

# FETZER CENTER

**Brown and Gold**

For WMU Departments and Non-Profit Organizations



FULL SERVICE CONFERENCE CENTER AND WEDDING VENUE

## Fetzer Center Menu and Services

# Beverages and Refreshments

## Ala Carte Beverage | Single Meal Service

\$3.75 per person

includes but not limited to, coffee, hot & fresh-brewed iced tea, fountain soft beverage, water

\*not available off-site

## Half-Day Beverage Service | \$11.00 per person

4 hours of service

includes but not limited to, coffee, hot & fresh-brewed iced tea, canned soft beverage, water

## Full Day Beverage Service | \$16.50 per person

8 hours of service

includes but not limited to, coffee, hot & fresh-brewed iced tea, canned soft beverage, water



### Lemonade

\$20.00 per gallon

### Fresh Brewed Iced Tea

\$20.00 per gallon

### Infused Waters

- lemon/cucumber
- berry/basil
- watermelon/mint

\$15.50 per gallon

### Cranberry Pineapple Punch

\$26.50 per gallon

### Coffee

\$42.00 per gallon

### Hot Tea

\$20.00 per gallon

### Assorted Bulk Juices

(orange, cranberry, apple)  
\$2.75 per person

one gallon serves 16 guests

### Assorted Pepsi Soft Drinks

\$2.25 per can

### Bottled Water

\$2.25 per bottle

### Bottled Teas and Lemonade

\$3.50 per bottle

### Bottled Juices Single Serve

(orange, cranberry, apple)  
\$3.50 per bottle

# Dry Snacks

priced at 2 pounds per item—served in a bowl

Gardetto's Snack Mix | \$15.50

Fetzer Trail Mix (Sweet & Salty) | \$15.50

Chex Party Mix | \$15.50

Pretzel Chips | \$14.00

V Vegetarian | VE Vegan | GF Gluten Free

\*menu prices subject to change without notice\*

Ask about menu items that are cooked to order or served raw or under cooked.

Consuming raw or under cooked meats, poultry, seafood, shellfish may increase your risk of food born illness.

# Breakfast

plated meals require a 20 person minimum  
12 person minimum for other options

## Classic Continental | \$6.50

assorted breakfast breads, fresh sliced fruit

## Classic Hot Breakfast Buffet | \$15.50

### Omit Breakfast Proteins | \$13.25

scrambled eggs, hash browns, bacon, sausage, fresh sliced fruit—includes regular and decaffeinated coffee plus assorted teas for morning service only

## Continental Breakfast Display | \$13.25

assorted breakfast breads, fresh sliced fruit, yogurt with granola, and appropriate condiments —includes regular and decaffeinated coffee plus assorted teas for mornings only


## Bronco Hot Breakfast Buffet | \$22.00

assorted breakfast breads, baked strata (choice of southwestern style, Denver style, or vegetarian), scrambled eggs, cheesy breakfast hash browns, french toast with butter and syrup, double-smoked, thick-cut bacon, country style sausage, fresh sliced fruit—includes regular and decaffeinated coffee + assorted teas for morning service only

## All Day Service | \$27.50

continental breakfast display as listed above with the addition of whole fruits, soft drinks & bottled water for both morning and afternoon on PLUS cookies and assorted snacks in the afternoon

## Pre-Wrapped Breakfast Sandwich Tray

\$9.50 per each sandwich 

**VEGETARIAN:** eggs, white cheddar, fresh spinach, tomato, onion on English muffin

**BACON:** scrambled eggs and swiss on English muffin

**SAUSAGE:** scrambled eggs and cheddar on an English muffin

## Pre-Wrapped Breakfast Burrito Tray

\$10.00 per each sandwich 

**VEGETARIAN:** scrambled eggs, cheddar, vegetables and potatoes

**SOUTHWEST:** scrambled eggs, cheddar, peppers, onions, chorizo and potatoes

**MEAT LOVERS:** scrambled eggs, sausage, ham, bacon, vegetables, cheddar and potatoes

 AVAILABLE AS A BOXED MEAL: includes bottle water, fresh fruit and small breakfast pastry—add \$6.00

## Brown and Gold Specials

### Breakfast Bites | \$4.50

sausage, egg, cheese, and potato breakfast meatballs, syrup on the side. Includes three meatballs per person.

### Cheesy Hashbrown Breakfast Bar | \$11.00

build your breakfast bowl with cheesy hashbrowns. Includes assorted toppings: chopped bacon, breakfast sausage, scrambled eggs, cheddar cheese, and green onions

### Savory Mini Pastries | \$1.50

assorted savory mini pastries

### Light Hot Breakfast | \$6.75

three breakfast bites, syrup, mini savory pastry, and fruit salad

## Al La Carte Breakfast and Enhancements

Chef's Choice Breakfast Pastries (V) | \$2.25 each

Bagels & Cream Cheese (V) | \$2.75 each

Two Dozen Donut Holes | \$13.25 per box

Fresh Sliced Fruit (VE, GF) | \$3.75 per person

Yogurt Cups and Granola (V) | \$4.00 per cup

Scrambled Eggs (GF, V) | \$4.00 per person

Cheesy Breakfast Hash Brown | \$4.00 per person

Whole Fresh Fruit (VE) | \$2.25 per person

Hash Browns (GF, V) | \$2.75 per person

Southern Style Biscuits and Gravy | \$6.00 per person

### **BREAKFAST PROTEINS:**

Country Sausage Links (GF) | \$3.00 each

Thick Cut Bacon (GF) | \$3.25 each

Turkey Sausage (GF) | \$MP

Plant Base Sausage (GF) | \$MP

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# Hors D'oeuvres

## Club Trays 1 tray serves 25 people

**Cheese Cubes and Crackers (V) | \$55**  
5 lbs. assorted cheese cube and entertainment crackers

**Meat & Cheese Tray | \$75**  
assorted cube cheese, domestic meats, and entertainment crackers

**Veggies and Dip (V) | \$44**  
carrots, celery, cucumber, tomato, cauliflower and broccoli creamy herb dipping sauce

**Fruit Display (GF, VE) | \$66**  
seasonal fruit selections

## Hot 25 order minimum

**Meatball | \$2.00**

**Protein:** choice of beef or chicken

**Tomato Basil:** tomato basil sauce

**Swedish Style:** mushroom sauce with a touch of sour cream

**Korean:** Korean bulgogi BBQ sauce

**Garlic Parmesan:** creamy garlic parmesan sauce

**Vegetable Spring Roll (V) | \$2.00**  
cucumber dipping sauce

**Steamed Potstickers | \$2.50**

**Pork** with sweet soy dipping sauce

**Vegetable** with a sweet soy dipping sauce (V)

**Jumbo Chicken Wings | \$2.75**

**Classic Buffalo** with blue cheese

**Everything Garlic Parmesan** with creamy herb

**Korean BBQ** with creamy herb

**Smokey BBQ** with creamy herb

**Bacon Wrapped Dates | \$2.75**

tossed in a brown sugar bourbon glaze

**Three Cheese Stuffed Mushroom Caps (V) \$2.50**

stuffed with a blend of feta, cream cheese, and parmesan

**Pretzel Bites and Beer Cheese (V) | \$2.00**  
two soft pretzel bites with warm beer cheese

**Baked French Onion Dip (GF) | \$2.25**  
served with house fried potato chips

**Buffalo Chicken Dip \$3.50**  
served with assorted bread or chips

**Sante Fe Chicken Egg Roll | \$2.50**  
served with cilantro lime crema

## Cold 25 order minimum

**Tomato Mozzarella Pick (GF, V) | \$1.75**  
fresh basil, olive oil, balsamic syrup

**Deviled Eggs (GF, V) | \$1.75**  
Traditional  
Southwestern Style  
Truffle

**Finger Wrapped Sandwiches \$2.00 chef's selection**  
includes three varieties, including one vegetarian

**Tomato Bruschetta (GF) | \$2.50**  
served with toasted crostini

**Mini Cuban Toast | \$2.25**  
braised pork, ham, salami, and swiss cheese salad with pickle and yellow mustard on a mini white toast

**Traditional Shrimp Cocktail (GF) | \$3.00**  
with cocktail sauce and lemons

**Curried Chicken Salad Cups (GF) \$2.25**  
stuffed in cucumber cups

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# Gourmet Boxed Lunches

Under 12 orders \$14.50 per boxed lunch | Choice of 2

Over 13 orders \$14.50 per boxed lunch | Choice of 3

**Choice of one (1) side:** bottled water, orzo pasta salad, citrus quinoa salad, southwestern coleslaw

**Includes:** gourmet chips and house-made cookie

## Sandwich Selection

### Roast Beef and Sharp Cheddar

artisan white bread, lettuce, tomato, horseradish mayo

### Roasted Tomato and Fresh

#### Mozzarella (V)

artisan white bread, pesto cream cheese spread (V)

### Smoked Ham and Swiss

swirl rye bread, stone ground mustard slaw, lettuce

### Grilled Chicken Salad

oatmeal sandwich roll, apple, walnut, grapes

### Oven Roasted Turkey

oatmeal bread, havarti cheese, roasted red pepper mayo, lettuce, tomato

### Club Sandwich

potato roll, bacon, roast turkey, lettuce, tomato, country mustard mayo

## Salad Selection

### Grilled Chicken Caesar

house-made croutons, shaved parmesan, house-made caesar dressing

### Classic Chef Salad

roast turkey, ham, cheese, tomato, cucumber, onion, boiled egg, creamy herb dressing

### Grilled Salmon and Spring Greens (GF)

toasted almonds, crumbled goats cheese, fresh seasonal berries, citrus vinaigrette

### Southwestern Blackened Chicken

roasted corn and black bean salsa, tomato, cheddar cheese, creamy herb dressing

### Roasted Artichoke Salad (GF)

served over greens with tomato, roasted peppers, onions, olives, feta cheese, and served with a side of white balsamic vinaigrette

### Grilled Vegetable Salad

romaine, kale, chard, and arugula topped with grilled and chilled seasonal vegetables, citrus quinoa salad, shaved radish and seared tofu croutons served with citrus vinaigrette (GF, VE)

# Brown & Gold Boxed Lunches

Under 12 orders \$11.50 per boxed lunch | Choice of two

Over 13 orders \$11.00 per boxed lunch | Choice of three

**Includes:** sandwich, mustard, mayo, potato chips, and a cookie

### Turkey & Provolone

with lettuce and tomato

### Smoked Ham & Swiss

with lettuce and tomato

### Grilled Vegetable Wrap

grilled and chilled squash, bell pepper, and onion in a spinach tortilla with spring greens and feta cheese (V)

### Garden Salad | +\$1.75

lettuce, tomato, radish, cucumber, red bell pepper, white balsamic vinaigrette (GF, VE)

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# Buffets

Guest counts must be confirmed 14 days prior to event date.

## Deli Buffet

Lunch \$15.50 | Dinner \$20.00

Grilled Vegetable Pasta Salad

Chicken Salad

Sliced Smoked Ham

Assorted Sliced Cheeses

Lettuce, Tomato, Onion, and Pickles

Assorted Breads and Rolls

Bulk Kettle Chips

Assorted House Baked Cookies

## Baked Potato, Soup and Salad

Lunch \$16.50 | Dinner \$22.00

Beef and Bean Chili

Cheddar Broccoli Soup

Garden Salad with white balsamic and creamy herb dressing

Baked Potatoes

Toppings: butter, sour cream, shredded cheddar cheese, green onions, diced tomato, diced bacon

Assorted House Baked Cookies

## Classic Taco Bar

Lunch \$16.50 | Dinner \$20.50

Fresh Corn and Soft Flour Tortillas

Tortilla Chips

Seasoned Ground Beef

Seasoned Pulled Chicken

Cilantro Lime Rice

Black Beans with sweet corn, peppers, and onions

Shredded Cheddar Jack Cheese

Toppings: lettuce, fresh salsa, jalapeños, sour cream

Assorted House Baked Cookies

Add Guacamole +\$1.00 | Add Queso +\$2.00

## Greek Gyro Bar

Lunch \$17.00 | Dinner \$25.00

Green Salad with red wine vinaigrette

House-made Roasted Garlic Hummus

Fried Pita Chips

Soft Pita Bread

Shaved Greek Style Gyro Meat (beef and lamb)

Thinly Sliced Grilled Chicken Breast

Toppings: sautéed onions and bell peppers, cucumber and yogurt sauce, chopped lettuce, crumbled feta cheese, fresh tomato

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## Chop Salad Station

Lunch \$14.50 | Dinner \$18.75

Mixed Salad Greens

Dressings: white balsamic vinaigrette and creamy herb

Protein: diced grilled chicken, diced bacon, diced ham

Toppings: shredded cheddar cheese, crumbled feta, tomato, bell pepper, onion, cucumber, carrot, croutons

Assorted house baked cookies

## Italian Pasta Bar

Lunch \$16.50 | Dinner \$23.50

Deconstructed Caesar Salad

Cavatappi Pasta

Cheese Stuffed Tortellini

All Beef Meatballs

Sliced Grilled Chicken Breast (Dinner Only)

Tuscan Tomato Sauce

Asiago Cream Sauce

Toasted Garlic and Cheese Bread

Chef's Choice Vegetable

Chef's Choice Dessert

## Backyard BBQ Buffet

Lunch \$17.00 | Dinner \$25.00

Carolina Style Sweet Corn Slaw

Fruit Salad

Baked Mac-n-Cheese

Elote Style Sautéed Corn (Dinner Only)

Hickory Pulled Pork

Grilled Chicken Breast

Assorted Slider Buns and Rolls

Toppings: lettuce, tomato, onion, pickles, BBQ sauce, hot sauce, and mayo

Chef's Choice Dessert

## Brown and Gold Buffet

Lunch \$20.00 | Dinner \$24.00

Garden Salad with white balsamic vinaigrette

Bakery Fresh Rolls

Roast Turkey with gravy

Slow Cooked Beef Brisket with savory reduction sauce

Roasted Baby Potatoes

Vegetable Medley

Chef's Choice Dessert

## Stir Fry Buffet

Lunch \$18.75 | Dinner \$25.00

Asian Chop Salad with sesame dressing

Steamed Pork Potstickers

Fried Rice with egg

Stir Fry Vegetables

Orange Chicken

Beef and Broccoli

Chef's Choice Dessert

# Dessert

## Plated

Minimum order required of 20 guests

### House-Made Cheesecake

per slice: \$5.50 | per bar: \$4.00

### Pecan Toffee Chocolate Torte | \$5.50

pecan, butter toffee, rich dark chocolate, ganache, smooth chocolate mousse (GF)

### Chef's Choice Bread Pudding | \$4.50

### Strawberry Shortcake | \$4.50

with whipped cream

### Chocolate Cake | \$5.50

### Vanilla Cheesecake Bar | \$4.25

fresh berries

### Fresh Apple Crisp | \$4.50

### Lemon Cake | \$5.00

mix berry sauce

### Flourless Chocolate Torte (GF) | \$5.00

maldon flaked salt, raspberry puree

### Chef's Choice Vegan Dessert (VE) | \$6.50

## Platters

Minimum order required of 20 guests.

Price per piece

### Fresh Baked Cookies | \$2.25

assortment of double chocolate, chocolate chip, oatmeal raisin, peanut butter, and more

### Mini Dessert Bites | \$3.00

miniature dessert bars, small cakes, cookies, and more

### Gourmet Dessert Bites | \$4.00

chef's choice of a variety of desserts. May include decorated bites, fruit tarts, and more

### Dessert Shooters | \$4.50

chef's choice of mini dessert shooters

### Home-Style Dessert Bars | \$2.75

brownies, lemon bars, blondies, and more

### Holiday Treats | \$4.00

holiday themed desserts

### Vegan or Gluten-Free Desserts | \$5.00

chef's choice



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# Services

The Fetzer Center is a full-service conference center. Look to our conference services staff for assistance in menu creation, conference room set-up, registration expertise, and much, much more. The first goal of each day is to create a quality, successful experience for each group that comes to the Fetzer Center. Our professional and technologically equipped facility will meet your audio, video, and computing needs. A list of available equipment and technical support is below.

## Projection

Document camera (with screen) | \$25

Screen only | \$20

## Video

LCD 32" TV and DVD/Blu-Ray Player | \$50

Video Projector

HDMI and VGA | \$100 (for Kirsch \$125)

(includes connection cords, remote, and screen)

Screen Only | \$20

**NOTE:** The Fetzer Center does not provide special cords and connections from the client's laptop to our projector.

## Audio

Included in the room rate for the banquet hall, auditorium, and lecture hall:

- One lectern microphone
- One handheld microphone
- One lavalier microphone

### Add-ons

Additional microphones in the auditorium are \$10 each

Additional microphones in other rooms are \$20 each

Pandora music service for background music \$15

Portable sound system \$50

Copies 10 cents each

Dance floor (24' x 30') \$250

Dedicated A/V assistance \$25/hour

Easel \$5

Extension cord \$5

Faxes n/c to send 10 cents to receive

Flip chart (3M) (with pad and markers) \$50

~ included in Day Rate

Laptop computer (includes connection cords and is HDMI compatible) \$100

Grand piano \$100 | Tuning \$125

Upright piano \$50 | Tuning \$125

Power strip \$5

Remote PowerPoint advancer \$50

Speaker phone \$25

Stage full (24' x 30') \$300

Partial \$75 per piece (includes stairs)

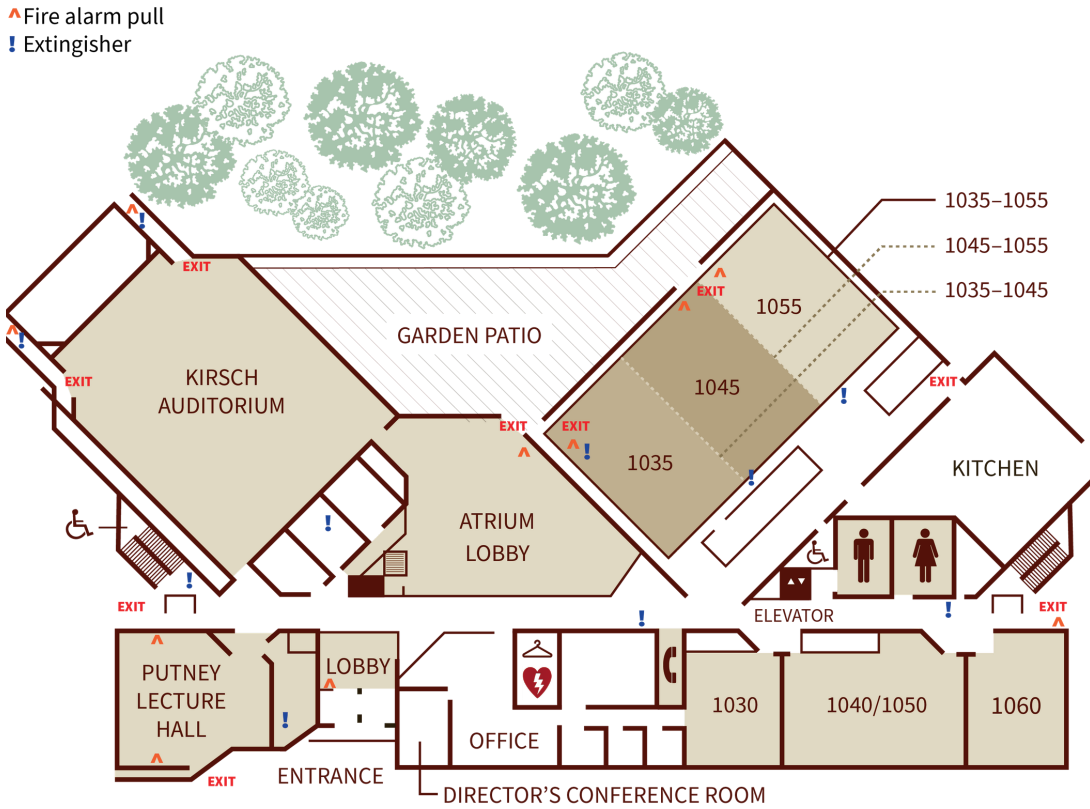
Whiteboard (with markers) \$15

Wireless mouse \$20

# Floor Plans

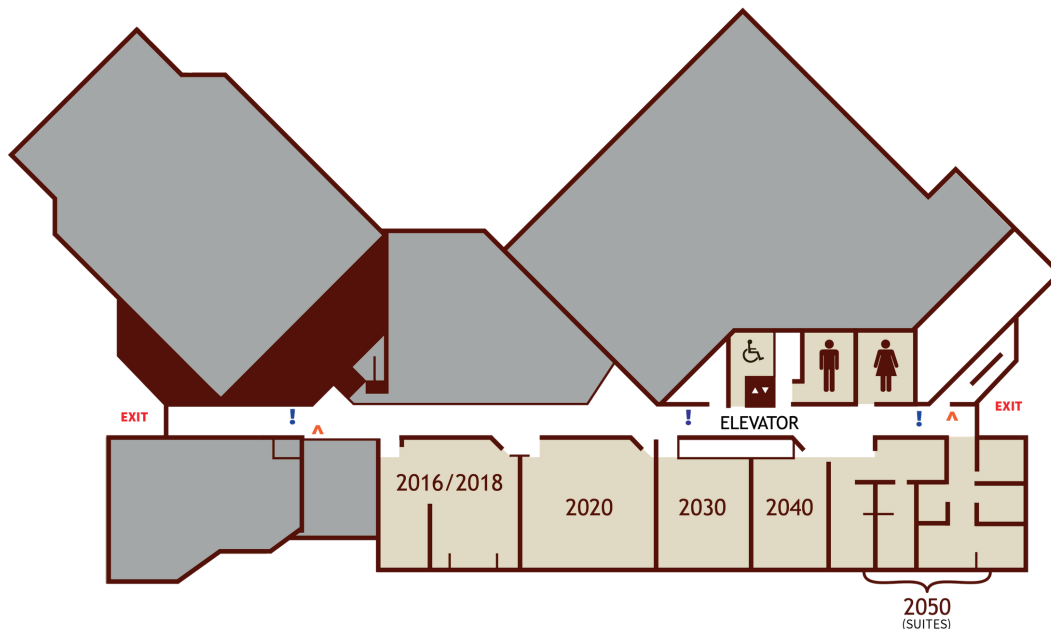
## First Floor

On Fetzer Center's first floor, you will find the Kirsch and Putney auditoriums, banquet and meeting rooms, along with access to our beautiful outside garden patio. Also, on this level, you will find our staff offices located behind the receptionist area.



## Second Floor

The Fetzer Center's second floor consists primarily of additional meeting rooms. There is an elevator for easy access to this level.



# Set-up and Capacity

Fetzer Center's flexible venue allows for several configurations depending on your event needs. Below is a chart that shows the capacity for each of our rooms and the available room set-ups. Also, note that you can choose the room set-up option to view a graphical representation of that set-up.

## First Floor

### Configuration Options

ROOM	WIDTH	LENGTH	SQ.FT.	AUD	CLASS	CONF.	U-SHAPE	ROUNDS
Kirsch Auditorium	62'	73'	4,426	250				
Putney Lecture Hall	29'	37'	1,073	90				
Atrium Lobby	45'	50'	2,050					
Director's Conference Room	12'	19'	228			8		
Room 1030	23'	29'	667			20		
Room 1040/1050	29'	46'	1,334	90	76	40	32	72
Room 1060	23'	29'	667	50	30	24	18	35
Room 1035	29'	46'	1,330	100	60			72
Room 1045	29'	46'	1,330	100	60			72
Room 1055	29'	46'	1,330	100	60			72
Room 1035–1045	46'	58'	2,668	250				168
Room 1045–1055	46'	58'	2,668	250				168
Room 1035–1055	46'	88'	4,048	400				280

 Automated external defibrillator (AED) located in the coat room near the office.

## Second Floor

### Configuration Options

ROOM	WIDTH	LENGTH	SQ.FT.	AUD	CLASS	CONF.	U-SHAPE	ROUNDS
Room 2016/2018	33'	36'	1,164	80	60	36	28	60
Room 2020	33'	36'	1,164	80	60	36	28	60
Room 2030	24'	33'	782	50	30	28	22	
Room 2040	24'	33'	782	50	30	28	22	
Room 2050	Suites							

**NOTE:** Capacity for wedding rounds depends on the choice of the dance floor and banquet options—with both options selected seating capacity is 200 people.

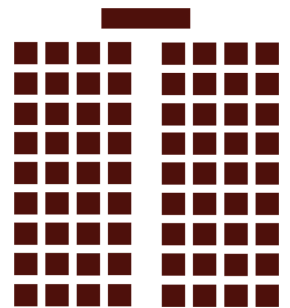
# Room Setup Options

Fetzer Center offers many room setups to meet your event's needs. Our flexible room arrangements make it easy to accommodate the following options:

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## Auditorium Style

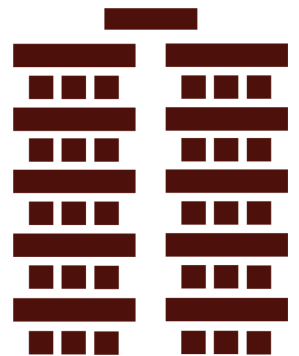
Auditorium (or theatre) style seating allows the greatest number of people to fit comfortably into one room. Auditorium seating is designed for lectures and other forms of one-way communication, such as a presentation from the front of the room. Since every person can see each group member, a leader may or may not be necessary.



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## Classroom Style

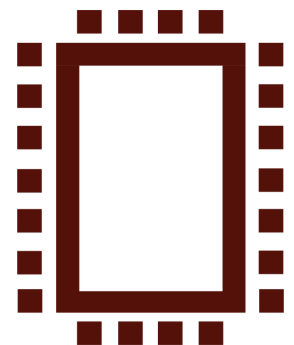
In classroom-style seating, rectangular tables are arranged in horizontal rows so that participants face the front of the room. Classroom style is used when participants will need to write or refer to handouts during the meeting.



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## Conference Style

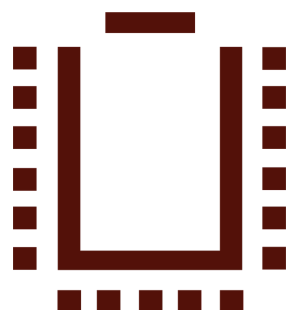
This closed-square or rectangular seating arrangement is used for meetings where participants are encouraged to interact, problem-solve, and negotiate. Since every person can see each group member, a leader may or may not be necessary.



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## U-shape

U-shaped, or open-square/rectangle seating, is used to combine a lecture or presentation format with group interaction. This seating structure is often combined with video conferencing.



# Location

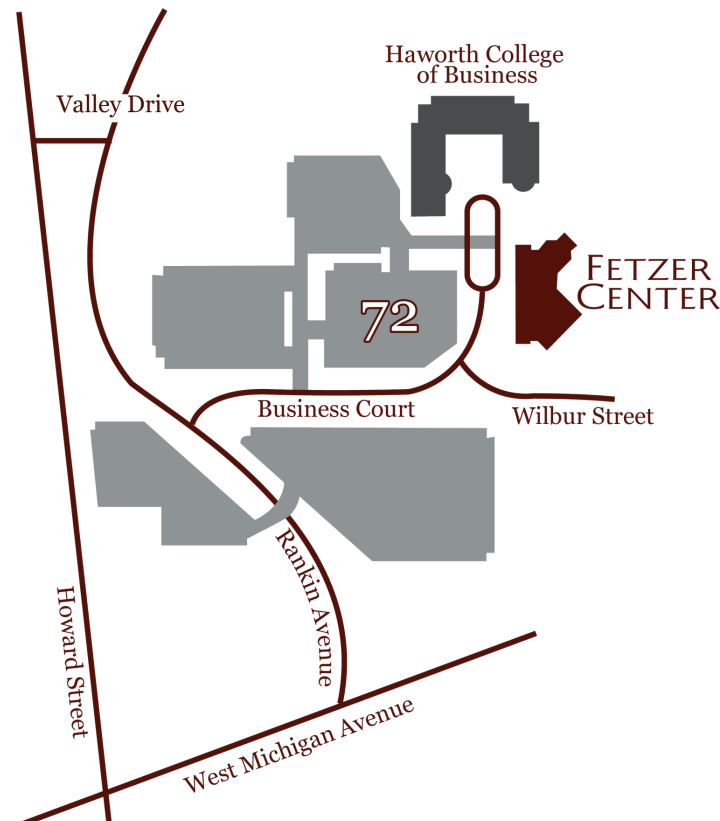
The Fetzer Center is nestled into a scenic wooded setting on the edge of Western Michigan University. Located just five minutes from downtown Kalamazoo's shopping and restaurant district, the Fetzer Center provides intimate privacy without the inconvenience of a lengthy commute.

## GPS

Please use the following address below for your personal GPS and online mapping systems to:  
2251 Business Court  
Kalamazoo, MI 49008

## Parking

Free parking is available for Fetzer Center guests. Complimentary parking is available directly adjacent to the Fetzer Center building in parking lot 72F. This specific parking lot on Western Michigan University campus is dedicated to Fetzer Center guests. Lot 72F has ample handicap-accessible parking spaces available as well.



# FETZER CENTER

Western Michigan University  
2251 Business Court  
Kalamazoo MI 49008-5239 USA  
(269) 387-3232