

Eligibility for Food Service

1. The following requirements for food service mostly apply to meals *served by Highland staff*; snack trays and take-and-bake options may be available more widely. Snack tray information is at the end of this document; please contact the Highland office to inquire about take-and-bake options.
2. Groups must comprise **15 or more people** to be eligible for food service.
3. We don't have a centralized dining hall, so our food service staff will come to you, more like a catering service. We can prepare and serve meals in the main kitchen of Mountain View Retreat Center, the lower kitchen of Red Oak Lodge, or the summer camp kitchen in Sassafras Pavilion; groups must have one of these spaces in their reservation to be eligible for food service.
4. In most cases, we are only able to serve meals to one group at a time. If you know you want to utilize our food service, we recommend you include meals in your reservation as early as possible (at least 4 months prior to your retreat is recommended) so we can confirm staff availability. Food service reservations **must** be finalized at least 6 weeks prior to your retreat.
5. Overnight groups who are interested in food service must reserve a minimum of two consecutive meals. Groups who reserve 4 or more meals for their retreat may be eligible for a discount.
6. When we provide food service, the kitchen used by our staff may not be available to your group. If you want our food service for only some of your meals, please contact Highland to discuss kitchen arrangements.

Meal costs and deposits

1. All meals are priced on a per-person basis, with rates given for adults (ages 16 and older). The per-person rate for children (ages 6 to 15) is 85% of the adult rate; children 5 and under are free.
2. Note that our *current* meal rates are listed. These prices are subject to change as costs fluctuate.
3. A **non-refundable** deposit of 30% of the estimated meal costs is due 6 weeks prior to arrival.
4. Groups are required to provide their estimated number of people for each meal 3 weeks prior to arrival, so we can order the correct amount of food. At the time of your retreat, you will pay for the actual number of people in attendance **OR** 95% of your estimated number, whichever is greater.
5. Food service is subject to a 5.3% meal tax, unless Highland receives qualifying tax-exempt documentation. Gratuity is *not* expected.

General information for all meals

1. We are very willing to work with our guests to accommodate dietary restrictions, and in most cases we can provide alternatives that are gluten-free, dairy-free, and/or vegetarian ***if we are given adequate notice***. Please inform Highland of any special dietary needs in your group as early as possible, and *at least 3 weeks prior* to your retreat. In some cases (including last-minute notice) guests may be responsible for supplying items that are not in our common inventory.
2. After your request for food service is confirmed, **Highland staff will create a menu for your retreat** that provides a variety of meals based on the *type* of retreat you are holding. We would create simpler menus for a youth retreat than for an adult retreat, for example. *You will have a chance to review the menu we select and may request changes*, whether that involves changing an entire meal or substituting another dessert, beverage, or side dish. You may also make requests for specific meals or menu items when you are making your reservation, if you wish.
3. Meals are typically served buffet-style with one common menu for the group, and hot beverages (coffee, tea, hot chocolate) are generally only served during meals. Inquire about prices and arrangements if you are interested in a banquet-style meal or extended coffee/tea service.
4. Standard serving times are 8:00am for breakfast, 10:00am for brunch, 12:00 noon for lunch, and 5:00pm for dinner (6:00pm on check-in days). Schedule may be adjusted upon request, with advance notice.
5. Any leftover food that remains after a meal is served will be kept by Highland Retreat.

Sample breakfast menus - \$12.50 per adult

Note: Any of the breakfast menus can be served as a **brunch for \$14.50 per adult**. Portion sizes for brunch will be larger than a standard breakfast, and the menu may include an extra side. Cereal/milk and hot beverages can be available two hours prior to the main brunch service time.

1. Egg and sausage casserole, with seasoned potatoes and fresh fruit. Served with cereal and milk, orange juice, and hot beverages.
2. Hearty breakfast of scrambled eggs and bacon, with biscuits (butter and jelly) and fresh fruit. Served with cereal and milk, orange juice, and hot beverages.
3. Buttermilk pancakes, with sausage and fresh fruit. Served with cereal and milk, apple juice, and hot beverages.
4. Sausage gravy and biscuits (also butter and jelly), with hashbrown patties and fresh fruit. Served with cereal and milk, apple juice, and hot beverages.

Sample lunch menus - \$14.50 per adult

Note: Though we call these “lunch” menus, they may also be served for the evening meal when appropriate. *For example, the **hoagie lunch** can be an ideal meal for the evening of your arrival IF your group will not all be arriving at the same time. In that case, we would set up the meal and leave you to serve yourselves as you arrive; cost for this self-service version is 75% of the normal rate, and you may keep the leftovers.*

1. Hamburgers and fixings, with potato wedges and roasted mixed veggies. Served with fruit punch, water, hot beverages, and cookies for dessert.
2. Beef and pepperoni lasagna, with green beans and breadsticks. Served with fruit punch, water, hot beverages, and blondies for dessert.
3. Taco bar, including flour tortillas, corn tortilla chips, Spanish rice, and taco toppings. Served with lemonade, water, hot beverages, and brownies for dessert.
4. Pulled pork sandwiches, with potato wedges and coleslaw. Served with iced tea, water, hot beverages, and cookies for dessert.
5. Vegetable beef soup, with hot ham & cheese sandwiches and tossed salad. Served with iced tea, water, hot beverages, and blondies for dessert.
6. Turkey/ham hoagies and fixings with chips, fresh veggies, and dip. Served with lemonade, water, hot beverages, and brownies for dessert.

Sample dinner menus - \$16.50 per adult

Note: Though we call these “dinner” menus, they may also be served for the noon meal when appropriate. For example, the noon meal on Sunday may use one of these menus for a “Sunday dinner” feel.

1. Meatloaf with roasted potatoes, honey-glazed carrots, and breadsticks. Served with salad bar, lemonade, water, hot beverages, and brownie sundaes for dessert.
2. Marinated Italian chicken with garlic mashed potatoes, steamed broccoli, and dinner rolls. Served with salad bar, iced tea, water, hot beverages, and cheesecake with berry topping for dessert.
3. Pork loin with apricot glaze, with scalloped potatoes, green beans, and dinner rolls. Served with salad bar, iced tea, water, hot beverages, and fruit cobbler a la mode for dessert.
4. Sliced ham with pineapple glaze, with roasted potatoes, buttered peas, and dinner rolls. Served with salad bar, iced tea, water, hot beverages, and pie a la mode for dessert.
5. BBQ chicken breasts with wild rice, roasted mixed vegetables, and breadsticks. Served with salad bar, lemonade, water, hot beverages, and brownie sundaes for dessert.

Snack tray options

Note: We will prepare the requested snack tray and have it available for you on arrival (or at another time requested). Your group will be responsible for serving and clean-up.

1. Assorted fresh veggies, with hummus and ranch dips. Includes 4 types of seasonal vegetables.
 - a. Small tray (~4 lbs. veggies) is \$25.00
 - b. Large tray (~8 lbs. veggies) is \$45.00
2. Cookie tray. Includes a mix of chocolate chip and molasses cookies (3").
 - a. Small tray (25 cookies) is \$33.00
 - b. Large tray (50 cookies) is \$63.00
3. Meat and cheese tray, served with rolls, mayonnaise, and mustard. Includes sliced turkey and ham, cheddar and Swiss. *Each tray makes approximately 1½ sandwiches per person, assuming 2 slices of meat, 1 slice of cheese, and 1 roll per sandwich.*
 - a. Small tray (serves 10-15 people) is \$40.00
 - b. Large tray (serves 25-30 people) is \$70.00

Take-and-bake options are meals that we can prepare prior to your arrival and leave for you to heat, serve, and clean up. The specific meals we can offer in this format and the costs associated with these meals will vary based on the size of your group and the location where you will be gathering. If this is something you are interested in, please contact the office to request take-and-bake options for your group.