



Howell Conference and Nature Center

Catered Meal Form

Please fill out this form completely and return it at least 4 weeks prior to your visit.

School: _____
 Today's Date: _____ Reservation Date(s): _____
 Contact Person: _____
 Work Phone: _____ Cell Phone: _____ Home Phone: _____
 Fax: _____ Email Address: _____
 Best Contact Method: work cell home email (please check one)
 Number of Students: _____ Number of Adults: _____ Number of Vegetarian Meals: _____
 Day Group Overnight Group Bringing Sack Lunch 1st Day Overnight Group Catered Incoming Lunch (please check one)
 Please list any food allergies or other special dietary needs: _____

***GLUTEN-FREE DIETS:** At this time, our food service department is unable to properly meet the needs of those following a gluten-free diet. We ask that individuals following this diet bring their own food. Our staff will be happy to provide refrigerator space and also assist with food preparation.

For catering questions or concerns, please contact the HCNC at 517-546-0249

School group catering menus are pre-determined by the food service department. All groups onsite at the HCNC will be served the same menu at each meal. Menu substitutions and special requests are an option, but will be subject to an additional charge. Vegetarian options will be prepared according to the number requested, and will correspond with the meal being served.

All meals include beverages, fruit, salad and/or veggies, and dessert. Meal times may vary depending on your program schedule, but typically breakfast is served at 8:00, lunch is at 12:30 and dinner is at 5:30.

Snacks are provided each night during or after the evening programs. The food service department will determine which type of snack is served. S'mores are provided as the snack if your group has campfire as part of the night activities.

There is a 20 person minimum charge for catered meals.

www.howellnaturecenter.org