

Welcome

Congratulations On Your Engagement !!!



The MEC is a full service wedding & reception facility located in Troy Michigan, conveniently located near I-75. The Center is the perfect romantic setting for private wedding ceremonies and receptions. Unlike many facilities, your reception will be the only one scheduled on your special day. This exclusive environment and our dedicated staff will ensure a first class experience for you and your guests.

Facility Use Rates

Reception..... \$895.00

Includes the use of the lobby and dining room for your reception. Chairs, tables, linens, table settings and dance floor are all included in this price along with adequate time for setup.

Wedding & Reception..... \$1,095.00

Includes the use of either the north garden patio or Auditorium for your wedding ceremony along with the lobby & dining room for the reception. This rate also includes the use of two additional bride & groom ready rooms as well as time for a wedding rehearsal.

Food Services

Your special occasion deserves a memorable dining experience and is why our service and attention to detail is always first class. You and your family deserve the best. Serve them a formal seated meal with full service, a traditional buffet style service or our new strolling buffet style service. Our executive food service, with full time in-house chef and waitstaff, will prepare and serve a culinary delight for up to 300. Contact one of our event managers for further details and to setup a time to sample our food. If you don't see what you are looking for, let us know. Our executive chef would be pleased to meet with you to develop a custom menu.

Hotel Accommodations

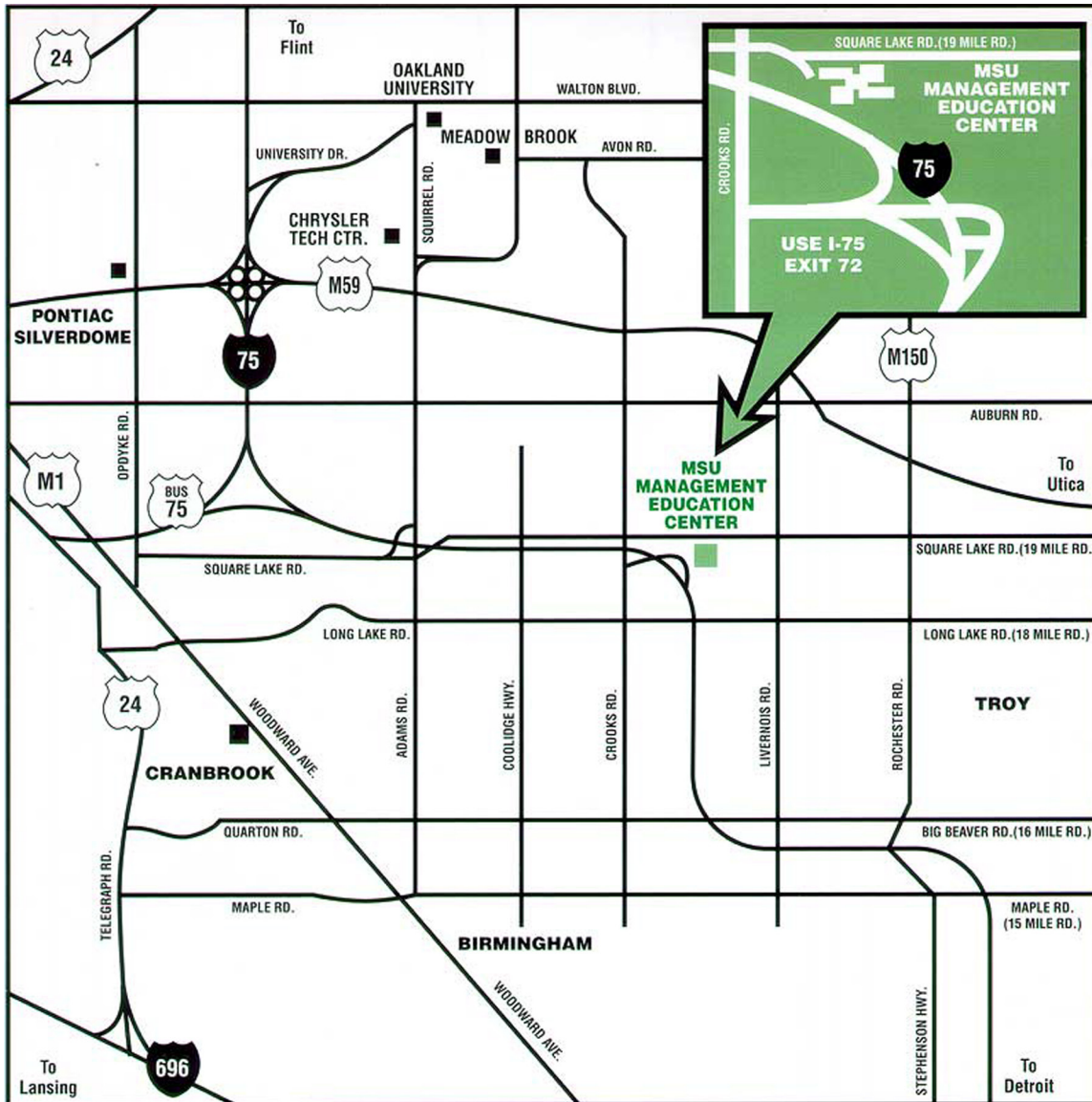
For your out-of-town guests, the MEC has a special reduced rate available with the conveniently located, Embassy Suites of Troy. Located just 1.6 miles from the MEC, they offer free shuttle service. We also have a full listing of area hotels available on our website at: www.mectroy.com/wedding.

Location Map

MANAGEMENT
EDUICATION
CENTER

811 W. Square Lake Rd.
Troy, MI 48098
P: (248) 879-2456
F: (248) 879-6125

mectroy.com

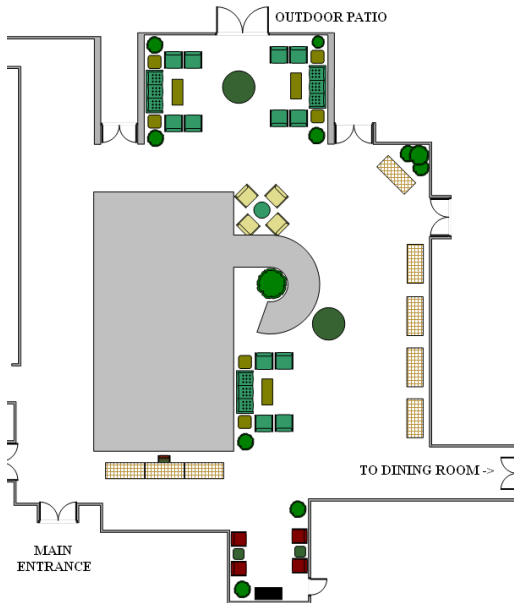


Revision: 2/22/13

Lobby & Dining Room

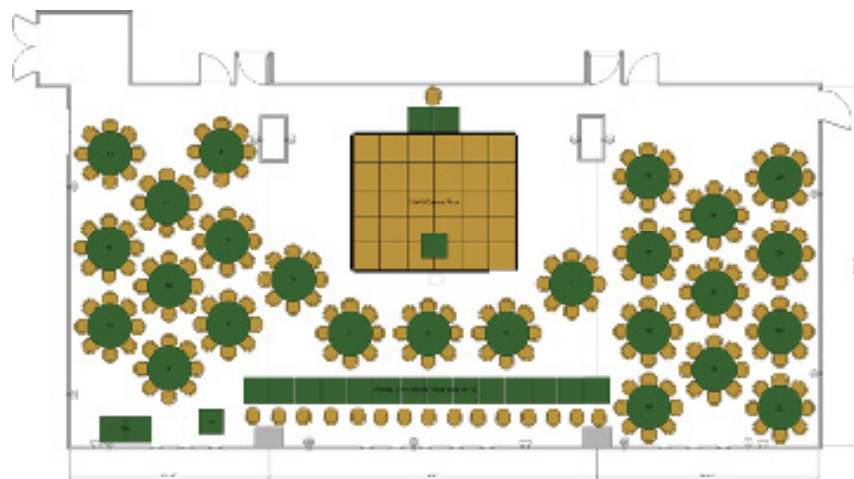
Main & North Lobbies

Both the north & main lobby areas are located in the central part of the MEC and are easily accessible from the Dining Room. The spiral staircase, high vaulted wood ceilings and the attractive use of art make the lobbies an ideal location for your receiving line, reception, cocktails, hors d'oeuvres, dancing or photographs.



Dining Room

The combination of our uniformed waitstaff, white or colored linens, table skirting and matching place settings will add that extra touch to your dining experience. The dining room can serve as one large room that can accommodate up to 300 guests. When adding a dance floor, the maximum seating is reduced to a maximum of 240 guests. Below is an example of a typical reception layout with a dance floor.



Revision: 2/22/13

Wine & Cocktails

Package Bar Service

<u>Package Bar Prices</u>	<u>House Wines</u>	<u>Namebrand Liquors</u>	<u>Champagne</u>
♦\$18.00 per person covers up to 4 hours.	♦Cabernet Sauvignon	♦Bacardi Rum	♦Complimentary toast for the bridal party included.
♦\$4.00 per person each additional hour.	♦Chardonnay	♦Tanqueray Gin	
♦50 people minimum.	♦Merlot	♦Canadian Club Whiskey	
♦Bartenders, waitstaff, tax & gratuity additional.	♦Pinot Grigio	♦Dewars White Label Scotch	
	<u>Beer</u>	♦Maker's Mark Bourbon	<u>Soft Drinks</u>
	♦Sam Adams	♦Absolut Vodka	♦A variety of soft drinks are included and served from the bar.
	♦Sam Adams Light		
	♦Blue Moon Belgian White		
	♦Heineken		
	♦Other varieties available upon request.		

<u>White Wines</u>	<u>Red Wines</u>	<u>Blush Wines</u>
* Pinot Grigio, Montevina.....\$19.00 Dry, Rich & Fruity San Joaquin, California	* Cabernet Sauvignon, Concannon\$17.00 Dry, Full-Bodied & Complex Livermore Valley, California	White Zinfandel, Montevina\$17.00 Medium-Dry, Soft & Fruity California
* Chardonnay, Main Street.....17.00 Medium-Dry, Full-Bodied Napa Valley, California	Cabernet Sauvignon, Louis Martini23.00 Dry, Rich & Flavorful California	<u>Champagne & Sparkling Wines</u>
Chardonnay, Estancia.....23.00 Dry, Rich & Flavorful Monterey California	Cabernet Sauvignon, Simi42.50 Dry, Rich & Full-Bodied Sonoma California	Brut Cordon Negro, Freixenet\$19.00 Dry, Full-Bodied, In Black Frosted Bottles Spain
Chardonnay, Clos du Bois.....31.00 Dry, Full-Bodied, Barrel Fermented Alexander Valley California	* Merlot, Casa Lapostolle18.00 Dry, Medium-Bodied Soft & Smooth Rapel Valley, Chile	Brut, Chandon33.50 Dry, Full-Bodied & Flavorful Napa Valley California
Chardonnay, Franciscan35.00 Dry, Rich Tropical Fruit Flavors Napa Valley California	Merlot, Glass Mountain21.00 Dry, Medium-Bodied Soft & Smooth California	Spumante, Marwood17.00 Semi-Dry, Light & Fruity Italy
Sauvignon Blanc, Markham22.00 Dry, Light & Crisp Napa Valley California	Merlot, Rutherford Hill42.00 Dry, Rich & Smooth Napa Valley California	<u>Non-Alcoholic</u>
Pouilly-Fuisse, Joseph Drouhin35.00 Dry, Rich & Elegant Burgundy France	Chianti Classico, Rocca delle Macie20.00 Dry, Fruity & Well-Balanced Italy	Brut, Sutter Home\$15.00 De-Alcoholized Sparkling Wine Dry & Fruity California
Johannisberg Riesling, Good Harbor17.00 Semi-Dry, Light & Fruity Michigan	Pinot Noir, Estancia26.00 Dry, Medium-Bodied & Elegant Monterey California	Chardonnay, Sutter Home15.00 De-Alcoholized White Wine Soft & Fruity California
		White Zinfandel, Sutter Home15.00 De-Alcoholized Blush Wine Semi-Dry, Light & Fruity California

Per Drink Pricing Options

Open Bar

Namebrand Liquors	\$5.00
Beer	4.00
Wine *.....	4.50
Soft Drinks.....	1.50

Cash Bar

Namebrand Liquors	\$5.00
Beer	4.00
Wine *.....	4.00
Soft Drinks.....	1.00

Service Fees

First hour for each bartender.....	\$50.00
Each additional hour per bartender.....	25.00
Each bar waitstaff per hour.....	15.00

* Denotes Management Education Center house selections.

For quality service, the MEC plans for one bartender and one bar waitstaff for every 50 guests.

Revision: 2/22/13

Reception Specialties

As an alternative to the traditional dinner, consider offering your guests an elaborate hors d'oeuvre display as the meal. Served around the dining room or lobby at "stations", this elegant option will allow your guests to stroll around the room. A great way for your expanded family and friends to mix and mingle.

Carving Stations

Roasted Breast of Turkey.....\$8.65

A roasted savory turkey breast carved by our chef and served with petite rolls and a variety of toppings including raspberry mustard, tarragon mayonnaise and a dried fruit chutney.

Honey Glazed Ham..... 8.65

Slow roasted spiral sliced ham with a sweet honey Bourbon glaze. Served by our chef with petite rolls and condiments.

Tenderloin of Beef * \$12.85

Herb marinated beef tenderloin cooked to perfection and carved by our chef. Served with aioli sauce, apple-horseradish sauce and petite rolls.

Carving Station Combo..... 11.55

Choice of any two carved items.

Specialty Stations

Pasta Italiano \$7.50

Choice of two pastas (Bowtie, tri-color tortellini, assorted ravioli & fettucine) and two sauces (alfredo, pesto cream or marinara with or without meat). Self-serve or chef served.

Seafood Bar..... 12.55

Elaborate display of poached shrimp, dusted shrimp crabcakes and oysters rockefeller.

Poached Atlantic Salmon..... 135.00

A beautiful display of a whole north Atlantic salmon accompanied by capers, Bermuda onion, egg and crackers.

Premium Potato Bar \$7.50

A trio of purple Peruvian, sweet potato and yukon gold mashed potatoes served by our chef in a martini glass with a variety of toppings including: scallions, cheddar, bacon, herb butter and chives.

Salad Bar..... 6.65

A medley of salad ingredients to create your choice of Caesar, Normandy or Traverse City salads.

Imported Cheese, Fruit & Vegetable Table8.15

A beautiful display of international cheeses, fresh fruit and vegetables served with crackers and bread.

Dessert & Coffee Stations

Deluxe Dessert Table..... \$7.95

An extravaganza of whole tortes, cheesecakes, flans, specialty pies and homemade mousse plus fresh fruit, berries and assorted cookies.

VIP Coffee Service \$3.95

A variety of flavored coffees and teas plus chocolate shavings, cinnamon, sugar cubes and whipped cream.

Combinations

Three Station..... \$21.95

Carving Station Combo, Pasta Italiano or Premium Potato Bar, Imported Cheese, Fruit & Vegetable Table.

Four Station \$27.95

Start with the Three Station combination and add a Salad Bar or Deluxe Dessert Table.

Five Station \$36.95

Start with the Four Station combination and add the Seafood Bar.

Minimum order quantity for any station selection is 50 people.

The carving stations, potato bar & pasta station (optional) are all served by our chef. For each chef attended station, an additional chef service fee will be charged at \$45 per 90 minutes.

* Item contains, or may contain, raw or undercooked ingredients. Consuming raw or undercooked meats may increase your risk of foodborne illness, especially if you have a medical condition.

Revision: 7/29/14

Hors d'Oeuvres

Cold Hors d'Oeuvres

Iced Shrimp Bowl..... \$125.00/50 pcs

Served on ice with snappy cocktail sauce and lemon wedges.

Assorted Canapes..... 95.00/50 pcs

A variety of bite-sized finger foods attractively prepared and displayed using an assortment of meats, vegetables, cheeses, fruits, breads and seafood.

Vegetable Platter..... 3.45

Assorted fresh vegetable crudites and dip.

Fruit Platter..... 3.10

An assortment of freshly cut seasonal fruits artfully displayed.

Chips and Salsa..... \$2.95

Tortilla chips served with fresh pico de gallo, guacamole and bean dip.

Cheese and Crackers..... 3.75

An assortment of imported and domestic cheeses served with crackers and a fruit garnish.

Peppered Smoked Salmon Platter 115.00 ea.

Whole fillet of pepper-smoked salmon served with chive garlic cream cheese and crackers.

Hot Hors d'Oeuvres

Executive Light \$9.95

Select two items from any listed below. Provides three pieces of each item. Six pieces per person. Minimum order is 15 people.

Executive Standard \$12.95

Select three items from any listed below. Provides three pieces of each item. Nine pieces per person. Minimum order is 15 people.

Executive Deluxe..... \$15.95

Select four items from any listed below. Provides three pieces of each item. Twelve pieces per person. Minimum order is 15 people.

♦Chicken Cornucopia Quesadilla

A cone-shaped mini flour tortilla filled with smoked chicken and cheese.

♦Chicken Pineapple Brochette

Bite-sized pieces of chicken and pineapple cooked in a teriyaki sauce.

♦Chicken Strips

Tender chicken strips with a light breading, fried golden brown and served with ranch dressing.

♦BBQ Meatballs

Meatballs prepared with our chef's secret barbecue sauce.

♦Swedish Meatballs

Meatballs prepared with a sour cream brown sauce.

♦Beef Hibachi

Mini beef brochette with vegetables, marinated and served on a skewer.

♦Mini Quiche

An assortment of individual mini quiche.

♦Mini Beef Burritos

Mini beef burritos stuffed with beans and cheese, served with salsa.

♦Stuffed Mushroom Caps

A variety of silver dollar sized mushroom caps filled with crab, Italian sausage or spinach and cheese.

♦Mini Egg Rolls

Mini egg rolls served with a sweet and sour sauce for dipping. Select shrimp or vegetarian style.

♦Spanikopita

Spinach and feta cheese in a flaky phyllo triangle.

♦Assorted Brie En Croute Platter

An assortment of baked French Brie wrapped with a delicate pastry and served with crackers. When selecting this item, the minimum order is 25 people.

♦Mini Brie Phyllo Cups

French Brie in a phyllo cup with roasted walnuts, apple and maple-bourbon sauce.

All prices are per person unless otherwise noted and are subject to 20% gratuity and 6% Michigan sales tax.

Dinners

Plated Service

All plated entrees include salad, roll, vegetable, potato or rice and beverage. Please select one entree, one salad, one vegetable and one potato or rice from the following options. Beverages served with dinner include the choice of coffee, hot or iced tea, soft drinks, milk or water. For dessert, we will cut and serve your wedding cake free of charge. Add a scoop of ice cream or a garnish sauce for \$1.25.

Entrees

***Lemon Parmesan Chicken*..... \$19.95**

Lemon marinated chicken breasts encrusted with parmesan breading, baked and served with a sage butter sauce.

***Champagne Chicken*..... 20.95**

Seared marinated chicken breasts with fresh naval orange segments and grapes in a champagne cream sauce.

***Chicken and Shrimp Pasta*..... 25.20**

Garlic parsley linguini tossed with tomato and goat cheese sauce, topped with a spicy marinated chicken breast and shrimp.

***Asian Salmon* 23.95**

Sesame soy marinated salmon filet baked and served with mango salsa.

***Tilapia Bundles* 23.95**

Delicate filets wrapped around julienne vegetables, served with a dill beurre blanc sauce.

***Filet Mignon* *..... \$26.75**

Herb and peppercorn seasoned filet broiled medium rare and served with shiitake mushroom sauce.

***Prime Rib* *..... 26.75**

Slow roasted herb crusted prime rib with au jus and a horseradish-chive sauce.

***Medallions of Pork*..... 22.00**

Medallions of pork tenderloin served with sweet pecan blueberry glaze.

***Beef, Scallops and Chicken* *..... 33.55**

Beef tenderloin roasted whole then sliced and served with roasted garlic au jus accompanied by herb and spice encrusted scallops and a grilled chicken breast with fines herbes sauce.

***Filet and Salmon Mixed Grill* *..... 27.25**

Beef tenderloin filet encrusted with herbed blue cheese and served with Madiera sauce, paired with a seared Atlantic salmon filet with bearnaise sauce.

Salads

Baby Mixed Greens

Assorted dried fruits, toasted pecans and smoked Gouda croutons served with raspberry vinaigrette.

Strawberry Romaine

A salad of romaine, toasted sliced almonds, julienne red onion, fresh sliced strawberries served with a creamy berry poppyseed dressing.

Arrezzo

Slices of tomato and fresh mozzarella on shredded romaine served with balsamic dressing and garnished with a crispy garlic herb toast point.

Caesar

Classic salad with garlic croutons and parmesan crisps.

Vegetable

- ♦Broccoli Polonaise
- ♦Haricots Vert with Tarragon Butter
- ♦Maple Ginger Baby Carrots
- ♦Mixed Baby Vegetables
- ♦Roasted Mixed Vegetables

Potato / Rice

- ♦Confetti Wild Rice Pilaf
- ♦Mardi Gras Orzo
- ♦Herbed Angel Hair Pasta
- ♦Roasted Redskins with Carmelized Onion
- ♦Rosemary Sweet Potato

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Buffets

Please select two or three entrees (maximum of one chef carved station), two salads, and two vegetable / sides from the following buffet options. All buffets include roll and beverage. Beverage choices include coffee, hot or iced tea, soft drinks, milk or water. For dessert, we will cut and serve your wedding cake free of charge. Add a scoop of ice cream or garnish sauce for \$1.25. Minimum order for the buffet is 75 people.

Buffet with Two Entrees \$28.35

Buffet with Three Entrees..... 33.60

Entrees

Chicken Oloroso

A seared chicken breast served with sauteed wild mushrooms and Spanish sherry sauce.

Chicken Piccata

Seared breast of chicken with a light lemon-caper beurre blanc sauce, accented with artichokes and mushrooms.

Southwestern Chicken

A grilled marinated chicken breast garnished with fresh black bean salsa and cilantro sour cream.

Chicken Tortellini

Tri-color cheese tortellini tossed with fresh basil, sun-dried tomatoes, calamata olives and feta cheese. Topped with a grilled chicken breast.

Prime Rib *

Chef carved, herb encrusted, served with au jus and a horseradish-chive sauce.

Salmon Beurre Blanc

Herbed seasoned Atlantic salmon filet finished with a dill beurre blanc sauce.

Vegetable Phyllo

A flaky phyllo cup filled with a creamy saffron vegetable medley.

Rotisserie Turkey

Roasted savory turkey breast carved by our chef and served with a variety of condiments, including raspberry mustard, tarragon mayonnaise, and a fruit chutney.

Porkloin

A slow roasted herb encrusted porkloin served with sage stuffing and cranberry cherry sauce.

Salads

- ♦Caesar Salad
- ♦Mediterranean Vegetable Salad
- ♦Cobb Salad
- ♦Seafood Pasta Salad

Vegetable / Sides

- ♦Broccoli Polonaise
- ♦Haricots Vert with Tarragon Butter
- ♦Maple Ginger Baby Carrots
- ♦Mixed Baby Vegetables
- ♦Roasted Mixed Vegetables

- ♦Confetti Wild Rice Pilaf
- ♦Mardi Gras Orzo
- ♦Herbed Angel Hair Pasta
- ♦Roasted Redskins with Carmelized Onion
- ♦Rosemary Sweet Potato

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Contract Information & Policies

Reservations & Payments

Reservation & Payment # 1

At the time you confirm your reservation you will be required to:

- A) Sign a copy of this policy page stating that you have read and understand all policies.
- B) Sign a rental confirmation for the use of the facility.
- C) Make a payment in full covering the facility use rental fee. This advanced deposit is required to hold the use of the venue for your event and is non-refundable.

Until all of three of these requirements are met, your reservation is not considered confirmed and is subject to cancellation.

Payment # 2

Ten full business days (Monday - Friday) prior to your event, you will be required to provide the following:

- A) Submit a guaranteed final guest count for your food order.
- B) Make a payment in full covering all open charges on your account as of that date. This payment will include all charges for food services and packaged bar services if ordered.

Payment # 3

After your event, a summary invoice will be generated showing all charges and payments on your account including any charges incurred on the day of your event. Invoices will be forwarded to the person listed on the confirmation unless you direct us otherwise. Any remaining balance will be due upon your receipt of this invoice. Payments can be made by cash, check or credit card.

Liabilities

The named person on the reservation confirmation will be held liable for any and all damages to the facilities by their guests or independent contractors. The Management Education Center will not assume liability for any personal property, merchandise, or equipment left on the premises.

I have read, understand and agree to the above policies.

Signed: _____

Date: _____

Event: _____

Date: _____

Cancellations

All cancellations by you are subject to a cancellation charge equal to the amount of the facility use rental fee. If you reschedule your event to another date we will waive all cancellation charges. If you miss a scheduled payment or do not sign the Policy & Confirmation documents, your reservation is subject to being cancelled.

Pricing

The facility use rental rate indicated on your signed confirmation is guaranteed and will not be increased. Other prices quoted are subject to change to meet increased operating costs. Patron agrees to pay such increased prices and to accept reasonable substitutions.

Food And Beverage

The Management Education Center does not allow food or beverages to be brought into, or taken from, the facility by our guests, except for your wedding cake. The Center will purchase any special items requested from a licensed purveyor. Food and beverages must be consumed on the premises.

When ordering food & beverage services, we must have your menu selections three full weeks prior to your function. A final guaranteed guest count is required ten full business days prior to your function. You will be charged for the guaranteed number or the actual number of guests served, whichever is greater. All food and beverage services are subject to 20% gratuity and 6% Michigan sales tax.

Decorations

The Management Education Center will allow adequate time in advance of your reception for setup & decorations. After your event, all decorations will need to be removed that day unless other arrangements have been made. Please note, we do not allow the use of glitter or any decorations that are hung from the chandeliers.

Smoking

The Management Education Center is a non-smoking facility. Outside patio areas are available. Your cooperation is appreciated.

Equipment Rentals

All equipment rentals are subject to 6% Michigan use tax.



Wedding Reception Package



\$56.00 per person

\$40.00 under age 21

\$20.00 under age 10

Includes:

- 6 ½ hours of Facility Rental
Use of the main dining room, entire lobby, and outside patio for your reception.
Additional charges apply for indoor or outdoor wedding ceremonies.
- Complete Dinner Service (Served Plated, Buffet or Strolling)
 - ❖ Plated Service: Select one entrée from: Lemon Parmesan Chicken, Champagne Chicken, Asian Salmon, Tilapia Bundles or Medallions of Pork.
\$5 additional per person for choice of: Chicken & Shrimp Pasta, Filet Mignon, Prime Rib or Filet and Salmon Mixed Grill.
 - ❖ Buffet Service: Select two entrees from our Buffet page.
 - ❖ Strolling Service: Includes the “Three Station Combination” from our Reception Specialties page.
- 5 hours of Open Bar Service
Includes premium brand liquors, beer, wine & soft drinks.
- Complimentary Champagne toast for all guests
- All Gratuity, Service Charges, Wait Staff & Bartender Fees
- Full China Service, Table Linens & Skirting
- Dance Floor up to 21’ x 21’



Minimum Requirement: 80 guests

Maximum Capacity: 300 guests

6% Michigan Sales Tax is additional

Revision: 7/29/14