

# Berry College

## Internal Catering Events



Classic Fare Catering at Berry College has created this guide to help Berry College Departments plan events, Included are Planning Tips, Berry College Popular Locations, guest table set up pictures, Types of Services and Set Up, Classic Fare Catering Policies for Internal Events.

### Top Planning Tips

Don't wait – start the planning process as soon as you know a date.

1. Check with the Berry College Office of Hospitality and Special Events ([campusscheduling@berry.edu](mailto:campusscheduling@berry.edu) or 706.378.2880) or EMS for event spaces to suit your needs. Reserve and confirm your location.
2. Contact the Catering Office to reserve your date. You can do this by filling out Berry College Internal Events Form on [www.berrycollegecatering.com](http://www.berrycollegecatering.com), email to Scott Wallace, Catering Director – [swallace@berry.edu](mailto:swallace@berry.edu) or calling the Catering Office 706.238.7883. When you reserve your catering date you will be sent planning timeline, menu options and suggested room set up.
3. Confirm menu selection and catering details no less than ten (10) days prior to your event. If your catering event is scheduled in less than ten (10) days menu options, linens and flowers may be limited. When confirming your menu you must provide a charge number.
4. Provide your guest count using 72 hours prior to your event.

Event Day		Guarantee Day
Monday	due by noon on	Thursday
Tuesday	due by noon on	Friday
Wednesday	due by noon on	Friday
Thursday	due by noon on	Monday
Friday	due by noon on	Tuesday
Saturday	due by noon on	Wednesday
Sunday	due by noon on	Wednesday

5. Watch your event come together and enjoy!

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.

Please feel free to contact us if you have questions or need more information.

Scott Wallace, Catering Director

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706.238.7883

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revised 06/2021

# Berry College Popular Locations

## Krannert Center

Location	Event Types	Setup Types/Capacities	Technology Available	Misc. Notes
<b>Spruill Ballroom (Full)</b>	Corporate meetings/meals, lectures, banquets, meetings, expos/fairs, some performances	Banquet: 550 Theatre: 650	Projector, screen, podium w/ microphone, wireless microphones	*No wedding receptions here.
<b>Spruill Ballroom Sections A/B</b>	Corporate meetings/meals, lectures, banquets, meetings, expos/fairs, some performances	Banquet: 120 Classroom: 90 Square: 80 Theatre: 250	Projector, screen, podium w/ microphone, wireless microphones	*Partition available between sections A/B
<b>Spruill Ballroom Sections C/D</b>	Corporate meetings/meals, lectures, banquets, meetings, expos/fairs, some performances	Banquet: 120 Classroom: 90 Square: 80 Theatre: 250	Projector, screen, podium w/ microphone, wireless microphones	*Partition NOT AVAILABLE between C/D
<b>Spruill Section E</b>	Corporate meetings/meals, lectures, banquets, meetings, expos/fairs, some performances	Banquet: 100 Classroom: 60 Theatre: 200	Projector, screen, podium w/ microphone, wireless microphones	*Only section the Stage can be used it. Stage cannot be moved.
<b>Krannert Room 217</b>	Meetings, presentations, socials events	Classroom: 40 Square/U-Shape: 30 Theatre: 50	Projector & screen. No microphone necessary.	Only rectangular tables used.
<b>Krannert Room 250</b>	Meetings, presentations, socials events	Square/U-Shape: 30 Theatre: 40 Classroom: 40	Projector, but no screen. *Reserve Portable screen in Krannert Equipment. No microphone necessary.	Only rectangular tables used.
<b>Krannert Room 324</b>	Meetings, presentations, socials events	Classroom: 60 Square/U-Shape: 40 Theatre: 100	Projector & screen. No microphone necessary.	Only rectangular tables used.
<b>Krannert Room 105</b>	Meetings, presentations	Square/U Shape: 10 Theatre: 10	Screen, but no projector. Dry erase board.	Connected to 106 through door.
<b>Krannert Room 106</b>	Meetings, presentations	Square/U Shape: 20 Theatre: 30	Screen, but no projector. Dry erase board.	Connected to 105 through door.
<b>Krannert Room 108/109</b>	Meetings, presentations	Classroom: 25 Theatre: 50 U-Shape: 35	Screen, but no projector. Dry erase board.	Can be split by retractable wall.
<b>Krannert Room 231</b>	Meetings, interviews	Conference table: 10	Screen, but no projector	

# Berry College Popular Locations

## Other Areas

Location	Event Types	Setup Types/Capacities	Technology Available	Misc. Notes
<b>Ford Dining Hall</b>	Receptions, Corporate Meal, Meetings, Parties	Banquet: 250 Theatre: 325-350	1 lapel mic 1 wireless mic 1 wired mic  No projector/screen	Required to use dance floor if dancing in order to protect floor- we provide one
<b>Oak Hill Pavilion</b>	Receptions, Corporate Meal/Banquets, Meetings, Parties	Plated Dinner: 160-175 Buffet: 150-160 Theatre: 350 Classroom: 100-125	Projector, screen, wireless microphone, and lapel microphone available. Aux input available to play music.  No XLR input for instruments/additional mics.	Additional amenities and set-up needs alter capacity numbers. If rented chairs are used, capacity numbers can be increased. No dance floor necessary/available.
<b>Oak Hill Garden Room</b>	Bridal & baby showers, meeting, parties	Banquet: 32 Theatre: 45 U-shape: 30	Projector & screen. No microphones necessary.	Prep kitchen with refrigerator and sink available.
<b>McAllister Auditorium</b>	Meetings, presentations, lectures/speakers	Fixed, tiered seating w/ small desks: 200	Projector & screen. Podium w/ microphone available.	If additional mics necessary, reserve wired mics from Academic Tech.
<b>Evans Auditorium</b>	Meetings, presentations, lectures/speakers	Fixed, tiered seating w/ small desks: 140	Projector & screen. Podium w/ microphone available.	If additional mics necessary, reserve "Evans Wireless Microphone" from Academic Tech.
<b>Bell Recital Hall (Previously Ford Auditorium)</b>	Concerts/performances, special events by request	Fixed, tiered seating: 312	No projector/screen available. 2 wireless microphones.	Upright piano available
<b>Dickey (Ford) Living Room &amp; Vestibule</b>	Meetings, socials events, receptions, dinners/meals	Banquet: 42 Theatre: 80	No projector/screen/sound available.	Piano in room
<b>Alumni Center - Multimedia Room</b>	Meetings, presentations	Classroom: 35 Square/U Shape: 30 Theatre: 60	Projector, screen, sound system.	
<b>Alumni Center - Conference Room</b>	Meetings, presentations	Classroom: 35 Square/U Shape: 30 Theatre: 70	Screen, no projector.	
<b>Alumni Center - Dining Room</b>	Meals/dinners	Dining Table: 12	No technology.	Only used for special events.

# Guest Tables

## Ford Dining Hall and Christopher Browning Pavilion

### 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  
– is standard for all events unless otherwise specified



**Three Quarter Length Linen**  
108" round linens  
(can be provided at an additional cost)



**Floor Length Linen**  
120" round linens  
(can be provided at an additional cost)



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



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

# 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.

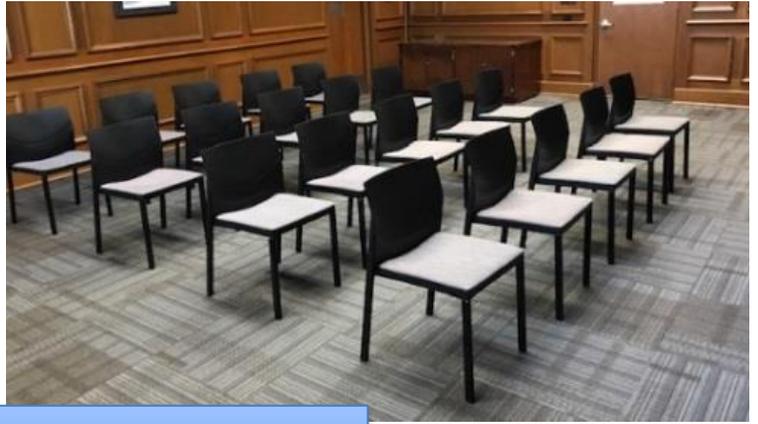
**Open Center Square**  
Based on the number of guests you need to seat.  
Please Note: additional charges will apply for floor length linens on open center or "u" shaped tables.



# Guest Table Set Up



**Classroom Style**



**Theater Style**



Scott Wallace, Catering Director  
[swallace@berry.edu](mailto:swallace@berry.edu)  
706.238.7883  
[www.berrycollegecatering.com](http://www.berrycollegecatering.com)  
revised 06/2021

# Specialty Rental Items

## Specialty Rental Items

Our *Presidential Collection Wedding Packages* include linens, serveware 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



**Highboy Tables**



**Chargers**  
comes in various colors



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

# Types of Service

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## 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 your 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 your 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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### **Butler Passed Hors d oeuvre**

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 your plan to serve fourteen (14) to twenty (20) pieces per guest.

### **Stationary Hors d oeuvre**

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 your plan to serve fourteen (14) to twenty (20) pieces per guest.

### **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 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.

### **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 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. Sometimes the beverages, salads, and dessert are preset only to help move service along if you have a speaker or program planned.

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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 meal times (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).

# Classic Fare Catering at Berry College

## Catering Policies for Internal Events

Thank you for considering Classic Fare Catering at Berry College to be a part of your plans. We are here to provide you the best possible service for your event. Our services include: full-service events both on and off campus, pick-up, delivery, delivery off-campus. All services and menus can be customized.

### Menus and Rooms

If you would like something specific, themed event or just can't find what you are looking for please contact the Catering Office, 706.238.7883 – we can customize and create menus based on your preferences or theme. When reserving your space consider any special set up requests you may have and let us know – conference style table, classroom style set up, head tables, registration and awards tables. When planning outdoor events please plan an alternative site in case of rain – typically we ask for rain decisions to be made twelve hours prior to ensure proper set up.

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

We kindly ask that catering orders are placed no less than ten (10) days prior event date to guarantee food, linen and staffing availability.

Orders placed less than ten days prior may be subject to limited food availability and additional charges for linens.

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.

Outdoor events are great but please remember to have a weather back up plan or location. If your set up sits out overnight you will be responsible for wiping chairs and tables down prior to the catering team setting up.

### Billing and Payment Information

Berry College Internal Events are billed through the Berry College Business Office and are Tax Exempt.

***A charge number is required when finalizing your menu selection.***

### 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. Unless otherwise noted your guest count is due 72 business hours prior to your event date.

Event Day		Guarantee Day
Monday	due by noon on	Thursday
Tuesday	due by noon on	Friday
Wednesday	due by noon on	Friday
Thursday	due by noon on	Monday
Friday	due by noon on	Tuesday
Saturday	due by noon on	Wednesday
Sunday	due by noon on	Wednesday

The 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, unfortunately increases/decreases of more than twenty (20) percent may be subject to additional charges. 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.

### Order Minimums

Most menus have a minimum guest count. If no minimum guest count is mentioned there is a minimum order of \$140.00. If your event does not meet the minimum guest count additional charges will added to your final invoice.

### Event Timing

Most events are planned in two (2) to 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.

# Catering Policies

## **Dietary Restrictions**

If anyone in your group has dietary restrictions, please let us know when planning your catering order. If you do not have the information when finalizing your menu please provide it when you finalize your guest count in order to ensure we have the proper food available – changes made less than 72 business hours prior cannot be guaranteed.

**Please Note:** For severe allergies with potentially anaphylactic reactions, we cannot guarantee full omission of the offending ingredient. This is due to physical constraints of our own kitchen and that of our specialist suppliers where the ingredients may be present within the production environment.

## **Cancellations**

Events cancelled less than one (1) week prior to event date may be subject to charges. Events cancelled after guarantee guest count is due will be subject to 100% of estimated charges.

## **Delivery and Pick Up**

On-campus deliveries start at \$10.00 and deliveries to off-campus locations start at \$25.00. Deliveries made on weekends or afterhours, that require the catering team to setup additional equipment or that require clean up after your event may be subject to additional fees. Pick up orders may be picked up at Krannert Center.

## **Leftovers**

Under normal circumstances due to health concerns, potential of food borne illness and Catering Industry Standards we do not allow food or leftovers to be removed from premises.

**Please Note:** The definition of leftovers is anything that has not been eaten, has not left the safe temperature zone at any time and that was prepared for your guest count. If you requested food for 100 guests and 100 guests eat you do not have leftovers.

## **Additional Equipment**

Guests can arrange for Easels, P.A. systems, audio visual equipment, or any other equipment needs through Berry College Office of Hospitality and Special Events

## **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**

Berry College Office of Hospitality and Special Events will provide tables, chairs and set up for most events. Classic Fare Catering provides linens for catering events - however depending on the menu selection additional charges may apply. If you have need linens for registration tables or informational tables, please request linens when placing your order. Linens requests made less than ten (10) business days prior to your event cannot be guaranteed.

## **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, 706.238.7883  
Berry College Office of Hospitality and Special Events, 706.378.2880

Scott Wallace, Catering Director

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