



Weddings

AT MICHIGAN STATE UNIVERSITY

Kellogg Hotel & Conference Center • Huntington Club • MSU Union • Alumni Memorial Chapel



Wedding Menus

KELLOGG HOTEL & CONFERENCE CENTER
HUNTINGTON CLUB

Our 2017 packages include:

Choice of buffet or plated entrée

Four hours of open bar service

Cake cutting and service

Hors d'oeuvres displays

Crudité and international & domestic cheese displays

Champagne toast

Late night coffee station

Centerpieces

White floor-length tablecloths

Selection of colored napkins

Charger plates

available at the Kellogg Hotel & Conference Center only

Dance floor

Parking for your guests

Complete reception arrangements and setup

Professional service staff

Special hotel rates for your overnight guests at the Kellogg Hotel & Conference Center

A luxurious guest room for the couple at the Kellogg Hotel & Conference Center

complete with a bottle of chilled champagne, fruit, and chocolate truffles

Wedding party limited scheduled access to club level seating for photographs

available at the Huntington Club only

Wedding Buffet Selections



Wedding buffets also include assorted rolls and butter, freshly brewed coffee, and a selection of fine teas. Priced per person.

The State of Michigan Buffet | \$75

MSU Student Organic Farms Mixed Greens
with Michigan apple cider vinaigrette GF V

Grilled Okemos Shrimp Cocktail
with citrus aioli GF

Michigan Dried Cherry and Apple Salad
with red wine vinegar GF V

Pan-Seared Michigan Chicken
with Michigan apple cider glaze GF

Lake Michigan Whitefish Almandine
in a beurre noisette

Leelanau Wine-Braised Beef Short Rib
in a Michigan morel mushroom demi-glace GF

Michigan Asparagus & Sautéed Baby Tomatoes V

Northern Michigan Whipped Potatoes V

Michigan Squash Lasagna
with layered seasonal squash, mozzarella and
parmesan cheese V

The Italian Buffet | \$76

Italian Wedding Soup
with miniature meatballs, kale, pearl pasta, and herbs

Spinach Salad
with red onions, pine nuts, goat cheese, and balsamic
dressing GF V

Antipasto
pancetta vin prosciutto, fire-roasted peppers, buffalo
mozzarella, and marinated artichokes GF

Classic Caesar Salad
with romaine, croutons, parmesan, and creamy Caesar
dressing

Grilled Italian Stuffed Flank Steak
with roasted red peppers, basil, prosciutto, lemon,
garlic, and oregano GF

Chicken Marsala
with mushroom ragout

Grilled Salmon
with Italian pesto GF

Crisp Polenta Cakes
topped with garlicky mushroom medley GF V

Haricot Vert GF V

Grilled Marinated Vegetables GF V

Pappardelle pasta V

Wedding Buffet Selections



Wedding buffets also include assorted rolls and butter, freshly brewed coffee, and a selection of fine teas. Priced per person.

The Barbeque Buffet | \$80

Tossed Garden Salad
with cucumbers, carrots, radish, apple cider vinaigrette, ranch dressing, and zesty barbeque vinaigrette GF V

Summer Sweet Corn Salad
with roasted peppers, sweet onion, and basil GF V

Grilled Watermelon Salad
with shaved fennel, freshly picked mint, and honey-lime vinaigrette GF V

Bacon-Wrapped Pork Loin
with Michigan cherry bourbon barbeque glaze GF

Smoked Ribeye of Beef
with house-made Cajun rub GF

Hawaiian Salmon Brochettes
with pineapple, peppers, and red onions GF

Wood-Grilled Array of Seasonal Vegetables GF V

Baked Potatoes in their Jackets
accompanied with sour cream and butter GF V

Mini Corn Muffins V

The Signature Buffet | \$83

Butternut Squash Soup
with rosemary crouton V

Chilled Asparagus
with field greens, herbed goat cheese, Kalamata olive bruschetta, and balsamic vinaigrette GF V

Baby Arugula Salad
with roasted beets, crumbled goat cheese, and lemon vinaigrette GF V

Ripe Heirloom Tomato Basil Salad
with lemon basil vinaigrette GF V

Roasted Chicken Supreme
with forest mushroom and leek sauté and red wine jus GF

Jumbo Lump Crab Cake
with poblano pepper, smoked corn, black bean and tomato salsa, avocado, and chipotle mayo

Slow-Roasted Prime Rib of Beef
with natural jus and carved by a uniformed chef GF

Lemon Parmesan Risotto
with seasonal vegetables, mushrooms, parmesan crisp, and saffron V

Crisp polenta cakes GF V

Broccolini GF V

Package I Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, and an assortment of fine teas | \$66 per person

Flat Iron Steak
with caramelized pearl onion merlot jus GF

Bacon-Wrapped Slow-Roasted Pork Loin
with honey balsamic gastrique GF

Spanish Paprika-Rubbed Chicken Breast
with red pepper and onion fricassee and chimichurri sauce GF

Roasted Caprese Stuffed Chicken Breast
with sun-dried tomatoes, mozzarella, basil, and arrabbiata sauce GF

Chicken Grand Traverse
with Michigan cherry sauce GF

Arctic Char
with cilantro-tomato beurre blanc GF

Pan-Seared Cod
with roasted corn, braised leeks, red & yellow grape tomato confit, and chive Cajun citrus beurre blanc GF

Skirt Steak
with wild mushrooms, bacon, tomatoes, and red wine GF

Roasted Vegetable Cannelloni
with olive tapenade, sun-dried tomatoes, basil oil, and garlic parmesan broth V

Sautéed Mahi-Mahi
with lobster cream sauce GF

Asparagus-Mascarpone Ravioli
with smoked tomato cream V

Package II Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, and an assortment of fine teas | \$73 per person

New York Strip Steak
porcini dusted with wild mushroom ragout GF

Braised Short Rib
with red wine, aromatics, and fresh herbs GF

Honey Soy-Glazed Sea Bass
with fresh ginger beurre blanc

Garlic and Rosemary Roasted Cornish Game Hen
with natural pan juices GF

Breast of Chicken Wellington
filled with mushroom duxelle and pinot noir sauce

Tandoori Roasted Pork Tenderloin
with minted raita GF

Artichoke Ravioli
with exotic mushroom ragout and tarragon cream V

Ratatouille Napoleon
with aubergine, zucchini, roasted peppers, tomatoes, fresh herbs, and roasted garlic GF V

Grilled Airline Chicken Breast
with red wine wild mushroom sauce GF

Duet of Chicken and Salmon
classic chicken cordon bleu with white wine cream sauce and oven-roasted salmon with balsamic-maple glaze and crispy onions

Duet of Filet Mignon & Chicken
pan-roasted petite filet mignon in a pinot noir demi and an herb-breaded chicken breast in boursin cheese sauce

Package III Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, and an assortment of fine teas | \$82 per person

Grilled 6 oz. Filet Mignon
with cognac and morel mushroom sauce GF

Oven-Roasted Rack of Lamb
with garlic, fresh herbs, and whole grain mustard sauce GF

Roulade of Chicken
with basil, prosciutto ham, mozzarella, and Pomodoro sauce GF

Pan-Seared Airline Chicken Breast
with sun-dried tomato-artichoke ragout GF

Baked Halibut
with lemon chive beurre blanc GF

Moroccan Tagine
with chickpeas, eggplant, zucchini, olives, pan-seared tofu strips, and spiced quinoa GF V

Herb-Grilled Portobello Steak
with sautéed spinach, roasted fingerling potatoes, and black pepper-cabernet reduction GF V

Duet of Filet Mignon & Salmon
grilled filet mignon with wild mushroom red wine sauce and pan-seared salmon with chardonnay cream sauce

Duet of Filet Mignon & Crab Cake
grilled filet mignon with shitake mushroom sauce and jumbo lump crab cake with smoky onion remoulade

Plated Wedding Packages



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, and an assortment of fine teas.

Salad Selections (select one)

selection of two dressings: house vinaigrette, ranch, Caesar, red wine vinaigrette, raspberry vinaigrette, or balsamic vinaigrette

Caesar Salad

baby romaine, house-made croutons, and parmigiano reggiano V

Baby Arugula Salad

strawberries, walnuts, roasted eggplant, and tomato GF V

Spinach and Watercress Salad

frisee, red onion, and toasted almonds GF V

Gathered Field Greens

candied pecans and crumbled goat cheese GF V

Vegetable Selections (select one)

Honey caramelized baby carrots GF V

Asparagus GF V

Broccoli GF V

Haricot vert GF V

Roasted Brussels sprouts GF V

Sweet corn, edamame, and pearl onion hash GF V

Wilted rainbow chard with garlic and lemon GF V

Heirloom carrots GF V

Green beans almandine GF V

Starch Selections (select one)

Rosemary cheddar mashed potatoes GF V

Dauphinoise potatoes GF V

Roasted fingerling potatoes GF V

Roasted garlic and fresh herb risotto GF V

White rice pilaf with aromatics GF V

Smashed Yukon Gold potatoes GF V

Cinnamon allspice-scented basmati rice GF V

Steamed gnocchi with pecorino cheese V

Children's Menu



For children nine years old and younger. Priced per person.

Children's Plated Entrée Selections | \$15

includes a fruit cup, green beans and baby carrots, and French fries

Macaroni and Cheese V

Chicken Strips

All Beef Hot Dog

Cheeseburger

Children's Buffet | \$15

includes the same selections as the buffet selected for the event

Hors D'oeuvre Selections



Add variety to your special day with hors d'oeuvre enhancements. Priced per fifty pieces.

Butler-style service available.

Hot Hors D'oeuvres

Meatballs | \$135
with garlicky-smoked ketchup

Spring Rolls | \$135
with ponzu V

Salmon Brochette | \$175
with hoison teriyaki drizzle

Edamame Potstickers | \$120
with sesame soy dipping sauce V

Thai-Spiced Chicken Skewers | \$125
with peanut satay dip

Prosciutto-Wrapped Stuffed Dates | \$150
with herbed goat cheese GF V

House-Made Crab Cakes | \$200
with remoulade sauce

Breaded Swiss Chard Ravioli | \$135
with bacon-tomato sauce parmigiana

Chicken Quesadilla Trumpets | \$140

Cold Hors D'oeuvres

Jalapeno Corncake | \$135
with roasted red pepper salsa GF V

Shrimp and Scallop Ceviche | \$200
GF

Smoked Chicken Salad in a Phyllo Cup | \$120

Sliced Beef Tenderloin on Focaccia Toast | \$200
with caramelized shallots

Smoked Salmon Cone | \$150
with capers and cream cheese

Tomato Mozzarella Bites | \$130
with balsamic cream GF V

Red Grapes | \$130
rolled in goat cheese and spiced pistachios GF V

Brioche Toast | \$150
with bruleed brie and berry compote V

Hors D'oeuvre Selections



Enhance your reception with an additional hors d'oeuvre display. Each selection serves fifty people.

Reception Displays

Antipasto | \$250

assorted Italian cold cuts and imported cheeses, grilled vegetables, roasted peppers, assorted olives, white bean salad, caponata, assorted artisan bread, balsamic vinegar, and extra virgin olive oil **GF**

Fresh Fruit and Berries | \$250

seasonal array of fresh sliced fruits and macerated berries with cinnamon yogurt dip **GF V**

Executive Breads and Spreads | \$200

trio of chickpea, roasted squash, and herb-yogurt hummus, warm spinach-artichoke dip, olive tapenade with flatbread crackers, roasted garlic and rosemary olive oil crostini, and pita chips **V**

Late Night Selections



Keep the celebration going with snacks, desserts, and coffee service in the evening.

Large 16-Slice Pizza | \$30 per pizza

select up to three pizza varieties for your event:

sun-dried tomato, grilled vegetables, and goat cheese; ham and pineapple; four cheese; BBQ chicken, caramelized red onions, and sweet peppers; pepperoni, sausage, and mushroom; vegetarian with green peppers, black olives, mushrooms, and onions; Mediterranean with sun-dried tomatoes, artichokes, spinach, Kalamata olives, feta, and asiago cheese; or shrimp scampi, garlic, and mozzarella cheese (*price may vary for this selection based on market price*)

The Ultimate Nacho | \$4 per person

with corn tortilla chips, stewed chicken, spiced Kobe ground beef, adobo pork, chili con queso, guacamole, pico de gallo, salsa roja, sour cream, red onions, black olives, pickled jalapeno, zacateca beans, and shredded lettuce GF

Popcorn Bar | \$3 per person

trio of bacon cheddar, butterscotch caramel, and sweet and salty kettle corn GF

Spicy Asian Brittle | \$2.50 per person

with almonds, cashews, wasabi peas, sesame, and ginger GF V

Mini Mac N' Cheese | \$3 per person

with white cheddar and gruyere cheese V

Little Mac Sliders | \$3 per person

all beef patty with smoked cheese, lettuce, onion, and tomato

Mini Corn Dogs | \$3 per person

with spicy mustard GF

MSU Dairy Store Grilled Cheese | \$4 per person

with dagano cheese and tomato bisque V

Late Night Selections



Keep the celebration going with snacks, desserts, and coffee service in the evening.

Ice Cream Sundae Bar | \$8.50 per person

MSU Dairy Store vanilla and chocolate ice cream, chocolate sauce, caramel sauce, crushed strawberries, crushed peanuts, whipped cream, and maraschino cherries

Late Night Coffee Station Enhancement | \$8 per person

hot cocoa on a stick, hot milk, hot water, creamer, sugar, whipped cream, marshmallows, chocolate chips, butterscotch chips, sugar sticks, mini cookies, chocolate straws, flavored syrups, caramel, cinnamon, and peppermint sticks

Chocolate Mousse Shots GF V | \$3 per person

Fruit Parfaits GF V | \$3 per person

Assorted Donuts and Milk V | \$4 per person

Assorted Cookies and Milk V | \$3 per person

MSU Bakery Game Day Cookies | \$42 per dozen

Spartan “S” and Spartan head frosted sugar cookies V

Mini Cookie Sandwiches V | \$3 per person

Chocolate-Dipped Strawberries GF V | \$3 per person

Alcohol Service



Wedding bar packages include appropriate mixers and garnishes.

Wedding Package Bar

Includes four hours of open bar service with Absolut Vodka, Dewar's Scotch, Jack Daniel's Whiskey, Tanqueray Gin, Jim Beam Bourbon, Bacardi Silver Rum, Captain Morgan Spiced Rum, Sweet and Dry Vermouth, Chardonnay, Moscato, Cabernet Sauvignon, Merlot, premium red wine, premium white wine, Labatt Blue, Stella Artois, two Michigan/craft beer selections, one Michigan cider selection, Bud Light, and Miller Lite. Additional spirits may be requested.

Enhance your bar with an optional fifth hour of service.

Hosted Consumption Bar

Prices are subject to applicable service charge and sales tax.

Priced per drink.

Premium Brand Liquor | \$7.50

Varietal Wines | \$5.75

Premium Varietal Wines | \$7.75

Michigan/Craft Beer | \$5.75

Imported Beer | \$5.75

Domestic Beer | \$4.75

Soda & Juice | \$2.75

Cash Bar

Prices are inclusive of sales tax. Priced per drink.

Premium Brand Liquor | \$8

Varietal Wines | \$6

Premium Varietal Wines | \$8

Michigan/Craft Beer | \$6

Imported Beer | \$6

Domestic Beer | \$5

Soda & Juice | \$3

Flat Rate Bar

Prices are subject to applicable service charge and sales tax.

Priced per person. Based on final guarantee.

One additional hour of bar service | \$7

Alcohol Service



Wine is priced per bottle and must be ordered by the case, excluding house wine.

Spirited and non-alcoholic punches are priced by gallon.

House Wine

Le Petite Vigne Chardonnay | \$25
Les Roucas Cabernet Sauvignon | \$25

White Wine

45 North 'Semi-Dry' Riesling, Michigan | \$30
Dunham Cellars Riesling, Washington | \$37
Elk Cove Pinot Gris, Oregon | \$34
Mirassou Sauvignon Blanc, California | \$27
Tarrica Sauvignon Blanc, California | \$25
Bowers Harbor Chardonnay, Michigan | \$31
Chateau St. Michelle Chardonnay, Washington | \$29
Napa Cellars Chardonnay, California | \$33
Hahn 'SLH' Chardonnay, California | \$37

Red Wine

Maison Idiart Pinot Noir, France | \$30
Mojo Cellars Pinot Noir, California | \$26
Tim Smith 'Bugalugs' Shiraz, Australia | \$38
Vignamaggio 'Il Morino' Super Tuscanio, Italy | \$31
Belasco de Baquedano 'Llama' Malbec, Argentina | \$31
Charles Smith 'Velvet Devil' Merlot, Washington | \$30
Chateau St. Michelle Cabernet Sauvignon, WA | \$29
Kuleto Estate 'Native Son' Cabernet Blend, CA | \$43
Justin Cabernet Sauvignon, California | \$50
Ravenswood Old Vine Zinfandel, California | \$31
Château Le Fleur Plaissance Bordeaux, France | \$39

Sparkling

Martini & Rossi Asti Spumante, Italy | \$29
Black Star Farms Bedazzled Dry, Michigan | \$29
Mawby Blanc de Blanc, Michigan | \$39
Domaine St. Michelle brut, Washington | \$31
Perrier-Jouet Grand Brut Champagne, France | \$79

Spirited and Non-Alcohol Punch

Mimosa | \$55

Bloody Mary | \$75

Screwdriver | \$75

Non-Alcoholic KC Fizz Punch | \$35
with ginger ale, cranberry juice, sour mix, and lemon and orange slices

Wedding Brunch



The wedding brunch buffet includes freshly brewed coffee and an assortment of fine teas. Priced per person.

The Wedding Brunch Buffet | \$28

Fresh Fruit Display

with cantaloupe, honeydew, pineapple, strawberries, oranges, grapes, and a strawberry yogurt cream cheese dipping sauce GF V

Scrambled Eggs

with Bailey Hoop House herbs and MSU Dairy Store cheese GF V

Crisp Bacon and Sausage Links GF

Breast of Chicken

filled with goat cheese and fresh herbs with white wine cream sauce GF

French Toast Casserole

served with warm maple syrup V

Diced Breakfast Potatoes

with sautéed bell peppers and onions V

Broccoli Casserole V

Assorted Fresh Muffins, Danishes, and Bagels

served with cream cheese and jellies V

Orange, Grapefruit, and Cranberry Juices

Function Requirements

All meeting requirements, menu, and other food and beverage selections should be confirmed no later than 14 days prior to the function date. Changes in banquet or meeting room arrangements within 24 hours of scheduled starting time will be subject to additional labor charges equal to the standard room rental.

Food and Beverage Service

All food and beverage must be supplied by the Kellogg Hotel & Conference Center and/or Huntington Club. Food and beverages (alcoholic and non-alcoholic) are not permitted to be brought into the conference or banquet areas by a guest(s) of the Kellogg Hotel & Conference Center and/or Huntington Club. No food prepared and served by the Kellogg Hotel & Conference Center and/or Huntington Club will be permitted to leave the premises. The Kellogg Hotel & Conference Center and/or Huntington Club cannot guarantee that allergens were not introduced during another stage of the food supply chain process or, inadvertently, during preparation.

Food and Beverage Pricing

If the event is not held within the year that the estimate is given, food and beverage prices may be subject to a price increase of not more than 10% year over year.

Alcohol Service Policy

In keeping with our commitment to responsible service of alcohol in a university setting, the Kellogg Hotel & Conference Center and/or Huntington Club will: A) request identification from all guests who appear to be under the age of 30; B) not serve alcoholic beverages to guests without proper ID; and C) not serve doubles, shots, shooters, or multiple liquor drinks containing more than three liquors (e.g. Long Island Iced Tea). Only single drinks will be dispensed to patrons. The banquet manager of the Kellogg Hotel & Conference Center and/or Huntington Club reserves the right to refuse alcoholic beverage service to an individual or group. Alcoholic beverage service will not exceed five hours per event.

Specialty Beverage Orders

The Kellogg Hotel & Conference Center and/or Huntington Club provides extensive beverage options through its banquet menu selections. The event will be charged for all beverages that are ordered whether or not all bottles are used at the event, excluding house wine.

Wine is priced per bottle and must be ordered by the case, excluding house wine. Wine orders, with the exception of house wine, must be confirmed ten days in advance; bottles will be ordered and billed based on this number. Any beverages, excluding liquor, not consumed during the event will be available to the on-site contact upon conclusion of the event. If an event requires beverages that are not available on the regular banquet menu, those beverage selections may be ordered through the Kellogg Hotel & Conference Center and/or Huntington Club. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

Pricing

A service charge is added to food, beverage, and audio-visual prices to offset facility maintenance and administrative costs. Michigan sales tax is applicable to the service charge unless the entity is Michigan sales tax exempt. See booking contract for service charge rates. The service charge does not replace a gratuity for the servers and/or hotel staff. Service charge estimates are subject to increase. If the event is not held within the year that the estimate is given, service charges may be subject to an increase of not more than 10% year over year.

Entrée Substitution

The Kellogg Hotel & Conference Center and/or Huntington Club will provide entrée substitutions for dietary or religious purposes, provided that (A) the client supplies the requested number of substitution entrées not less than three business days before the catered event and (B) the number of substitute entrées requested is less than 10% of the minimum guarantee of attendance, as indicated in the booking contract with the Kellogg Hotel & Conference Center and/or Huntington Club. If the client does not provide substitution requests in accordance with the timeline described above, the Kellogg Hotel & Conference Center and/or Huntington Club has no obligation to provide substitute entrées. The Kellogg Hotel & Conference Center and/or Huntington Club may try to accommodate these requests, however an additional charge for the substitute entrée and the main entrée will be assessed, along with any additional service charges.

Multiple Entrée Selections

If two entrée selections are ordered, a \$1.00 multiple entrée fee will be assessed for each selection. If three entrée selections are ordered, a \$2.00 multiple entrée fee will be assessed for each selection. Multiple entrée selections will be prepared for the guarantee only (no 5% overage). Any changes to entrée selections at the time of the event will be charged in addition to the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards to indicate entrée selections.

Labor Charges

A labor charge of \$50.00 will be assessed for meal functions of less than 20 people. A labor charge of \$20.00 per server, per hour will be assessed for butler-style served hors d'oeuvres.

Bartender Charges

A bartender fee of \$75.00 will be assessed on each hosted or cash bar when sales do not exceed \$250.00 per bar, or when an additional bartender is requested. A bartender fee of \$25.00 will be assessed on each hosted or cash beer and/or wine service when sales do not exceed \$150.00 per bar.

Damage, Repair, and Maintenance Charges

The Kellogg Hotel & Conference Center and/or Huntington Club reserves the right to inspect and control all events held at facilities managed by the Kellogg Hotel & Conference Center and/or Huntington Club. Costs arising from damage to the premises will be charged to the representative making the arrangements. Additional labor charges will be charged to events if more than standard clean-up is required. Fees will be assessed by the Kellogg Hotel & Conference Center and/or Huntington Club at the close of the event.

Equipment, Materials, and Decorations

Due to limited storage, the Kellogg Hotel & Conference Center and/or Huntington Club cannot store flowers or cake. All materials, equipment, and decorations will need to be removed at the conclusion of your event. The Kellogg Hotel & Conference Center and/or Huntington Club will assist with the setup of favors and place cards only. Glass enclosures are required for any candles. Glitter, feathers,

confetti, or metallic chips are not permitted. Decorations may not be hung from the ceiling or walls.

Event Signage and Banners

If the client would like a banner to be hung in the Kellogg Hotel & Conference Center and/or Huntington Club, prior approval and coordination with the Kellogg Hotel & Conference Center and/or Huntington Club staff is required. Please provide banners 24 hours in advance for proper hanging.

A list of daily events is posted throughout the Kellogg Hotel & Conference Center to direct guests to the correct banquet or meeting room. All banquet and meeting rooms have either a paper sign holder or digital signage outside of the room to indicate the event within. The Kellogg Hotel & Conference Center will include the name of the event on the signage as described on the booking contract. If more specific signage is desired, the client will be responsible for providing it.

No posters or signs may be located or hung in the Kellogg Hotel & Conference Center lobby and/or Huntington Club without prior written permission from the Kellogg Hotel & Conference Center and/or Huntington Club management. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of the Kellogg Hotel & Conference Center and/or Huntington Club. Easels are available for rent on a limited basis for information purposes. Please contact your conference services manager should you have questions about a banner or signage.

Audio-Visual and Equipment Needs

All special equipment and services can be arranged with our conference services department. For your convenience, the Kellogg Hotel & Conference Center and/or Huntington Club provides full audio-visual services. The Kellogg Hotel & Conference Center and/or Huntington Club requests that conference services be notified in advance of any equipment that will be provided by the client.

An audio and/or visual service fee of \$75.00 per room will be incurred for audio-visual equipment that is provided by the client. The fee includes an audio-visual cart, extension cord, and technical support. Audio-visual price estimates are subject to increase. If the event is not held within the year that the estimate is given, audio-

visual prices may be subject to an increase of not more than 10% year over year.

Function Space

If the event's attendance numbers are significantly different than those described in the booking contract, the Kellogg Hotel & Conference Center and/or Huntington Club reserves the right to adjust the room assignment based on actual attendance numbers. The event is required to observe the schedules described in the booking contract and the event must vacate its assigned rooms according to that schedule. The Kellogg Hotel & Conference Center and/or Huntington Club reserves the right to charge for room usage outside of the scheduled times, plus additional service charges arising from such usage.

Room Rates and Rental Fees

Event fees are based on attendance numbers provided by the client and bundled services provided by the Kellogg Hotel & Conference Center and/or Huntington Club. Revisions in the event minimum attendance, times, date, or meal functions may necessitate the revision of the room rates and rental fees. Accordingly, the Kellogg Hotel & Conference Center and/or Huntington Club reserves the right to revise the fees for the event if the event's commitments change.

Outdoor Events

Tent rentals are available. Please contact your conference services manager for pricing. Events contracted on the East Patio are contingent on weather conditions. The Kellogg Hotel & Conference Center banquet department will communicate with the contracting party if the Kellogg Hotel & Conference Center determines the weather conditions are not safe to hold an event outdoors. The Kellogg Hotel & Conference Center reserves the right to delay or cancel the event up to two hours prior to event start time due to inclement weather.

Security

The Kellogg Hotel & Conference Center and/or Huntington Club reserves the right to require additional security services to monitor events held at facilities managed by the Kellogg Hotel & Conference Center and/or Huntington Club at the client's expense. The Kellogg Hotel & Conference Center and/or Huntington Club will provide advanced notice if security will be required and will invoice the event for the additional fees associated with security.

Limitation of Liability

The Kellogg Hotel & Conference Center's performance under this agreement is subject to acts of God, war, government regulation, terrorism, strikes, civil disorder, curtailment of transportation, or acts preventing the delivery of foods and beverages, or any other emergency of comparable nature beyond the control of the management of the Kellogg Hotel & Conference Center that in each case makes it impossible to perform its obligations under this agreement. The Kellogg Hotel & Conference Center shall not be responsible for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event. In no event will the Kellogg Hotel & Conference Center be liable for the loss of profit or indirect or consequential damages whether based on breach of contracts, warranty, or otherwise.