phone number, address, e-mail address)
• Billing Information (department name)

SERVICES OFFERED, Bon Appétit Management Company offers the following types of service. We will be happy to consult with you to assist you in choosing the service that best fits your event and budget.

PICK-UP
Your meal is prepared and placed in disposable servingware. You or a designee may pick up your meal and everything you need at Baldwin Hall Café or Main Office.

DROP-OFF
Your meal is prepared, delivered, and set-up by our catering team. Once your event has concluded, our staff will return to clean-up the event.

FULL-SERVICE BUFFET
Your meal is prepared, delivered and set-up in buffet form. All steps of service, including beverages, desserts, and main courses will be presented as a buffet unless otherwise noted. Our standard time window for your meal is one hour, should you wish for a longer window, please see “Staffing on page 3”. Your guests place settings will be cleared tableside by our catering team who will then complete a full clean-up at the conclusion of your event.
TABLE SERVICE
A full restaurant experience. Your meal is prepared and served by professionally dressed staff. Beverages and bread are served tableside. Our standard time window for your meal is one hour; should you wish for a longer window, please see “Staffing on page 3”. This service is best suited for your next formal event.

It is our policy for Bon Appetit catering staff to wait outside of the dining area during any presentations or programs your group may be having. If you wish for service to continue during these times, please let a team member know before your event.

STAFFING
Bon Appétit Management Company will provide approximately one server for every 25 guests for a “Formal Table Service” event. Approximately one server for every 40 guests will be provided for a “Full-Service Buffet” event. In the event you desire to have additional staff available for your event, additional servers are available for $25 per hour with a four hour required minimum charge. In the event you wish for your meal window to be extended over the standard one hour, a charge of $25 per server, per hour may be charged.

HOLIDAYS
Any event that falls on a college Holiday may incur a labor charge added to cover holiday premium pay.

GUEST MINIMUMS
In certain areas, a minimum amount of product or minimum count is required in order to book an event. Minimum count for meals is as follows:

Served or Buffet meals in any area-15ppl   Picnic served in any area-50ppl

We are happy to accommodate smaller groups; however, final billing will be based on actual costs incurred and not on the prices quoted in this guide.

A fee of $20.00 will be applied for deliveries outside of Baldwin Hall (the fee will be waived for orders totaling more than $50.00). Full service events booked at places other than Baldwin Hall will incur additional fees for delivery, staffing, set-up and pick-up.
INITIAL GUARANTEES OF GUEST COUNTS
An initial number of attending guests is required and used in order to secure your event. The estimated total cost of the event will be based on this initial guest count.

Final count guarantees are due by noon 3 business days before your scheduled event, if a final guaranteed number is not provided to the catering office, you will be charged no less than the number indicated on the original booking confirmation.

Guest count increases of up to 5% can be accommodated up to the day of your event. Anything over this amount will be accommodated but may require a change in menu items in an effort to accommodate the additional unexpected guests.

CANCELLATIONS & CHANGES
Events cancelled without 72 hours’ notice will be subject to a cancellation fee of no less than 50% of the final anticipated cost. Advanced notice of at least 5 business days must be given on changes for any food product.

CHEF’S NOTICE
Minor substitutions may be necessary if any ingredient is unavailable or found unsatisfactory by our chefs. Pricing set forth in this guide is determined by market value and increases may be necessary due to seasonality and ingredient availability.

FOOD & BEVERAGE POLICIES
Food and beverages may not be taken from any function catered by Dining & Hospitality Services.

Dining & Hospitality Services has the exclusive right to provide and manage food services on campus. Dining & Hospitality Services may choose to relinquish the right to cater an event in rare situations, if the proposed business transaction is not in the best interest of Albion College.

EVENT BILLING
CAMPUS CLIENTS, An invoice will be issued for college department-related functions following an event’s completion. All invoices are net 30 days. When charging an Albion College account, please sign the invoice, assign the account number and return to Dining & Hospitality Services, KC 4677.
OFF-CAMPUS CLIENTS, may be charged a 50% deposit at the time of confirmed booking, with the balance based on the confirmed count due 3 days prior to the event. Any additional costs will be billed after the final costs have been calculated.

All weddings will require a 50% deposit based on the estimated food & beverage cost 30 days prior to the event, the remaining balance and final guaranteed guest count will be due seven days prior to the event.

Third party billings will be issued by the Dining & Hospitality Office. Payment by cash, check or credit/debit card may be made via mail or phone, or in person at the Dining Office (517) 629-0318 in Baldwin Hall.

TAX EXEMPTION, All outside groups must provide a copy of their tax exemption certificate (if applicable) to avoid the Michigan 6% Sales Tax. In addition the event must be paid for by the company check or credit card eligible for the exemption.

LATE FEES, All meals are expected to start at the appointed time. Any meal starting more than 15 minutes late by fault of the event’s organizer(s) may incur an additional labor charge. The charge incurred is based on the amount of additional staff hours needed at a rate of $25.00 per hour per staff member.

USE OF EQUIPMENT
Albion College departments or student organizations may borrow equipment with the approval of Dining & Hospitality Services. Equipment must be returned in the same condition as when loaned. If the equipment is damaged in any way, the borrower will be charged for repair or replacement of the item. A $25.00 fee will be assessed for each day past the return date. There will be a $50.00 deposit required for beverage dispensing units and some other equipment may require a deposit as well.

TABLE LINEN, RENTALS, FLOWER ARRANGEMENTS & BALLOONS
The cost table linen unrelated to full service catering events is not included in our pricing. If you wish to only rent table linen, please consult your catering manager for availability and pricing. Centerpieces can be ordered and displayed at your event. These items will be delivered directly to the event site and added to the final bill. If your event requires rental equipment, the associated costs will be added to the final bill. All outside companies doing business for your event must be approved and scheduled through the Dining & Hospitality Services office.
AUDIO VISUAL/GUEST SPEAKERS
Public address systems and microphones must be coordinated through Albion College Technical Services and must be approved by Dining & Hospitality Services before contacting Technical Services. Arrangements must be made in advance when booking any function that will include a speaker or program.

INTERNET ACCESS
For events needing internet access, please notify Dining & Hospitality Services of your exact needs at the time of booking. Wireless internet is available in most areas.

STAGES/TABLES/CHAIRS
Platforms, podiums and any non-meal service equipment must be ordered through Albion College Campus Services and approved by Dining & Hospitality Services prior to contacting Campus Services. For events held outside Baldwin Hall, tables and chairs must be ordered from Campus Services.
BREAKFAST

CONTINENTAL BREAKFASTS
Priced per person with a minimum of 10 people required

The Quick Continental   $3.75
Fruit juice, coffee and hot herbal tea service with choice of muffins or scones.

The Albion Continental   $5.75
Fresh assorted muffins, yogurt shooters, fresh seasonal fruit, coffee, hot herbal
tea service and chilled fruit juice.

Yogurt and Granola Bar   $3.00
Served with two varieties of yogurt, granola topping, strawberries, blueberries,
and raspberries.

BREAKFAST BUFFETS
Priced per person with a minimum of 20 people required
Buffet selections are served with muffins, scones, fresh seasonal fruit, coffee and
hot herbal tea service and assorted chilled juices.

The Basic Buffet   $11
Includes scrambled eggs, (cheddar cheese can be added), hash brown potatoes,
your choice of fluffy buttermilk pancakes or Texas French toast, and your choice
of breakfast sausage links, sausage patties, crispy bacon or turkey sausage patties.

The Breakfast Burrito Buffet   $12
Flour tortillas stuffed with scrambled eggs, local F2F turkey chorizo, bell peppers,
onions and cheddar cheese, served with hash brown potatoes, house made salsa
and sour cream on the side.

House Made Baked French Toast   $10
Classic hand dipped cinnamon raisin or Texas toast with fresh ground cinnamon
batter, served with chef’s choice fresh fruit toppings, maple syrup, and fresh
whipped cream.
Add banana fosters sauce or warm cinnamon apples $2 per person.

Seasonal Frittata   $10
Fresh made frittata with egg, cheddar cheese and a variety of seasonal vegetables
served with hash brown potatoes, your choice of breakfast sausage links or patties
and crispy bacon or turkey sausage patties.
BREAKFAST ADDITIONS
Priced per person, any of the following can be added to the above breakfast buffets.

Additional Entrée to Above Menu Items    $3.50
Seasonal Fruit Platter    $2.25
Assorted Fruit Bread    $1.50
Bagels with Cream Cheese, Peanut Butter and Butter    $1.25

BREAK TIME
Coffee and Tea Time (minimum service for 12 people)    $2.25 per person
Coffee, decaf, hot water with herbal tea service, honey, and lemon wedges.

FRESH BAKED GOODIES (MINIMUM OF ONE DOZEN EACH)

Danishes    $13 per dozen
Assorted cheese or fruit filled

Scones    $13 per dozen
White chocolate raspberry, cinnamon or blueberry.

Muffins    $13 per dozen
Lemon poppy seed, blueberry, cranberry nut, cinnamon, chocolate or harvest grain.

Donuts    $13 per dozen
Traditional mixed dozen.

Bagel Assortment    $18 per dozen
Plain, blueberry, or cinnamon with whipped cream cheese.
*toaster available upon request

Bread Basket    $13 per dozen
Choose from a variety of fresh baked seasonal breads including pumpkin, blueberry, cranberry nut, banana, banana nut, lemon poppy seed, zucchini or carrot bread.

Mini Yogurt Parfait Shooters    $18 per dozen
Served with assorted fruit and granola toppings.

House Baked Cookies    $7.50 per dozen
Choose from a variety of house baked favorites, including white chocolate macadamia nut, chocolate chip, frosted sugar, peanut butter or oatmeal raisin.
House Made Dessert Bars  $12 per dozen  
Choose from a variety of house made favorites including fudge brownies, peanut butter brownies, expresso brownies, carrot cake, pumpkin spice, lemon bars, or seven layer coconut.

Chocolate Dipped Strawberries  $18 per dozen

Mini Assorted Cheesecake Bites  $15 per dozen
Mini tarts filled with cheesecake and topped with assorted berries.

Mini Dessert Shooters  $18 per dozen
Rich flavored mousse served in a mini chocolate tulip cup or shortbread tart.

Strawberry Shortcake  $3 per person
House made pound cake with fresh sweetened strawberries and whipped cream.

Ice Cream Social  $4.50 per person
Includes sherbet, vanilla and chocolate ice cream flavors with strawberry, chocolate and caramel topping, whipped cream, nuts, sprinkles and cherries.

BEVERAGES

DRINK OPTIONS
Priced by the gallon and offered in decorative serving containers.

Aqua Fresca (Fruit Infused)  $13.00
Lemonade  $13.00
Raspberry iced tea  $13.00
Iced tea  $13.00
Mixed berry punch  $13.00
Apple ginger ale punch  $13.00
Coffee  $13.00
Hot herbal tea (assorted flavors)  $13.00
Hot chocolate  $13.00
Hot mocha chocolate  $15.00
LUNCH

Build Your Own Sandwich Buffet   $11
Priced per person, with a minimum of 15 guests
Buffet is
Choice of 3 breads, multi grain, potato, sour dough, croissants, or Kaiser buns, ham, turkey breast, hummus, lettuce, tomatoes, onions, pickle spears, Dijon mustard, mayonnaise, provolone, cheddar and Swiss cheese, Potato chips and your choice of pasta or potato salad and assorted dessert bars. Served with lemonade, iced tea, and iced water.

LUNCH TO GO

Each lunch includes a house baked cookie, seasonal fresh fruit, potato chips, napkin-wrapped utensils and bottled water.
Priced per person (minimum of 6 per kind)

The Working Lunch   $9
Choice of oven roasted turkey breast, smoked ham or shaved beef on a Kaiser or onion bun or croissant with potato chips.

Chicken Caesar Salad Wrap   $10
Lavash filled with julienne chicken, romaine lettuce, celery, onion, fresh parmesan curls with sun dried tomato aioli.

Bacon and Chicken Wrap   $10
Lavash filled with house made peppercorn ranch, julienne chicken, bacon, onions, tomatoes and crisp greens.

Vegan Roasted Vegetable Wrap   $9
Chef’s seasonal selection of vegetables including roasted peppers, portabella mushrooms, tomatoes, summer squash, zucchini, and mixed greens served in a spinach wrap.

House Salad   $5
Mixed greens, cucumbers, tomatoes and shredded carrots, with your choice of house made ranch, balsamic or citrus vinaigrette dressing.

Spinach and Bacon Salad   $9
Smoked bacon, baby spinach, red onions, feta cheese and sliced hard boiled eggs with house made balsamic vinaigrette on the side.
Cobb Salad  $11
Roasted chicken, onions, bacon, blue cheese and avocado on a bed of romaine lettuce, with house made ranch dressing on the side.

Greek Salad  $9
Romaine lettuce with feta cheese crumbles, kalamata olives, grape tomatoes, red onions and cucumbers.

Caesar Salad  $7
Romaine lettuce with grated parmesan cheese, house made croutons and Caesar dressing.

Spinach Salad  $8
Baby spinach greens, with strawberries, mandarin oranges, candid walnuts and dried cherries.

*House-made dressing options include: ranch, honey mustard, raspberry vinaigrette, vegan, Italian, citron and balsamic vinaigrette.

BUDGET FRIENDLY SELF-SERVE BUFFETS
Minimum service 30 persons
Includes choice of dessert and self-service beverage station (coffee, ice water, iced tea, hot tea and lemonade).
Available for one hour service, minimum charge of $100 per hour for additional service/program time.

Baked or Smashed Potato Bar  $12.50
House made chili  Sautéed mushrooms
Dairy sour cream  Caramelized onions
Bacon bits  Green onions
Whipped butter  Broccoli florets
Shredded cheddar cheese

Stir Fry Buffet  $12.50
Choice of General Tso’s, Orange Ginger or Teriyaki chicken, Oriental style stir fry vegetables, Jasmine rice, Mini egg rolls or spring rolls and Fortune cookies.

Nacho or Tater Tot Bar  $12.50
House made tortilla chips or tater tots served with seasoned ground beef, Refried beans, Cheddar cheese sauce, Shredded lettuce, Diced tomatoes, Diced onions, Sliced jalapenos, Sour cream, Guacamole and Mild Salsa.
Taco Bar  $12.50
Flour tortillas, Crispy corn taco shells, Seasoned ground beef or chicken, Refried beans, Shredded lettuce, Diced tomatoes, Diced onions, Sliced jalapenos, Sour cream, Guacamole and Mild Salsa.

Tuscan Buffet  $13.50
Seasonal garden salad with ranch and Italian dressing, House made Alfredo sauce House made Bolognese sauce, House made vegetarian/vegan marinara sauce, Bow tie and penne pasta, Italian blend sautéed vegetables, Garlic rolls.

Choice of Dessert
Assorted house baked cookies
Fresh baked Pound cake/Lemon pound cake
Frosted cupcakes
Assorted mini cheesecake bites
Frosted brownies

RECEPTIONS
Party Platters, Serves approximately 25 guests

Baked Spinach and Artichoke Dip  $50
Artichoke hearts and baby spinach in a creamy béchamel cheese sauce served with crispy pita triangles and fresh-tortilla chips.

Tortilla Chips and Salsa  $50
Tri-color tortilla chips with your choice of house made salsa. Choose from zesty tomato salsa or black bean corn salsa.
*add guacamole per bowl - small $10

Domestic Cheese Platter  $50
Swiss, cheddar and pepper jack cheeses, garnished with fresh fruit and served with cracker assortment.

Imported Cheese Platter  $65
Gouda, provolone, mozzarella, gorgonzola and goat cheeses, garnished with fresh fruit and gourmet crackers on the side.

Seasonal Fruit Tray  $50
A variety of cubed seasonal North American fruits and berries.
Vegetable Crudité $40
Fresh and colorful array of the season's finest fresh garden vegetables served with house made ranch style dipping sauce.

Mediterranean Pita Platter $45
Roasted red pepper, roasted garlic, marinated artichoke hearts, kalamata olives, pepperoncini’s, garlic & herb infused hummus served with pita chips.
*add feta crumbles or baba ghanoush - $10

Roasted Vegetable Platter $45
Assortment of roasted and grilled seasonal vegetables including eggplant, portabella mushrooms, yellow squash, zucchini and sweet red onions.
*add spiced pita chips $10

INDIVIDUAL APPETIZERS
Priced per dozen -- 3 dozen minimum

Chicken Wings $15 per dozen
Served oven roasted or seasoned, crispy (flour dusted) with celery sticks, baby carrots and your choice of 2 dipping sauces: traditional barbecue, honey mustard, ranch, sweet chili or buffalo sauce.

Meatball $12 per dozen
Handmade seasoned farm to fork ground chuck meatballs, tossed in a choice of garlic brown sauce, traditional barbecue sauce, sweet chili glaze or pineapple bourbon glaze.

Quiche Bites $18 per dozen
Savory mini quiche in a variety of flavors.

Stuffed Mushrooms $18 per dozen
Caps stuffed with sausage, spinach, parmesan cheese and garlic.

Mini Chicken Wellington $24 per dozen
Smoked chicken breast, provolone cheese and dijonaise sauce, wrapped in a puff pastry.

Mini Beef Wellington $24 per dozen
Grilled beef tenderloin, smoked Gouda cheese, caramelized onions wrapped in puff pastry and served with a creamy horseradish sauce.
Golden Vegetable Nuggets  $18 per dozen
A delicious blend of fresh seasonal vegetables, diced, rolled dusted with coconut flour and served crispy with a Cajun sour cream dipping sauce.

Grilled Asparagus  $24 per dozen
Wrapped with boursin cheese and prosciutto ham.

Grilled Vegetable Skewers  $18 per dozen
Seasonal vegetables grilled and brushed with garlic and herb infused olive oil.

Bruschetta  $18 per dozen
Fresh baked baguette crostini, topped with your choice of traditional tomato basil salsa, sautéed wild mushrooms with herbs and blue cheese, grilled vegetable ragout, or herbed cheese and shrimp.

Caprese Lollipops  $18 per dozen
Grape tomatoes, fresh mozzarella, Kalamata olives and fresh basil leaves, drizzled with extra virgin olive oil and balsamic glaze.

Shrimp Cocktail  Market Price
Jumbo tiger shrimp served chilled with traditional cocktail sauce, remoulade sauce and oyster crackers.

SERVED MAIN ENTREES
Entrees are priced per person and served with a seasonal garden salad and dressing, the Chef’s seasonal selection of the best vegetables, house baked dinner rolls, iced tea and freshly brewed coffee. Please contact us for more food options, and custom menus.

The Briton  $16
Tender chicken breast topped with artichokes and tomatoes, lemon butter drizzle served over parmesan risotto and seasonal vegetable.

Chicken Parisian  $16
Pan seared chicken breast lightly dusted in seasoned flour, topped with a wild mushroom ragout in a light Madeira wine sauce. Served with roasted baby creamer potatoes and broccolini tossed in olive oil.

Pork Tenderloin  $16
Grilled marinated tenderloin of pork medallions, with a bourbon pineapple glaze, served with sweet potato mash and garlic green beans with julienne sweet red peppers.
Chicken Florentine  $16  
Lightly breaded and seared chicken breast topped with a spinach and artichoke florentine sauce served with confetti rice pilaf and seasonal vegetables.

Lasagna  $15  
Traditional lasagna layered with your choice of ground beef, Italian sausage or ground turkey, house made marinara sauce, fresh basil, ricotta, mozzarella and parmesan cheese served with Italian style green beans and bread sticks.

Vegetarian Lasagna  $15  
Spinach, eggplant, mushrooms, zucchini and squash, roasted peppers and sweet red onions, layered with marinara sauce, fresh basil, ricotta, mozzarella and parmesan cheese, served with Italian style green beans and bread sticks.

Filet Mignon  Market Price  
5-oz filet cooked to medium rare and served with buttermilk chive whipped potatoes.  
*add lemon rosemary grilled sustainable shrimp - $5

Braised Boneless Beef Short Ribs  $24  
Braised boneless short rib of beef with a rosemary demi-glace and whipped Yukon gold mashed potatoes, served with sautéed spinach and baby carrots.

Grilled Wild Caught Salmon  $16  
Grilled fresh salmon filets with a sweet chili glaze, jasmine rice, sautéed bok choy, sweet red and yellow julienne peppers and thick cut mushrooms.

Great Lakes Seasonal Fish  $19  
Your choice of broiled or crispy, fresh great lakes walleye, perch or whitefish, served with basmati rice and season local fresh vegetable blend.

Shrimp Spiedini  $17  
Large shrimp coated in Italian seasoned bread crumbs quick seared and drizzled with lemon basil butter sauce, on a bed of linguine sautéed with baby spinach, grape tomato halves, asparagus and yellow squash with parmesan cheese.

Jumbo Lump Crab Cakes  Market Price  
Jumbo lump crab meat with fresh herbs, baked until golden brown, drizzled with lemon burr blanc and served with piped whipped potatoes and broccoli florets.
SERVED DINNER DESSERT OPTIONS

White Chocolate Mousse   $3.75
Rich mousse served in a chocolate tulip cup.

Classic Carrot Cake   $2.75
Moist spice cake with walnuts, raisins and sweet cream cheese frosting.

Old Fashioned Crisp   $2.75
Your choice of peach, cherry, blueberry or mixed berry crisp, served with whipped cream.

Strawberry Shortcake   $2.75
Vine ripened strawberries over flaky biscuits topped with lightly sweetened whipped cream.

Tiramisu   $2.75
Coffee-flavored Italian custard dessert.

Crème brûlée   $2.75
Rich custard topped with caramelized sugar.