

The McCabe-Marlowe

HOSPITALITY HOUSE

A House with Heritage
Complementing A Tradition of Excellence



74 Lafayette Avenue, NE
Grand Rapids, Michigan 49503
(616) 234-3931

GENERAL INFORMATION

Rental Rate for Non-Food Functions

- 4 Hours (or less) - \$200.00 minimum rental
- Each additional hour or part thereof - \$50.00

General Time Frame

- 7:30 - 11:30 a.m.
- 11:30 a.m. - 3:30 p.m.
- 6:00 - 10:00 p.m.

Minimum Food Charges

Breakfast

- After 8:00 a.m.
- \$7.50 per person
- Minimum Charge - \$180.00

Lunch

- 12:00 Noon or Before
- \$20.00 per person
- Minimum Charge - \$240.00

Dinner

- Before 7:00 p.m.
- \$45.00 per person
- Minimum Charge \$360.00

Hors d'oeuvre Receptions

- Four hours' use of house
- 2 hours' of food, punch, coffee
- Minimum Charge - \$300.00

Miscellaneous Charges

- Bartenders - \$50.00/hour - maximum 2 hours

Miscellaneous Information

- No food may be brought in by outside groups.
- The McCabe Marlowe House **cannot** provide alcoholic beverages but we do allow groups to provide their own alcoholic beverages.
- Delivery of items can be made no earlier than two hours prior to event i.e., flowers, beverages, etc.
- Four hours' usage of the McCabe Marlowe House begins upon the arrival of the customer.
- Unless a tax-exempt number is provided, sales tax will be charged for your function.

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RULES AND REGULATIONS

1. Incomplete forms will not be processed. All information including method of payment (such as account number or billing address) menu selection and estimated attendance must be included.
2. Guarantee numbers for attending guests must be made at least *five working days* prior to the event. It is your responsibility to contact us with attendance numbers. If a guarantee is not received we will prepare and charge for the highest attendance estimated guest count (2 hour food limit).
3. Groups contracting for food service from Grand Rapids Community College must agree to pay for the guaranteed number or actual number attending, whichever is greater.
4. Groups agree to reimburse Grand Rapids Community College for any damage to college property and claims of liability.
5. Groups agree to furnish a bond covering liability and property damage, if required.
6. Groups agree to enforce the "No Smoking" rules of the building.
7. The projected use is not discriminatory and does not discriminate against any person or group.
8. Failure to vacate assigned rooms may result in the assessment of a late fee of a minimum of \$50 per hour. Requests for time extensions must be approved by the Banquet Chef Manager or designee.
9. All food consumed in Grand Rapids Community College facilities must be provided by Grand Rapids Community College Food Services. Permission from the Banquet Chef Manager must be given for any exceptions. No outside food or beverage may be brought into Grand Rapids Community College. As mandated by the State health codes, no food or beverages remaining from your event may be removed from the premises by the host or guests.
10. The use of alcoholic beverages is prohibited without the express permission of the Banquet Chef Manager or their designee.
11. Grand Rapids Community College reserves the right to make last minute *room changes* and *menu changes* should unforeseen situations arise which prevent services as contracted.
12. Grand Rapids Community College reserves the right to charge a late fee of no less than \$25 for last minute set-up of tables, chairs, and/or equipment.
13. Payment must be received within thirty days of invoice date.

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ALCOHOL POLICY

If you are planning to serve alcohol at your event, there is a policy in effect requiring you to provide a certificate of insurance covering liability and property damage. This policy has been established by the Grand Rapids Community College Foundation, owners of the McCabe-Marlowe House, upon recommendation of their lawyer and insurance carrier.

The certificate of insurance **must name** the Grand Rapids Community College Foundation/McCabe-Marlowe House as an additional named insured, **must specify the date** of your event, and **must have a minimum amount of \$1,000,000** liability coverage for each occurrence. This "Host Liquor Liability" certificate is available from your insurance carrier, as part of your homeowner's, renter's, or business policy, at no cost to you (depending on your current amount of coverage).

If this certificate is not received by us 24 hours prior to your event, you may still hold your event, but will not be allowed to serve alcohol to your guests.

Please mail or fax the certificate to:
Grand Rapids Community College
Food Service
151 Fountain Street, NE
Grand Rapids, MI 49503
Attn: Luba Petrash

Fax: (616) 234-3698

If you have any questions, please call (616) 234-4166.

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BREAKFAST MENU

\$7.50 Per Person

Assortment of warm pastries, fresh fruit,
yogurt and granola parfaits, orange juice, coffee, tea,
and hot chocolate

Brunch menus available upon request



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LUNCH MENU

\$22.50 Per Person ■ Minimum 12 people

Lunch includes: soup or salad, entrée, dessert, rolls and butter, coffee and water.

SOUPS

French Onion

Caramelized Vidalia onions in rich sherry beef broth with a toasted gruyere cheese crouton

Cream of Asparagus

Tender asparagus pureed with roasted garlic and thyme, finished with truffled croutons

Lemon Chicken and Orzo Pasta

A flavorful poultry broth with chicken and orzo pasta, finished with lemon, parmesan and egg

Roasted Tomato Cream

Served with herbed croutons and shaved Parmesan cheese

Potato and Leek

A puree of potatoes, leeks, garlic and herbs garnished crispy prosciutto

SALADS

Fresh Herb Salad

Assorted fresh herbs mixed in, field greens tossed with light champagne vinaigrette and topped with warm goat cheese crusted in walnuts

Spinach Salad with Warm Bacon Vinaigrette

Baby spinach, egg, cherry tomatoes and walnuts tossed with warm bacon vinaigrette

Michigan Salad

Mixed greens with apples, cherries, walnuts, bleu cheese and raspberry vinaigrette

Asparagus Salad

Mixed greens with marinated asparagus, oranges, pine nuts, and cheure cheese tossed with citrus vinaigrette

Caprese Salad

Baby spinach with sliced tomatoes, fresh mozzarella, basil, and balsamic vinaigrette

CHEF'S DESSERT SELECTION

Served with
Fresh Brewed Coffee

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ENTRÉES

Salmon Filet

Roasted Beef Tenderloin
(\$5.00 supplemental charge)

Sautéed Walleye

Roasted Pork Tenderloin

Herb-Grilled Shrimp

Pan-Seared Airline
Chicken Breast

Roasted Vegetable Polenta

Grilled Beef Tenderloin
Medallion and Petite
Lobster Tail
(\$10 supplemental charge)

Pan-Seared Duck Breast

Roasted Lamb Chops

Herb-Roasted Quail

Please inform us of any dietary needs when menu is selected

DINNER MENU

5-Course – \$50.00 per person, Minimum 8 people

4-Course – \$42.50 per person, Minimum 10 people

Please choose *one* item from *each* course.

Dinner includes: rolls and butter, water, coffee, and dessert.

APPETIZERS

Mushroom and Phyllo Tower

Assorted mushrooms with roasted garlic, herbs, and wine, layered with crisp parmesan phyllo

Seafood Vouevant

Shrimp and scallops in puff pastry with a saffron sauce

Arrancine

A lightly breaded risotto ball filled with fontina cheese with a roasted tomato sauce and basil puree

Blini with Smoked Salmon

Accompanied by dill crème fraiche, cucumber, capers and red onion

Dungeness Crab Cakes

Served with roasted red pepper aioli

SOUPS

French Onion

Caramelized Vidalia onions in rich sherry beef broth with a toasted gruyere cheese crouton

Cream of Asparagus

Tender asparagus pureed with roasted garlic and thyme, finished with truffled croutons

Wild Mushroom and Barley Soup

Broth-based soup with wild mushroom mix and barley

Lemon Chicken and Orzo Pasta

A flavorful poultry broth with chicken and orzo pasta, finished with lemon, parmesan and egg

Roasted Tomato Cream

Served with herbed croutons and shaved Parmesan cheese

Potato and Leek

A puree of potatoes, leeks, garlic and herbs garnished crispy prosciutto

SALADS

Fresh Herb Salad

Assorted fresh herbs mixed in, field greens tossed with light champagne vinaigrette and topped with warm goat cheese crusted in walnuts

Spinach Salad with Warm Bacon Vinaigrette

Baby spinach, egg, mushroom, cherry tomatoes and walnuts tossed with warm bacon vinaigrette

Michigan Salad

Mixed greens with apples, dried cherries, walnuts, bleu cheese and raspberry vinaigrette

Asparagus Salad

Mixed greens with marinated asparagus, oranges, pine nuts, and cheure cheese tossed with citrus vinaigrette

Caprese Salad

Baby spinach with sliced tomatoes, fresh mozzarella, basil, and balsamic vinaigrette

CHEF'S DESSERT SELECTION

Served with
Fresh Brewed Coffee

ENTRÉES

Salmon Filet

Roasted Beef Tenderloin
(\$5.00 supplemental charge)

Sautéed Walleye

Roasted Pork Tenderloin

Herb Grilled Shrimp

Pan-Seared Airline
Chicken Breast

Roasted Vegetable Polenta

Grilled Beef Tenderloin
Medallion and Petite
Lobster Tail
(\$10 supplemental charge)

Pan Seared Duck Breast

Roasted Lamb Chops

Herb Roasted Quail

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HORS D' OEUVRES

(An average person eats 14 hors d'oeuvres in a two-hour period.)

COLD HORS D'OEUVRES

Flat Breads	\$3.00 per person (3 pieces)
With roasted vegetable and pesto	
or	
With caramelized onion, bacon, and boursin cheese	
Antipasto Platter	\$3.00 per person
An assortment of Italian meats, cheeses, marinated vegetables and olives	
Mediterranean Platter	\$3.00 per person
Roasted garlic hummus, cucumber yogurt dip, cucumbers, olives, tomatoes, flatbread and crackers	
English Crab Cakes	\$1.50 per person (2 pieces)
Seasoned crab mixture served on an English muffin	
Fresh Vegetable Mirror	\$2.00 per person
Fresh Fruit Mirror	\$3.00 per person
Assorted Cheese and Cracker Mirror	\$3.00 per person
Fresh Mozzarella and Tomato Platter	\$2.00 per person
Served with basil oil and balsamic vinegar reduction	
Dips	\$2.50 per person each
<u>Brushetta</u> : with fresh mozzarella, tomato and basil served with crostini	
<u>Artichoke</u> : warm and creamy artichoke and spinach dip, with crostini	
<u>Smoked Salmon</u> : dill and cream cheese with smoked salmon and assorted crackers	
<u>Olive Tapenade</u> : olives, capers, parsley and olive oil spread with crostini and crackers	
Chilled Shrimp with Cocktail Sauce	\$1.50 per piece
Smoked Salmon	\$115.00 (35 servings)
Served with capers, egg, cucumber, red onion and dill	
Beef Tenderloin Baguette	\$3.00 per piece
Thin slices of tenderloin on toasted baguette with whipped horseradish cream	

HOT HORS D'OEUVRES

Chicken Pistachio Strips	\$2.50 per person (3 pieces)
Marinated breast of chicken crusted with pistachios	
Roasted Garlic and Cheese Ravioli	\$2.00 per person
Three cheese ravioli with olive oil, garlic and herbs	
Spanikopita	\$2.00 per person (2 pieces)
Spinach, onions and feta cheese wrapped in crisp phyllo dough	
Polynesian Kebobs	\$2.00 per piece
Sea scallops wrapped in bacon	
Stuffed Mushrooms	\$1.50 per piece
Filled with Italian sausage, or artichoke/spinach	
Baked Brie	\$50.00 for 25 servings (2-lb wheel)
Topped with toasted walnuts and honey	
Roasted Beef Tenderloin	\$5.00 per person
Served in a whiskey cream sauce and cocktail roll	
Herb Crusted Pork Tenderloin	\$2.50 per person
Served with a Mango Chutney	
Chicken Quesadilla	\$1.25 per piece

PASTRIES AND CONFECTIONS

Array of Mini Desserts	\$3.00 per person (3 pieces)
Chocolate Fondue	\$2.00 per person (3 pieces)
Strawberries and pastries, ready to be dipped into chocolate	
Fancy Mixed Nuts	\$9.50 for 15 servings (16 oz.)
Warm Crepes	\$4.00 per person (3 pieces)
With red wine poached pears and chantilly spiced cream	

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BEVERAGE MENU

Coffee and Hot Tea

Fresh brewed Colombian coffee and an assortment of Bigelow teas
\$2.00 per person

Punch

A sparkling citrus punch with fresh fruit served in a crystal bowl
\$2.00 per person

Punch, Coffee and Hot Tea

\$3.00 per person

Spiced Apple Cider

Served hot with hints of cinnamon, nutmeg and clove
\$2.00 per person

“Just the Rocks”

Glasses and Ice (Guest provides complete bar set up)
\$2.00 per person

Mix Bar Set Up

Includes: glasses, ice, tonic water, soda water, orange juice, Vermouth, limes, lemons, green olives and cherries
\$3.00 per person

Bartender

Maximum 2 hours
\$50.00 per hour

Bar Restrictions

Bar set-ups for hors d'oeuvre parties are limited to two hours maximum.
Bar limited to one hour maximum before dinner parties. Wine and cordials may be served with the meal. *No open bars during or after meals.*

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