

# Berry College Catering Events



Special events are often planned by companies, community groups and even individuals for product introduction, award programs, celebrations of all kinds including birthdays and anniversaries, fundraisers and even just to get together with friends.

Classic Fare Catering at Berry College has created this guide to help you plan your event with planning tips, timeline, Party and Catering Terms, Types of Service and Event Catering Policies.

We design seasonal menus that include food selections to suit your tastes, budget and personal preferences. We continuously strive to make planning the catering for your event as organized, easy and economically friendly as possible. We can also customize your reception to suit your preferences. If you wish we can also provide fresh flowers and specialty linens for your event. Our experienced team has many years of experience, and we are here to help make your event a grand success!

When selecting Classic Fare Catering at Berry College in combination with Berry College venues (Ford Dining Hall, Christopher Browning Pavilion at Oak Hill and Spruill Ballroom at Krannert Center) for your event you get a facilities discount of twenty-percent (20%). We can also offer off premises catering at many locations in the local area – contact the Catering Office for specific details.

Classic Fare Catering at Berry College also supports the Berry College motto and mission through the employment of students in various facets of dining services, donations to events that support the overall positive experience of Student and Faculty Life as well as financial contributions.

Scott Wallace, Catering Director

[swallace@berry.edu](mailto:swallace@berry.edu)

706.238.7883

[www.berrycollegecatering.com](http://www.berrycollegecatering.com)

revised 06/2021

# Catering Planning Timeline

for your

## Event



### **Six to Twelve Months**

- Begin planning your budget
- Start planning what you want your event to be
  - Begin meeting with caterers
    - Finalize location
  - Pay required deposits and fees

### **Three to Six Months**

- Contract caterer (*if not already contracted*)
- Discuss your event with your caterer
- Get suggested menus from your caterer

### **One to Three Months**

- Finalize menu
- Confirm cost estimates for the event menu
  - Finalize event costs

### **Three Weeks to One Month**

- Finalize room set up
- Provide caterer with updated guest counts
- Make catering payments as required

### **One Week**

- Provide caterer final guest count numbers
  - Make all final payments

We have worked with many groups to plan special events here at Berry College.

We ask that you provide names of one or two  
*Event Day Point of Contact People.*

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# Event Planning Tips

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## Menu Planning Times

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You can plan your event to start anytime you desire and plan your menu any way you desire. Ultimately the time will dictate the type of menu you should plan.

### **Brunch**

would usually take place between the hours of 10:00am – Noon

### **Buffet Luncheon or Plated Luncheon**

menus are most often served between 11:00am and 1:00pm

### **Hors d'oeuvres**

are typically best served early afternoon until around 6:00pm

### **Heavy Hors d'oeuvres, Buffet Dinner or Plated Dinner**

would be the preferred food selection anytime after 5:00pm

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## Event Locations

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While Berry College, Rome and the surrounding community offer many locations to host your event you will want to make your selection carefully. Always remember you will want to allow your event professionals enough time to move in and set up.

Please contact the Catering Office for specific details and policies for off-premises and outdoor events.

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## Menu Selection

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We design seasonal menu selections – if you wish we can customize and design a menu to suite your tastes or theme.

### **Our Presidential Collection Seasonal Buffet Packages** include the following

Square 85"x85" Black Guest Table Linens

Guest Table Size Depends on Event Location –

Ford Dining Hall, Dickey Living Room and Christopher Browning Pavilion at Oak Hill uses 60" rounds for 8 guests

Spruill Ballroom in Krannert Center has 72" rounds for 8-10 guests – all other rooms in Krannert use 6 foot tables and sometimes we use 6 foot tables to create conference style tables (additional charges apply for some linens for six foot tables)

Black floor length Food Table Linens

China, Glassware and Flatware or Disposable Items (*additional china charge for off-premises locations*)

Event Time for up to Three Hours

### **A la Carte Options**

Cake Table Linens, starting at 16.99 per cloth

Cake Cutting Service, 75.00

Cake Service to Guest Tables, 1.29 per guest

Additional Time, 1.49 per guest per hour or portion thereof

Bar Height Tables and Linens, check with the Catering Office for pricing

# Types and Times of Service

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### **Butler Passed Hors d'oeuvres**

For this type of service all or a portion of your hors d'oeuvres will be passed. For a pre-dinner event lasting approximately one hour or so you should plan three (3) to seven (7) pieces per guest depending on whether the dinner is lighter fare or heavier. If it is in place of a meal, it is recommended you plan to serve fourteen (14) to twenty (20) pieces per guest.

*When planning this type of event your guests will be served as they enter the event space. This type of event is not usually held as a stand-alone event. It should be planned in addition to another option. No tables are required for this type of event.*

### **Stationary Hors d'oeuvres**

For this type of service all or a portion of your hors d'oeuvres can be butler passed. Perfect for a pre-dinner event lasting approximately one hour or so you should plan three (3) to seven (7) pieces per guest depending on whether the dinner is lighter fare or heavier. If it is in place of a meal it is recommended you plan to serve eighteen (18) to twenty (20) pieces per guest.

*If this is your plan we suggest that you allow guest to start eating when they enter the event space. Most instances you will set up seating for approximately 70-80% of your guests – this will keep your guest mingling and moving around.*

### **Most Special Event with programs work best with a Buffet Meal or Plated Meal.**

*We suggest that you choose your schedule and create your timeline carefully that best suits your group and group size best*

*PLEASE NOTE: in the unlikely event that your speaker is running late, or other factors affect your timeline we suggest that you juggle your program and continue to ensure food quality and temperature. This also prevents guests from getting frustrated and hungry that the planners for your special event are not letting them eat.*

### **Buffet Meals**

This option allows guests to get up and serve themselves what they would like to eat. The price is usually based on menu selections. If you plan to offer stationary or butler passed hors d'oeuvres prior to the meal we suggest two (2) to seven (7) pieces per guest. Choosing a buffet allows your guests to select which entrée they most enjoy and caters to an individual's eating patterns. Most times tea and water would be served, possibly rolls and usually dessert.

*For Buffet service you should generally plan for service to take approximately one (1) hour. You should decide in advance and let your caterer know when you are planning for your guests to start going to the buffet. Do they wait for a blessing to be said over the food? Everyone is seated at a guest table and then go to a buffet to get their food. We suggest that groups over 100 guests should be dismissed to the buffet by your planner or a catering staff member.*

### **Plated Meals**

Allows your guest to stay seated and be served by our service team. Pricing for plated meals based on menu selection and number of guests attending. If you plan to offer stationary or butler passed hors d'oeuvres prior to the meal we suggest two (2) to seven (7) pieces per guest. Salads, entrée, rolls and dessert would all be served. On campus most events the beverages, salads, and dessert are preset only to help move service along if you have a speaker or program planned.

*Plated Meals should be given approximately 1.5 hours when you plan your event timeline. When planning you will decide on a time to serve your guests. Your program (welcome and blessing) should begin prior to the time you have scheduled to serve your guests. To be successful all guests should be seated prior to food service beginning. Since your food is prepared based on that time frame you will want to make sure that you stick as close to that time as possible to ensure food quality and temperature.*

# *Types of Service and Set Up*

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## **Types of Service**

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## **Party Terms**

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### ***Heavy Hors d oeuvres***

#### **Food Selection**

Under most circumstances a menu with Heavy Hors d oeuvres consist of eighteen (18) to twenty (20) pieces per guest. You can also plan for one or two of those items at attended stations. Usually, heavy hors d oeuvre menus are planned during mealtimes or in the evening hours.

#### **Room Set Up**

When planning heavy hors d oeuvres you will plan to have enough seating for approximately seventy percent of your guests.

### ***Light Hors d oeuvres***

#### **Food Selection**

Light hors d oeuvres would be between mealtimes (example 1:00-4:00pm). The menu would consist of no less than seven items and could possibly include one attended station item.

#### **Room Set Up**

When planning for hors d oeuvres you will plan to have enough seating for approximately half to seventy percent of your guests.

### ***Full Meals***

#### **Food Selection**

These menus are planned during a particular meal period. Your personal tastes will dictate the style of menu you choose. You can select a complete buffet requiring guests get up and get their meals or a plated meal which would be served by servers. The number of people will affect what type of service you wish to have.

#### **Room Set Up**

Since all guests will sit and eat you will need to provide a seat for everyone. Usually, you would designate seats for the Bridal Couple of those people who are considered the honoree(s).



# Head Tables

Head Table is defined as the “principal table” where the guests of honor are seated. You can create a head table the way you want it. It can range from small table just for the Bridal Couple to the full bridal party – some others have included the full bridal party and their significant others – either way it is your event you can decide how the seating will work. Pictured below are various versions we have used here at Berry College.

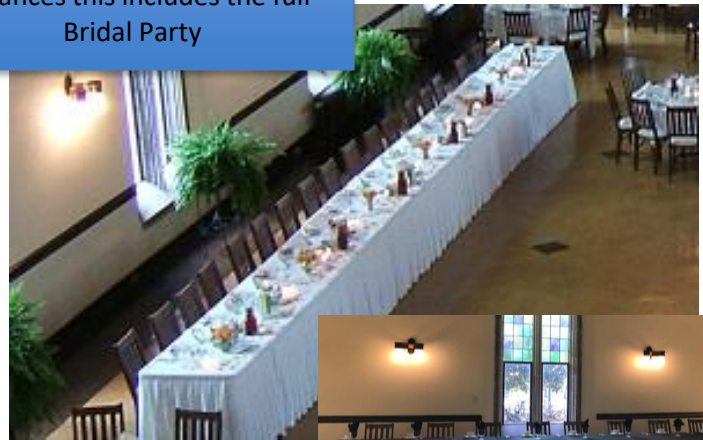


## Sweetheart Table

a 48” round or smaller – a private table typically used for the Newlyweds at a Wedding Reception

## Traditional Head Table

typically one 6 foot is needed for every 2.5-3 guests – all guests are seated facing the guests. In most instances this includes the full Bridal Party



## Modified Head Table

designed in a conference table fashion with 6 feet running parallel with guests seated on each side and the ends. A space is left open in front the Bridal Couple. This is great for large bridal parties.

## Modified Round Head Table

One 60” or 72” round (table size based on location) with guests seated to one side of the table facing the guests.



# Guest Tables

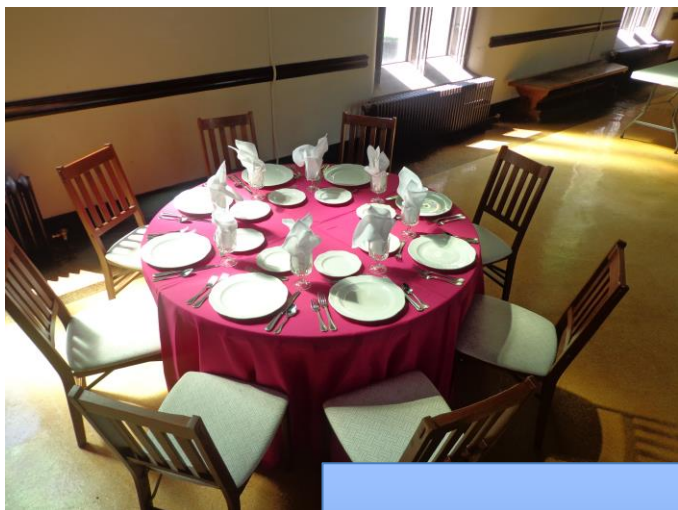
At Berry College our most popular event spaces have 60" round tables and will comfortably seat 8 to 10 guests. In some instances you can plan to have highboy tables for guests to stand.



**Highboy Tables**  
are great way to provide table during cocktail hours



**Christopher Browning Pavilion @ Oak Hill**  
60" rounds for 8 guests



**Ford Dining Hall**  
60" rounds for 8 or 10 guests





# Linens and Set Up

## Chairs and Linens

These are examples – linen colors are determined by package or guest preference - each event location has its own chair style. Most Berry College event facilities provide 60" round tables which can set 8-10 guests – some locations are have different sized tables.



**House Linens**  
85"x85" square linens –  
*Presidential Collection Menus*  
come with our standard black  
linens



**Ford Dining Hall Chair**  
These chairs will fit up  
to ten comfortably at a  
60" round table



**Three Quarter Length Linen**  
108" round linens –  
*Presidential Collection  
Wedding Packages*  
come with your choice of  
white, ivory or white linens.  
Food and Cake Tables will be  
covered with floor length  
linens in your selected color.  
Contact the Catering Director  
if you are considering another  
color



**Christopher Browning  
Pavilion Chair**  
These chairs will fit up  
to eight comfortably at  
a 60" round table



**Floor Length Linen**  
120" round linens –  
*Presidential Collection  
Wedding Packages*  
If you wish we can give  
provide a quote with floor  
length linens in a color or  
your choice for the guest  
tables along with  
complimentary food and cake  
linens,



# Krannert Center - Guest Tables

## Spruill Ballroom

Berry College's Spruill Ballroom at Krannert Center have 72" round guest tables.



**House Linens**  
85"x85" square linens –  
*Presidential Collection Menus*  
come with our standard black  
linens



**Lap Length Linen**  
108" round linens  
special ordered in your color  
unless otherwise agreed  
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Food Tables will be covered  
with floor length black linens  
unless otherwise requested.  
  
Contact the Catering Director  
if you are considering another  
color



**Three Quarter Length Linen**  
120" round linens  
special ordered in your color  
unless otherwise  
-----  
Food Tables will be covered  
with floor length black linens  
otherwise requested.  
  
Contact the Catering Director  
if you are considering another  
color



**Floor Length Linen**  
132" round linens  
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Food Tables will be covered  
with floor length black linen  
unless otherwise requested.  
  
Contact the Catering Director  
if you are considering another  
color

**Spruill Ballroom**  
72" rounds for 8 guests



**Spruill Ballroom**  
72" rounds for 10 guests



**Spruill Ballroom Chair**  
These chairs will fit up  
to ten comfortably at a  
72" round table



# Berry College Table Set Ups

## Popular in Krannert Center Small Meeting Rooms



**Conference Style**  
based on your guest count  
Six Foot Table set up side by side (60" wide)



**U Shaped Table**  
Based on the number of guests you need to seat.  
Please Note: additional charges will apply for floor length linens on open center or "u" shaped tables.

**Open Center Square**  
Based on the number of guests you need to seat.  
Please Note: additional charges will apply for floor length linens on open center or "u" shaped tables.



# Specialty Rental Items

## Specialty Rental Items

Our *Presidential Collection Wedding Packages* include linens, serviceware and buffet equipment. Berry College event facilities include buffet and guest tables as well as chairs. If you prefer to rent one or many specialty items we can reserve, rent and coordinate delivery and set up of rental items and add it your final invoice. **Please note:** Specialty items orders should be finalized no less than fourteen (14) days prior to your event.

**BBJ Linen**

**bbjlinen.com**

Pricing is based on posted online price plus a 5% handling fee. This fee covers for staff to coordinate delivery, receive and return shipment, inventory items when received and returned.

**WeRentLinens.com**

Contact the Catering Director with a your requests and we can provide an estimate.

### Rents for Events

is our preferred local supplier for day to day specialty items such as wine or bar glasses, harvest tables, chairs, cake stands, chargers and other items for your Wedding Reception. When we order from this supplier we add a 20% handling fee to the final discounted invoice.

## Popular Rental Items



**Chiavari Chair**  
comes in a wide range of colors  
ten of these chairs can  
comfortably fit a 60" round  
table



**Padded Folding Chairs**  
ten of these chairs can  
comfortably fit a 60" round  
table



**Chargers**  
comes in various colors



**Highboy Tables**



**Farm Tables**  
make great guest  
and food tables  
depending on  
your event and  
location



# Classic Fare Catering at Berry College

## Catering Policies for Wedding Receptions and Events

### Menus and Rooms

Wedding Reception Menus, details, timelines and other information is requested no less than twenty-one (21) days prior to your reception date.

For Berry College room reservations please contact the Berry College Office Hospitality and Special Events at [campusscheduling@berry.edu](mailto:campusscheduling@berry.edu) 706.378.2880 or go to [www.berry.edu/scheduling](http://www.berry.edu/scheduling) for rental information.

### Billing and Payment Information

We can provide service at any location you select – however locations other than Krannert Center and Ford Dining Hall will be subject to a delivery charge. For off-campus event please refer to the Off Campus Guidelines.

**Wedding Receptions** require a non-refundable deposit of \$500.00 to reserve your date – your date **cannot be confirmed until your deposit is paid**. Once your deposit has been received your event will be scheduled according to the date, time and location you have selected. The Catering Director must agree to any changes - if it becomes necessary to make changes in dates or times, please contact the Catering Office in order avoid any unnecessary surprises.

Full payment for Wedding Receptions are due four (4) business days prior to the event unless otherwise agreed. MasterCard, Visa, Discover and American Express are preferred – however checks made out to Aramark/Classic Fare Catering are accepted. Any additional charges are due the next business following your event.

**Other non-Berry events** may require a deposit depending on the size of the event. Once your deposit has been received your event will be scheduled according to the date, time and location you have selected. The Catering Director must agree to any changes - if it becomes necessary to make changes, please contact the Catering Office in order avoid any unnecessary surprises.

Full payment for non-Berry events are due two (2) business days prior to the event unless otherwise agreed. MasterCard, Visa, Discover and American Express are preferred – however checks made out to Aramark/Classic Fare Catering are accepted. Any additional charges are due the next business day following your event.

Georgia Sales Tax is added to food, beverage, florals and other miscellaneous charges incurred with the event.

### Pricing

Due to the fluctuating market, prices listed are subject to change – in the event prices do change you will be contacted to see if adjustments can or must be made. Prices can be guaranteed thirty (30) days prior to your event.

### Guarantee Numbers

A general estimated number is needed in order to book the event. The final head count designates the number of meals prepared and billed for, as well as the number of servers and kitchen staff required.

**Wedding Receptions** final guest count is due by noon six (6) business days prior to your Wedding Reception date.

**Other non-Berry events** final guest count are due by noon four (4) business days prior to your Event date – unless otherwise noted.

The final guarantee number cannot be decreased after this time – in the event no guarantee number is provided your original estimated number will be used. In order to provide our best service, we request that you inform us as soon as possible if your guarantee number increases/decreases of ten (10) percent or more. Any changes or additions made after your final guest count due date are subject to additional charges and will be subject to food availability. In the event the actual number of attendees is greater than the guarantee number you may be subject to additional per person charges.

### Event Timing

*Presidential Collection Wedding Reception packages* and our *Presidential Collection Menus* are planned in three (3) Hour Blocks of time unless otherwise agreed or noted. Unlike most caterers we do not charge a service charge so any events that continue beyond the specified time block as stated in the contract will be subject to additional per guest per hour or portion thereof staffing charges.

### Alcohol Service and Tobacco Use

Berry College main campus is a alcohol and tobacco free campus – this includes all forms of tobacco including e-cigarettes. Berry College's Oak Hill Campus allows alcohol service at their reception locations.

In the event you are at a location that allows alcohol contact the Catering Director for our Alcohol Guidelines and pricing for beer, wine and full - service bars. You provide the alcohol - we will provide the staff to serve your guests. The bartending service you contract will be responsible for all direct bar waste such as boxes and empty alcohol bottles. If you are serving alcohol of any kind a bartender is required.

**PLEASE NOTE:** According to Berry College Policy "if alcoholic beverage are served or consumed in or around the Berry College Campus (including Ford Dining Hall/Krannert Center) the renting party will be asked to leave immediately.

### Cancellations

Events cancelled less than one (1) week prior to event date are subject to charges.



# Catering Policies

## Food Handling and Leftovers

Due to health concerns, potential of food borne illnesses and Catering Industry Standards we do not allow food or leftovers to be removed from premises.

Regrettably we cannot take responsibility, store, or serve food that is not prepared by our culinary team. As a service we can serve Wedding Cakes, Groom's Cakes and other specialty cakes for additional fees (unless included with your reception package). Please contact the Catering Director if you have questions.

## Inclement Weather and School Closing

In the event of pending inclement weather the Catering Director will contact you regarding options for your event. Should you elect not to cancel your final guarantee number will still be charged. In the uncommon event the school closes for inclement weather or other reasons regrettably non-Berry catering events will be cancelled as well.

## Additional Equipment

Guests can arrange for Easels, P.A. systems, audio visual equipment, or any other equipment needs through their preferred supplier. If Classic Fare Catering arranges for equipment charges for this equipment will be added to the final bill.

## Security

Classic Fare Catering and Berry College will not assume responsibility for damage or loss of any merchandise or articles brought onto the property. Any articles damaged or removed from the premises will be the responsibility of the host for reimbursement or replacement. Items left will be discarded due to limited storage space.

## Staffing

Staffing of personnel is dependent upon the size and type of function. Classic Fare Catering will determine all staffing requirements. However, should additional staffing be requested by the sponsor, a per hour/per person charge will be added to the party contract. Functions/parties scheduled for holidays or when the facilities are closed additional charges will be incurred for staffing.

## Room Set Up and Linen Rentals

Events scheduled at Berry College Campus include guest and food tables as well as chairs, which are set up by the Campus Scheduling Team.

Our *Presidential Collection Packages* include linens for guest tables, food tables and cake tables. We can provide linens for other tables (registration, sign in, gift tables, picture tables, DJ tables, etc.) for an additional charge. To ensure availability these must be ordered no less than ten (10) business days prior to your event.

## Contact Information

Classic Fare Catering and Berry College can accommodate events seven days a week however the offices for Campus Scheduling and Classic Fare Catering are closed on Saturdays and Sundays. Please contact these offices during regular office hours with changes or questions.

Catering Office, [swallace@berry.edu](mailto:swallace@berry.edu) or 706.238.7883  
Hospitality and Special Events, [campusscheduling@berry.edu](mailto:campusscheduling@berry.edu) or 706.378.2880

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