

# Wedding Guide

2024



THE  
CONFERENCE CENTER  
AT SVSU



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Questions? Contact us

[svsu.edu/events/weddingsreceptions](http://svsu.edu/events/weddingsreceptions) | [weddings@svsu.edu](mailto:weddings@svsu.edu) | (989) 964-4348

# Wedding Ceremonies

## *Founders Hall*





# FOUNDERS HALL

## WEDDING CEREMONY RENTAL FEES

<b>Facility Rental</b> - includes 3 hour ceremony + 1 hour rehearsal	<b>\$950</b>
<b>Each additional hour of service</b>	<b>\$150</b>
<b>Use of Baby Grand Piano</b> - includes tuning	<b>\$250</b>

### Rental Includes

- An ideal location for a ceremony of your dreams
- Temperature-controlled venue surrounded by stunning natural scenery
- Seating for 146 guests
- Two gathering rooms
- A lapel or handheld microphone for officiant
- Staff member to assist with audiovisual needs including music and lighting
- Free guest parking
- Event Insurance

- To be eligible to have your wedding on campus, the couple or one of their immediate family members must be a current faculty member, staff member, student, or alum of SVSU.
- Facility rental fee includes a one-hour rehearsal and a three-hour ceremony block.
- Standard ceremony block times are 11am-2pm or 3pm-6pm. Times are secured on a first-come first-served basis.
- Full payment is required when signing the contract to secure your selected dates and time frame.
- The deposit is non-refundable if you choose to cancel.
- Tape, glitter, and confetti of any kind are prohibited along with open flames.
- Alcohol is not allowed on the premises.
- Decorations must be set up during your 3-hour ceremony block.



# Wedding Receptions

## *Banquet Rooms*



# Features & Amenities

## Set-Up

- Guest Seating (60" Round and/or 6' Rectangle)
- Head Table and/or Sweetheart Table
- Specialty Tables (Hostess, Cake, Gift, etc.)
- High Top Cocktail Tables
- Standard Banquet Chairs
- Customizable Dance Floor
- 8 Hours Set-Up Time
- Adjustable Room Lighting
- Indoor Directional Signage

## Catering & Linen

- Lap Length White Linen for Guest Tables
- Floor Length Cloth & Skirt for Head Table
- House Color Napkins (Red, Navy, White, Black)
- China, Silverware & Stemware
- Catering staff to help you personalize your menu

## Experience

- Dedicated venue coordinator to assist with room layout, catering options, décor, and event timeline
- Day-Of Venue Coordinator
- Invitation to Annual Group Food Tasting
- Free Parking in Designated Areas
- Event Insurance

## Upgrades Available *(at additional cost)*

- Floor Length Linen
- Specialty Color Napkins
- Specialty Chairs or Chair Covers - multiple styles
- Risers or Stage
- House Décor (vases, electric candles, table numbers, and more)
- Specialty Lighting
- Cake Cutting & Serving for outside cake

For a comprehensive list of upgrades and further pricing information, please contact your SVSU Wedding Coordinator at [weddings@svsu.edu](mailto:weddings@svsu.edu) or 989-964-4348.



# Menu Selections



All prices listed are subject to 20% service fee and 6% sales tax. Menu items are subject to change based on market availability.





# Hors D'Oeuvres

Choice of 1 Appetizer and 1 Platter - \$12.5 per guest

Choice of 2 Appetizers and 1 Platter - \$16 per guest

Choice of 4 Appetizers and 2 Platters - \$30 per guest

## Cold

Ricotta and Fig Flatbread  
 Goat Cheese and Beet Skewer  
 Traditional Tomato Bruschetta Crostini  
 Shrimp Cocktail  
 Garden Pizza  
 Scotch Egg  
 Salami Coronets  
 Veggie Hummus Cup  
 Cherry Chicken Salad Bites  
 Signature Potato Chips & Dip  
 Assorted Sliders (*Italian Deli, Chicken Salad, Garden Vegetable*)

## Hot

Bacon Wrapped Scallops  
 Coconut Shrimp  
 Crab Cakes  
 Boursin Mushroom Pinwheel  
 Duchesse Truffled Potato Bite  
 Assorted Mini Quiche  
 Spanakopita  
 Creamy Tuscan Shrimp  
 Potstickers (*Pork, Chicken, or Veggie*)  
 Meatballs (*Swedish, BBQ, or Sweet & Sour*)

## Platters

Classic Cheese Tray  
 Fresh Garden Crudite with Ranch Dill Dip  
 Hummus and Pita  
 Housemade Spinach Dip  
 Grilled Vegetable Mezze with Hummus & Garlic Aioli  
 Smoked Salmon Platter (+\$1)  
 Antipasto Platter with Marinated Vegetables, Italian Meats and Cheeses (+\$1)

Don't see what you are looking for? Contact us to discuss custom menu options or attended stations.

# Reception Stations

*Elevate your cocktail hour or late night snack*

**\$10 per guest**

## **Soft Pretzel Bar**

Hot pretzels paired with your choice of sweet & savory dipping sauces.

## **Snack Attack**

Includes our famous house made kettle chips with dip, roasted peanuts, trail mix, assorted crave-worthy cookies, and bakery fresh brownies.

## **Loaded Cookie "Nachos"**

Cookie crisps with a selection of sweet sauces and dessert toppings.

## **Pavlova Grazing Board**

Mini Meringues with your choice of whipped cream, chocolate sauce, lemon curd and fresh berries.

**\$12 per guest**

## **Breads and Spreads**

An arrangement of tortilla chips, pita wedges, and crostini paired with a selection of hummus and dips.

## **Top Your Own Pound Cake Bar**

Pound cake slices served with your choice of sugared strawberries, apple-brown sugar compote, cherry compote, fresh blueberries, chocolate syrup and whipped cream.

## **Pizza Party**

Selection of assorted pizzas and breadsticks.

**\$20 per guest**

## **Tasty Tex Mex Taco Bar**

Choice of chicken, beef or pork fajitas paired with tortilla chips, Mexican rice, Charro beans, Southwest roasted corn salad and salsa.

## **Happy Hour**

A "pub" break with your favorite happy hour finger foods. Includes mini cheesesteaks, buffalo chicken tenders, pretzel bites with beer cheese, chilled spinach dip with pita chips and a selection of our assorted Crave-worthy Cookies and Gourmet Dessert Bars.

**Don't see what you are looking for? Contact us to discuss custom menu options or attended stations.**



# Buffets

## Evening Soiree | \$40 per guest

A Choice of Two Entrees, Three Salads, Two Starches, One Vegetable, Rolls, Honey Butter and Standard Beverage Service.

## The Cardinal | \$38 per guest

A Choice of Two Entrees, Two Salads, One Starch, One Vegetable, Rolls, Honey Butter and Standard Beverage Service.

### Entrees

Chicken Mushroom Marsala  
Lemon Rosemary Chicken  
Tequila Lime Chicken  
Herb Roasted Chicken  
Chicken Piccata  
Bacon Wrapped Pork Tenderloin  
Swedish Style Meatballs  
Beef Pot Roast with Dijon Shallot Sauce  
Beef Lasagna  
Vegetable Lasagna  
Lightly Breaded Cod  
London Broil (*additional \$2 per guest*)

### Salads

Fruit and Nut Bistro Salad  
Garden Salad  
Classic Caesar  
Pasta Salad  
Red Skin Potato Salad  
Baby Spinach Salad with Bacon, Eggs, Balsamic  
Waldorf Salad  
Greek Salad with Crumbled Feta

### Starches

Mashed Potatoes and Gravy  
Macaroni and Cheese  
Rice Pilaf  
Marinated Roasted Red Potatoes  
AuGratin Potatoes  
Maple Mashed Sweet Potatoes  
Quinoa and Wild Rice Blend  
Scalloped Potatoes  
Broccoli Cheddar Rice

### Vegetables

Seasonal Garden Vegetables  
Honey Carrots  
Fresh Green Beans  
Steamed Broccoli  
Seasoned Corn  
Zucchini and Yellow Squash  
Roasted Vegetables  
California Blend  
Brussels Sprouts with Almond Butter  
Prince Edward Blend



# Plated Meals

*Chef recommended combinations are below.  
Choose up to 3 entrées. Select one salad, starch, & vegetable (p.10). Priced per guest.  
Custom options available. Please inquire.*

## Chicken

### Crispy Asiago-Crusted Chicken | \$31

Deep Fried Boneless Chicken Breast coated with a blend of Bread Crumbs, Asiago and Pepper. Served with Spaghetti & Marinara, Garden Vegetables and a Caesar Salad.

### Chicken Piccata | \$32

Boneless Chicken Breast with a White Wine Caper Sauce. Served with Angel Hair Pasta, Seasonal Vegetable Sauté and House Salad.

### Bistro Chicken | \$32

Boneless Chicken Breast topped with Provolone Cheese, Onions, Mushrooms and a Bacon Scallion Crumble. Serve with Bistro Sauce, Smoked Paprika Roasted Potatoes and Capri Blend Vegetables.

### Chicken Riesling | \$32

Grilled Chicken Breast topped with Sauteed Fresh Spinach, Seasoned Plum Tomatoes, Artichoke Hearts, White Wine and Garlic. Serve on a bed of Garlic Mashed Potatoes with a Spring Mix Bistro Salad.

### Chicken Madeira | \$32

Lightly Breaded Chicken Breast, Melty Mozzarella Cheese, Fresh Asparagus and Fluffy Mashed Potatoes bathed in a rich Madeira Mushroom Sauce. Pair with a Caesar Salad.

## Beef & Pork

### SVSU Signature London Broil | \$33

Marinated Flank Steak flame broiled with our Signature Zesty BBQ Sauce. Served with Garlic Potato Puree, Garden Vegetables and Spring Mix Bistro Salad with Raspberry Vinaigrette.

### Beef Tenderloin | \$39

Filet Mignon with Roasted Mushrooms, Cipollini Onions, Delmonico Potatoes and Garden Vegetables. Served with Classic Caesar Salad.

### Bacon Wrapped Pork | \$32

Bacon-Wrapped Pork Medallions served with Chipotle Orange BBQ, Potatoes Au Gratin and Steamed Broccoli. Served with House Salad.

## Vegetarian

### Tofu Tikka Bowl | \$31

Served with Pickled Red Onions and Basmati Rice. Served with Warm Naan Bread.

### Mushroom Bourignon | \$31

Fresh Portobello and Cremini Mushrooms, Dry Red Wine, Diced Onions and a variety of Herbs and Spices. Served over Pureed Parsnips.

### Creamy Lemon Pasta | \$31

Fettucine Pasta with Lemon Cream Sauce, Sauteed Red Peppers, Mushrooms and Shallots.

Many of our meals can be made to accommodate various diets. Please let your coordinator know of any allergies or dietary concerns.



# Desserts

*Please choose up to 3 selections within a single category*

## Assorted Cakes - \$4 per guest

Chocolate Cake with Fudge Icing  
Yellow Cake with Buttercream  
Carrot Cake with Cream Cheese  
Red Velvet Cake with Cream Cheese  
White Cake with White Icing and Sprinkles

## Assorted Pies - \$4 per guest

Apple Pie  
Dutch Apple Pie  
Cherry Pie  
Pumpkin Pie

## Dessert Martinis - \$5 per guest

Chocolate Mousse  
Oreo Brownie Parfait  
Strawberry Shortcake  
Tropical Fruit Panna Cotta  
Lime Cheesecake Parfait

## House Favorites - \$6 per guest

Crepe Brulee with Fresh Berries  
Key Lime Bistro Cake  
Red Velvet Bistro Cake  
New York Cheesecake  
Tres Leches Cake

## Simple Favorites - \$22 per dozen

Assorted Craveworthy Cookies  
Bakery Fresh Brownies  
Gourmet Dessert Bars  
Sweet and Tangy Lemon Bars  
Assorted Mini Cheesecakes  
Assorted Bakery Donuts (+\$2)

### Outside Cake Policy

Due to the specialized nature of wedding cakes, SVSU does allow you to bring in a cake from an outside vendor. This exception applies only to specialty wedding cakes, unless granted written permission from your SVSU wedding coordinator. Any other outside food is not permitted. We invite you to explore our selection of housemade items if you are interested in other desserts. We are also happy to discuss custom options with you.

Please note, **all outside cakes are subject to a \$2 per person serving and china fee** in order for SVSU staff to provide dessert plates as well as cut and serve your outside cake. You may bring your own disposable plates and serving materials, if preferred.



# Bar Service

## *Hourly Package*

*Based on five consecutive hours of service. Priced per guest.*

### **Top Shelf Bar - \$22**

Top Shelf Liquors, two domestic and four import bottled beers, tier three wine, soft drinks and mixers included.

### **Premium Bar - \$20**

Premium liquors, two domestic and three import bottled beers, tier two or Michigan wines, soft drinks and mixers included.

### **Call Bar - \$18**

House liquors, two domestic and two import bottled beers, tier one wine, soft drinks and mixers included.

### **Non-Alcoholic Bar - \$6**

*For guests under the age of 21.*

Lemonade, ice water, iced tea, coffee/decaf and soft drinks.

## *Add-Ons*

### **Specialty Drink - +\$1 per guest**

Work with our catering team to design 1-2 specialty drinks tailored to your special day.

### **Champagne Toast - priced per bottle**

Celebrate this occasion with a special toast, poured and served by our staff. Available for all guests or head table only.

## *Beverage Policy*

- Our alcoholic beverages sales and services are regulated by the State of Michigan Liquor Control Commission. The Conference Center is responsible for the administration of these regulations.
- No liquor, beer or wine can be brought into SVSU facilities from outside sources. Service of alcoholic beverages to minors under the age of 21 will be refused. We also reserve the right to refuse service to individuals when deemed necessary.
- Saginaw Valley State University encourages the Designated Drive Program.
- All arrangements for hospitality services must be made through the University.
- Individuals under 21 years of age are charged the non-alcoholic bar price. There is no beverage charge for children under 4 years of age.

# Bar Service

## Consumption Package

Usage based on 1/10th of a bottle. Mixers include. Sodas \$2 each.

### Top Shelf Bar (\$100)

Grey Goose Vodka, Bombay Sapphire Gin, Mountain Gay Rum, Captain Morgan Spiced Rum, Crown Royal Whiskey, Jameson Irish Whiskey, Johnny Walker Black Scotch, Maker's Mark Bourbon, 1800 Anejo Tequila and Peach Schnapps.

### Premium Bar (\$90)

Absolut Vodka, Tanqueray Gin, Bacardi Rum, Captain Morgan Spiced Rum, Canadian Club Whiskey, J&B Scotch, Jack Daniels Tennessee Whiskey, Jose Cuervo Tequila and Peach Schnapps.

### Call Bar (\$80)

Smirnoff Vodka, Gilbey's Gin, Castillo Rum, Seagrams VO Whiskey, Lauder's Scotch, Jim Beam Bourbon, Jose Cuervo Tequila and Peach Schnapps.

## Wine List

### Tier One (\$26)

Hess Shirttail Ranches Chardonnay  
Bogle Pinot Grigio  
Mirassou Moscato  
Hahn Pinot Noir  
Carmel Road Cabernet Sauvignon

### Tier Two (\$32)

Decoy Chardonnay  
Bocelli Pinot Grigio  
Terra d'Oro Moscato  
Rodney Strong RRV Pinot Noir  
Dough Cabernet Sauvignon

### Tier Three (\$38)

Diatom Chardonnay  
Babich Sauvignon Blanc  
Napa Quilt Threadcount Red Blend  
Iron & Sand Cabernet Sauvignon  
Napa Cellars Pinot Noir

### Michigan (\$32)

Black Star Farms Barrel Aged Chardonnay  
Black Star Farms Arcturos Late Harvest Riesling  
Tabor Hill Merlot  
Black Star Farms Arcturos Pinot Noir

## Beer List

### Domestic (\$4)

Budweiser  
Bud Light  
Michelob Ultra

### Imported/Craft(\$5)

Corona  
Heineken  
Modelo  
Bell's Oberon (Seasonal)  
Austin Brothers Woody Wheat  
Bell's Two Hearted IPA  
Frankenmuth Bavarian Pilsner  
Midland Brewing Copper Harbor  
Founders All Day IPA  
Perrin Black Ale  
Founders Rubaeus  
Blackes Triple Jam Hard Cider

# Booking Information

## Eligibility

To be eligible to have your wedding on campus, the couple or one of their immediate family members must be a current faculty member, staff member, student, or alumni of SVSU.

## Facility Rental & Contracts

Facilities may only be reserved for an event via contract. Once signed, all the terms and conditions of the contract represent a binding agreement between the guest and The Conference Center.

Facility rental and room size are based on the requirements for your event. Room charges are included in the cost of a meal and bar package for at least 50 guests.

## Guest List

In order to accommodate all guests, we must receive a final head count at least ten (10) days prior to your wedding date. Credits will not be given should your actual head count be lower than the final count given. Increases within one week will be subject to approval and will result in additional charges.

## Service Charges

A 6% sales tax will be added to all food, beverages, and services used for the event. A 20% service fee will be added to the overall invoice.

## Pricing & Billing Procedures

Deposits are required. The amount(s) should be remitted with the signed contract by the date(s) specified therein. Checks are made payable to Saginaw Valley State University. We accept Master Card, Visa, Discover, and AMEX.

We ask that full payment be made one week prior to your event date, except with written exception from your SVSU wedding coordinator. In these cases, an invoice for remaining charges will be sent.

Pricing in this guide is for 2024 weddings only. Published food and beverage rates are subject to change.



# Planning Timeline

## 1-2 years

- Inquire regarding date availability. Discuss costs and options with an SVSU wedding coordinator.
- Sign a contract to confirm your wedding date. Establish schedule of deposits.

*Please note that costs indicated on your contract are estimated. Final costs are subject to change.*

## 4-6 months

- Attend group food tasting hosted by SVSU.
- Choose preliminary food options. If desired, we can connect you to our Dining Services staff to discuss customizing your menu options and pairings.
- Create rough draft of seating chart and décor options with SVSU Wedding Coordinator.

## 2 months

- Finalize any rentals. This includes specialty chairs, linens, etc.
- Have the details of your day roughly determined. Changes can be made in the final two months, but general decisions and costs should be outlined at this time.

## 1 month

- We recommend setting your RSVP deadline 3-4 weeks prior to your wedding date. Submit an updated head count at this time.
- Finalize food and bar selections.
- Finalize room layout & seating chart.
- Submit rough draft of your day-of agenda.

## 1-2 weeks

- Final head count must be submitted. Any dietary accommodations must be requested.
- Day-of agenda must be submitted. This should include the timing of:
  - Set-Up Arrival
  - Vendor Arrival (*DJ/band, florist, baker, etc.*)
  - Ceremony
  - Reception Doors Open
  - Bar Opening/Closing (*Up to 5 consecutive hours*)
  - Food Service - including appetizers, main course, desserts, late night snack
  - Speeches, Toasts, Ceremonial Dances or Activities, Cake Cutting, etc.
  - Reception End and Departure. (*No later than 11:00pm*)
- Outstanding charges must be paid.