

## RESERVATION POLICY

### DEPOSIT

\$150.00 non-refundable deposit and a signed contract is required to book your event.

### 1<sup>ST</sup> PAYMENT

50% of contract amount is due 30 days prior to your event

### FINAL HEADCOUNT

Your final lodging and food service numbers are required 14 days prior to your event. These numbers will serve as the guaranteed numbers for billing purposes. Increases in lodging and food service numbers may be possible based on availability.

### FINAL PAYMENT

Your final payment is due on the first day of your event.

## DISCOUNTS

- Returning Group – 5%
- Presbyterian Church – 10%
- Presbytery / Synod – 15%
- Dwight Board Event- 20%

## SAFETY

### Weather Emergency:

The Dwight Host will advise your group of emergency procedures if the situation is warranted.

### Prohibited Items:

For the safety of all our guests, Dwight Mission prohibits: Alcohol, Drugs, Weapons, Pets, Fireworks, and offensive materials.

Exceptions may be granted allowing BYOB (Beer and Wine) for Adult Events with the prior approval of the Executive Director.



# Catering Guide 2019



[www.dwightmission.org](http://www.dwightmission.org) | 866-298-1739

## CATERING SERVICES:

Dwight Mission Camp and Conference Center can provide catering services for your meeting, banquet, wedding, or special event.

This Catering Guide provides options beyond our regular Food Service menus served on our steamer line for retreats, conferences and reunions.

Our catering meals are served buffet style and include food service staff for the duration of the meal service.

Service Upgrade Options: [Price quoted based on options selected]

- Carving Station – Includes a Buffet Service with a 2 meat carving station
- Preset – Buffet, place setting, salad, rolls, table cloth, & table clearing

Pricing has been based on our minimum catering requirement of 25 persons.

- Catering pricing reflects higher service standards from regular food service pricing
- Children 7 or younger stay and eat for **free**.



## CATERING LOCATIONS:

Catering services may be provided in the following locations:

Pricing is based on a stand-alone catering reservation

Discounts are available when also booking lodging

- Dining Hall – 80 max seated / 120 standing  
Facility Fee: Weekday \$250.00 / Weekend \$500.00
- Defriend Meeting Room – 60 max seated / 100 standing  
(May be combined with Dining Hall which shares a common PA System)  
Facility Fee: Weekday \$250.00 / Weekend \$500.00
- Oxley Center – 80 max  
Facility Fee: Weekday \$250.00 / Weekend \$500.00
- Finney Retreat House - 10 max  
Facility Fee: Weekday \$100.00 / Weekend \$200.00

## CATERING MENUS –

### Light Hors d'oeuvres – Standing Reception

Pricing is based on 25 people

(coffee, iced tea, iced water, plates, napkins and forks included)

\$75.00	Hot Chicken Fingers with Dip (Ranch, Blue Cheese, or Honey Mustard)
\$75.00	Hot Meatballs with Dip (BBQ, Ranch, or Blue Cheese)
\$75.00	Hot Links with Dip (BBQ, Ranch, or Blue Cheese)
\$50.00	Veggie & Dip Tray Broccoli, Carrots, Grape Tomatoes, Celery, Dip (Ranch, Blue Cheese, or Thousand Island)
\$50.00	Cheese & Cracker Tray Cheddar, Swiss, & Pepper Jack Cheeses with party & club crackers
\$50.00	Dessert Tray Mini-Muffins, Mini-Cupcakes, & Cookies
\$25.00	Punch Bowl – Tropical, Almond, or Sherbert
\$50.00	S'mores & Campfire Marshmallows, Hershey Bars, & Graham Crackers Firewood setup in Campfire Ring or Picnic Shelter

### Finger Foods – Standing Reception

Pricing is based on 25 people (2 portions per person)

(coffee, iced tea, iced water, plates, napkins and forks included)

\$75.00	Cold Cut Sliders (sliced from a long roll)
\$75.00	Burger Sliders (served on individual buns)
\$75.00	Pulled Pork Sliders (served on individual buns)
\$75.00	Chicken Salad Sliders (served on individual buns)

### Seated Meals – Dessert included

Pricing is per person with a minimum of 25 people (2 portions per person)

(coffee, iced tea, iced water, plates, napkins and forks included)

\$30.00	Pork Loin, small potatoes, 2 vegetables, & salad bar
\$30.00	Chicken tenderloin, mashed potatoes, gravy, 2 vegetables, & salad bar
\$30.00	Brisket, beans, coleslaw, corn, & salad bar
\$30.00	Pasta bar, Caesar salad, garlic bread, and (chicken, meatballs, or sausage)

\$15.00	<b>Breakfast:</b> Muffin, yogurt, fruit, cereal, eggs, & bacon
\$20.00	<b>Lunch:</b> Potato bar, taco bar, or hot sandwich w/side, & salad bar
\$30.00	<b>Brunch:</b> Muffin, yogurt, fruit, cereal, eggs, & bacon Chicken tenderloin, mashed potato, gravy & waffle bar