

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 706.378.2880 or go to 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 or 706.238.7883
Hospitality and Special Events, campusscheduling@berry.edu or 706.378.2880

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