Welcome

THANK YOU FOR CHOOSING MOHAVE EVENTS. AS A FULL-SERVICE EVENT AREA, WE ARE DEDICATED TO CREATING A TRULY UNIQUE AND MEMORABLE EXPERIENCE FOR YOU AND YOUR GUESTS.

OUR SERVICES CONSIST OF:

• IMPECCABLE CUSTOMER SERVICE
• AWARD WINNING STAFF
• HIGHLY TRAINED AND KNOWLEDGEABLE EVENT SPECIALISTS
• UNIQUE MENU IDEAS
• CUSTOMIZABLE EVENTS

CONTACT INFORMATION:

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CATERING
POLICIES AND PROCEDURES

CATERING DEADLINES
IN ORDER FOR US TO ENSURE YOUR EVENT HAS EVERYTHING IT NEEDS, WE NEED THE FOLLOWING FROM THE CLIENT TO ENSURE A SUCCESSFUL EVENT.

• 15 BUSINESS DAYS PRIOR TO THE EVENT WE NEED:
  • MENU SELECTION
  • LINEN REQUEST/SELECTION
  • DECORATION CHOICE
  • DRINK REQUESTS
  • DISPOSABLE OR PLATEWARE
  • NUMBER OF GUESTS.

• 5 BUSINESS DAYS PRIOR TO THE EVENT, THE EVENT STAFF WILL NEED FINAL APPROVAL AND CONFIRMATION OF EVENT. WITHOUT FINAL CONFIRMATION, EVENT WILL BE CANCELED AND ANY EXPENSES INCURRED WILL BE CHARGED TO CLIENT.

SERVICE CHARGE

ALL EVENTS INCUR A 25% SERVICE CHARGE. THIS FEE INCLUDES:
• MENU AND EVENT PLANNING
• ORDERING
• EVENT SET-UP (OF FOOD PORTION, FACILITIES USE REQUEST MUST ALSO BE COMPLETED)
• USE OF CHAFFERS AND FUEL AS NEEDED
• FOOD LINE TABLECLOTHS (ADDITIONAL LINENS MUST BE ORDERED SEPARATELY)
• DISPOSABLE PLATEWARE, NAPKINS AND UTENSILS. (CERAMIC PLATEWARE, CLOTH NAPKINS, AND SILVERWARE ARE AVAILABLE FOR AN ADDITIONAL CHARGE)
• BREAKDOWN OF FOOD LINE

RISK MANAGEMENT
PROPERTY, LIABILITY AND DAMAGES
MOHAVE COMMUNITY COLLEGE IS NOT LIABLE FOR ANY LOSS OR DAMAGE TO MERCHANDISE, EQUIPMENT, OR ARTICLES LEFT IN ANY FACILITY PRIOR TO, DURING, OR FOLLOWING ANY EVENT. THE CLIENT WILL BE HELD RESPONSIBLE FOR ANY LOSSES OR DAMAGE TO THE BUILDING, EQUIPMENT, DECORATIONS OR FIXTURES BELONGING TO THE CLUB/BASE CAUSED BY THE HOST/SPONSOR OR GUESTS. DAMAGES WILL BE BILLED TO THE CLIENT AT MARKET REPLACEMENT COST PLUS LABOR.
OUTSIDE ORGANIZATIONS ARE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE SHOWING THAT THE ORGANIZATION HAS INSURANCE COVERAGE, WHETHER OR NOT THE GROUP PAAYS FOR THE FACILITY RENTAL. WE ASK THAT THE CERTIFICATE OF INSURANCE LIST THE COLLEGE AS ADDITIONAL INSURED WITH THE ADDRESS OF THE SITE HOSTING YOUR EVENT. CERTIFICATES OF INSURANCE SHOULD HAVE GENERAL LIABILITY MINIMUM LIMITS OF $1,000,000 PER OCCURRENCE. PLEASE CONTACT YOUR ORGANIZATION’S INSURANCE AGENT FOR ASSISTANCE IN ISSUING A CERTIFICATE OF INSURANCE.
POLICIES AND PROCEDURES

DECORATIONS

MOHAVE EVENTS DOES NOT PROVIDE DECOR UNLESS PURCHASED FOR A FEE SEPARATELY FROM THE SERVICE FEE. MOHAVE EVENTS WILL ALLOW CLIENTS TO BRING IN DECORATION PROVIDED THEY STAY WITHIN THE FOLLOWING GUIDELINES.

• PERSONAL DECORATIONS ARE THE CLIENT’S RESPONSIBILITY.
• MOHAVE EVENTS IS NOT FINANCIALLY RESPONSIBLE FOR ANY LOST OR DAMAGED ITEMS.
• THE USE OF GLITTER, CONFETTI, NAILING, TACKING TO THE WALLS, CEILING ARE NOT AUTHORIZED.

UPON BOOKING, THE EVENT STAFF WILL HELP YOU TO ESTABLISH A TIME TO SET UP AND DECORATE YOUR EVENT TO ENSURE THERE IS NO CONFLICT WITH OTHER FUNCTIONS IF USING OWN DECORATIONS.

ROOM RENTAL

STATE LAW REQUIRES THAT PUBLIC ENTITIES, LIKE COLLEGES, RECEIVE “FAIR VALUE” FOR THE USE OF THEIR FACILITIES. THE COLLEGE CHARGES OUTSIDE ORGANIZATIONS A “FAIR VALUE RENT” FOR THE USE OF FACILITIES, TABLES, CHAIRS, AND TECHNOLOGY EQUIPMENT. THE COLLEGE DOES OFFER DISCOUNTED RENTAL RATES FOR NON-PROFIT ORGANIZATIONS.

THE COLLEGE CAN PROVIDE WAIVERS OF RENTAL FEES FOR EVENTS SPONSORED BY ORGANIZATIONS WHO WORK TOWARDS GOALS THAT BENEFIT THE COLLEGE, OUR STUDENTS, OR WHOSE PRIMARY FUNCTION BENEFITS MCC. TO BE CONSIDERED FOR A FEE WAIVER, AN EVENT MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:

1. THE ACTIVITY FOR WHICH THE FACILITY IS TO BE USED RELATES DIRECTLY TO THE COLLEGE’S MISSION OF EDUCATION AND TRAINING.
2. THE VALUE OR BENEFIT THAT THE COLLEGE RECEIVES FROM THE ACTIVITY IS SUBSTANTIALLY EQUIVALENT TO THE AMOUNT OF RENT THAT THE COLLEGE IS FOREGOING.
3. THE EVENT IS FOR A PROFESSIONAL ORGANIZATION IN WHICH A MCC EMPLOYEE OR AFFILIATE ACTIVELY PARTICIPATES, AND WHOSE OBJECTIVES DIRECTLY RELATE TO THE EMPLOYEE’S WORK AT THE COLLEGE OR THE AFFILIATE’S COLLEGE RESPONSIBILITIES.
4. AN MCC EMPLOYEE OR ELECTED OFFICIAL PARTICIPATES IN, AND IS RESPONSIBLE FOR MANAGING THE EVENT.

FOR MORE INFORMATION ON FEES PLEASE GO TO HTTPS://WWW.MOHAVE.EDU/ABOUT/FACILITY-USE-AND-RENTALS/
POLICIES AND PROCEDURES

BAR/ALCOHOL
MOHAVE EVENTS DOES NOT PROVIDE A BAR, NOR ALCOHOL FOR EVENTS. POSSESSION AND OR CONSUMPTION OF ALCOHOL ON COLLEGE PROPERTY IS PROHIBITED WITH THE EXCEPTION OF SPECIAL EVENTS THAT HAVE BEEN GRANTED DIRECT AUTHORIZATION OF THE COLLEGE PRESIDENT IN COMPLIANCE WITH ALL COLLEGE PROCEDURES AND LOCAL AND STATE REGULATIONS.

FOR MORE INFORMATION, GO TO: HTTPS://WWW.MOHAVE.EDU/ABOUT/FACILITY-USE-AND-RENTALS/

ENTERTAINING OFF-SITE
MOHAVE EVENTS AT MCC OFFERS A WIDE RANGE OF CATERING PACKAGES AND SERVICES TO ENHANCE ANY EVENT. OUR TALENTED CHEFS WILL CREATE FIRST CLASS MEALS THAT CAN SATISFY ANY PALETTE.

CARRY OUT SERVICE
CARRYOUT SERVICES ARE AVAILABLE. CONTACT THE EVENT STAFF FOR ORDERING ASSISTANCE AND COORDINATING PICKUP SCHEDULES.

OFF-SITE CATERING SERVICES
OFF-SITE CATERING SERVICES ARE AVAILABLE ON A LIMITED BASIS. CONTACT THE EVENT STAFF FOR DETAILS.

ENTERTAINING ON CAMPUS
MOHAVE EVENTS AT MCC PROVIDES A VARIETY OF PACKAGES FOR YOU TO CHOOSE FROM FOR YOUR EVENT. MUST HAVE 20 OR MORE PEOPLE TO CHOOSE BUFFET OPTIONS.

STEP 1: SELECT YOUR CATERING PACKAGE FROM THE TABLE ON THE FOLLOWING PAGE. WE KNOW YOU HAVE IDEAS OF YOUR OWN, SO WHEN YOU SIT DOWN WITH US, WE CAN DESIGN A COMPLETELY CUSTOMIZED PACKAGE JUST FOR YOU.
STEP 2: CHOOSE YOUR DATE, TIME, AND DAY OF THE WEEK AND FILL OUT A ROOM REQUEST FORM.
STEP 3: FIVE (5) BUSINESS DAYS PRIOR TO SERVICE, CONFIRM EVENT AND FINAL DETAILS. SUBMIT PAYMENT BEFORE EVENT, THEN SIT BACK AND RELAX AND ENJOY YOUR EVENT!
BREAKFAST BUFFETS
FOR 20 OR MORE GUESTS

THE CONTINENTAL - $10.95 PER PERSON
ASSORTMENT OF DELICIOUS DANISHES IN ASSORTED FLAVORS • SELECTION OF CHILLED JUICES AND INFUSED WATER • FRESHLY BREWED REGULAR AND DECAFFEINATED COFFEE.

THE MOHAVE CONTINENTAL - $13.95 PER PERSON
ASSORTMENT OF FRESH DANISHES IN ASSORTED FLAVORS • PETITE BAGELS WITH CREAM CHEESE • VARIETY OF YOGURT CUPS • SEASONAL FRUIT PLATTER • SELECTION OF CHILLED JUICES AND INFUSED WATER • FRESHLY BREWED REGULAR AND DECAFFEINATED COFFEE.

THE CLASSIC BUFFET - $16.95 PER PERSON
TOAST WITH BUTTER AND JAMS • FRESH SCRAMBLED EGGS • ROASTED BREAKFAST POTATOES • SAUSAGE • BACON • SELECTION OF CHILLED JUICES AND INFUSED WATER • FRESHLY BREWED REGULAR AND DECAFFEINATED COFFEE.

BREAKFAST A LA CARTE -
BREAKFAST BURRITOS -10 OZ $ 3.95 EACH
BREAKFAST CROISSANTS -HAM OR SAUSAGE $ 4.50 EACH
ASSORTED DANISHES AND MUFFINS $15.50 PER DOZEN
PETITE BAGELS WITH CREAM CHEESE $11.50 PER DOZEN
FRUIT PLATTER FOR 20-25 PEOPLE $49.95 EACH
ASSORTED YOGURT CUPS $ 1.50 EACH
ASSORTED DOUGHNUTS $15.50 PER DOZEN
TOAST OR CROSSIANTS W/ BUTTER AND JAM $15.50 PER DOZEN
JUICES (2) AND INFUSED WATER STATION (2 GALLONS EACH) $39.95 EACH
LUNCH BUFFETS
FOR 20 OR MORE GUESTS

THE DELI - $13.95 PER PERSON • DELI PLUS ADD $2.00 PER PERSON**

ROAST BEEF, ROASTED TURKEY AND HONEY GLAZED HAM • SWISS AND AMERICAN CHEESE • LETTUCE LEAVES, SLICED TOMATOES AND ONIONS • ARTISAN ROLLS • MAYONNAISE, MUSTARD AND HONEY MUSTARD • TOSS GREENS WITH TOMATOES, CUCUMBERS, CARROTS • CHOICE OF DRESSINGS • PASTA SALAD • FRESH BAKED ASSORTED COOKIES • SELECTED SOFT DRINKS AND BOTTLED WATER.

**DELI PLLS INCLUDES PREMIUM MEAT AND CHEESES

THE BARBECUE - $15.95 PER PERSON

BBQ SHREDDED CHICKEN • PORK RIBS • BAKED BEANS • CORN • SELECT BBQ SAUCES • CORNBREAD AND BUNS • COLESLAW • SELECTED SOFT DRINKS AND BOTTLED WATER.

THE SOUTHWEST - $15.95 PER PERSON

SOUTHWEST MARINATED CHICKEN • PORK CARNITAS • CILANTRO LIME RICE • BLACK BEANS • SHREDDED LETTUCE • PICO DE GALLO • SHREDDED CHEESE • DICED ONIONS • TORTILLA CHIPS AND SHELLS • SELECTED SOFT DRINKS AND BOTTLED WATER.

THE COMBO - $13.95 PER PERSON

ASSORTED SANDWICHES • CHEF’S CHOICE 2 SOUPS • SELECTION OF CHEESES • VARIETY OF SPREADS • LETTUCE CROWNS • SLICED TOMATOES • SLICED ONIONS • OYSTER AND SALTINE CRACKERS • SELECTED SOFT DRINKS AND BOTTLED WATER.

THE ITALIAN - $15.95 PER PERSON

ITALIAN MEATBALLS • HERBED CHICKEN • ALFREDO SAUCE • MARINARA SAUCE • FETTUCCINE PASTA • PENNE PASTA • MIXED VEGETABLES • CAESAR SALAD • GARLIC BREAD • PARMESAN CHEESE • SELECTED SOFT DRINKS AND BOTTLED WATER.
ADDITIONAL BUFFETS
FOR 20 OR MORE GUESTS

THE BEACH - $15.95 PER PERSON
GRILLED BURGERS AND HOT DOGS • SWISS AND AMERICAN CHEESE • LETTUCE LEAVES, SLICED TOMATOES AND ONIONS • BUNS • MAYONNAISE AND MUSTARD • CHOICE OF DRESSINGS • PASTA SALAD • FRESH BAKED ASSORTED COOKIES • SELECTED SOFT DRINKS AND BOTTLED WATER.

THE TRADITIONAL - $17.95 PER PERSON
CHICKEN CORDON BLEU • RICE PILAF • CHEFS CHOICE VEGETABLES • ASSORTED ROLLS • ASSORTED MINI CUPCAKES • SELECTED SOFT DRINKS AND BOTTLED WATER.

THE DELUXE - $19.95 PER PERSON
POT ROAST • ROASTED TURKEY • MASHED POTATOES • CHEFS CHOICE VEGETABLES • BROWN GRAVY • ASSORTED ROLLS • CRANBERRY SAUCE • ASSORTED TRIFLES • SELECTED SOFT DRINKS AND BOTTLED WATER

BUFFET ENHANCEMENTS -
MIXED GREENS SALAD BOWL-SERVES 20-25 PEOPLE $ 25.95 EACH
CAESAR SALAD BOWL- SERVES 20- 25 PEOPLE $ 25.95 EACH
FRESH VEGETABLE CRUDITE W/ DIP -SERVES 20-25 PEOPLE $ 49.95 EACH
CHEESE PLATTER- SERVES 20-25 PEOPLE $ 69.95 EACH
FRUIT PLATTER FOR 20-25 PEOPLE $ 49.95 EACH
DELI MEAT PLATTER - SERVES 20-25 PEOPLE $ 69.95 EACH
CHARCUTERIE PLATTER- SERVES 20-25 PEOPLE $ 99.95 EACH
BREAD AND CRACKER BASKET- SERVES 20-25 PEOPLE $ 19.95 EACH
ICED TEA, LEMONADE, AND INFUSED WATER STATION $39.95 EACH
SWEETS AND TREATS
SWEET CHOICES

DESSERT OPTIONS -

CUPCAKES - STANDARD OR MINI - $12.95 PER DOZEN

CHOICE OF:
- VANILLA OR CHOCOLATE
- BUTTERCREAM FROSTING OR CHOCOLATE BUTTERCREAM FROSTING

CUSTOM CUPCAKE STANDARD OR MINI - $17.95 PER DOZEN

CHOICE OF:
- LEMON CAKE • PASSION FRUIT CAKE • STRAWBERRY CAKE OR COOKIES N CREAM CAKE
- STRAWBERRY BUTTERCREAM • LEMON BUTTERCREAM • OREO BUTTERCREAM • CHOCOLATE CHUNK BUTTERCREAM

SPECIALTY CAKE 1 TIER 10" - $39.95 EACH

SPECIALTY CAKE 2 TIER 6" AND 10" - $69.95 EACH

- CHOICE OF ANY FLAVOR FROM ABOVE •
- **CAN BRING OWN DESIGN TO DISCUSS OPTIONS, MAY REQUIRE ADDITIONAL FEES.

MOHAVE SIGNATURE CHEESECAKE - $49.95 EACH

OUR SIGNATURE CHEESECAKE IS UNLIKE ANYTHING YOU HAVE HAD BEFORE. THIS CAKE CONSISTS OF TRADITIONAL CAKE LAYER PAIRED WITH RICH CHEESECAKE. OUR FLAVOR COMBINATIONS ARE COMPLETE WITH A UNIQUE MIRROR GLAZE TO CREATE THIS MEMORABLE DESSERT.

- STRAWBERRY CAKE W/ TRADITIONAL CHEESECAKE • LEMON CAKE W/ STRAWBERRY CHEESECAKE • CHOCOLATE CAKE W/ COOKIES N CREAM CHEESECAKE • CARROT CAKE W/ TRADITIONAL CHEESECAKE • PASSIONFRUIT CAKE W/ LEMON CHEESECAKE

ASSORTED COOKIES - $18.95 PER 2 DOZEN

MIXED MACRONS - $12.95 PER DOZEN

PETITE FOURS - $16.95 PER DOZEN
TREAT CHOICES

BREAK OPTIONS - FOR GROUPS OF 10 OR MORE

GOOD MORNING! - $9.95 PER PERSON
GRANOLA BARS • BREAKFAST BARS • SMALL PARFAITS • SEASONAL WHOLE FRUIT
• ASSORTED JUICES • COFFEE AND TEA STATION

GOOD AFTERNOON! - $10.95 PER PERSON
ASSORTED COOKIES • INDIVIDUAL CHIP BAGS • FRUIT CUP • FRESH VEGETABLES • SELECTED SOFT DRINKS AND BOTTLED WATER

GREAT DAY!- $18.95 PER PERSON
BOTH BREAK OPTIONS FOR THE DAY