

## Planning Your Event

Successful events start with early planning! Whether your event is a business meeting or a social function, Hope College Dining Services is here to ensure a superbly catered event, tastefully presented in superior facilities. Our service-oriented staff is trained to assist you in planning your function. We will work with you to customize your event in order to make it special and memorable.

## Reserve On-Campus Meeting Space

Contact Event and Conference Services at Hope College. Dial 616-395-7222 for room availability.

## Contact the Hope College Catering Office

Dial 616-395-7210. Our catering consultant will be happy to share ideas about your menu and function. We provide served banquets, buffets, appetizer parties, receptions, wedding parties and more for almost any type of event!  
Office Hours: Monday through Friday 9:00 am – 5:00 pm  
CLOSED Saturday and Sunday

## Confirm Your Menu 21 Days Ahead of Your Event

Dial 616-395-7210 to confirm your menu.

## Final Guest Counts or Cancellations Require 72-Hour Notice

Dial 616-395-7210 to confirm your guest count or to cancel your event. You will be billed for your guaranteed number or the actual count, whichever is greater. Food and seating will be provided for 5% above your guaranteed count. **If you must cancel your event...** let us know 72 hours in advance to avoid any charges.

## Billing

All services provided will be billed through Hope College Business Services. A 6% Michigan sales tax and an 18% service charge may be added to your bill.

## Alcohol

Alcoholic beverages are not permitted at any campus location. Hope College Dining Services does not handle beverages containing alcohol.

## Food and Beverage Service — Campus Events

All food and beverages must be supplied by Hope College Dining Services. No food or beverage may be brought on to campus property.

