

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 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, swallace@berry.edu or 706.238.7883
Berry College Office of Hospitality and Special Events, campusscheduling@berry.edu or 706.378.2880

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