

# Classic Fare CATERING

## Menus & Rooms

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

For Berry College room reservations, please contact the Berry College Office of 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 and Ford Dining Hall will be subject to a delivery charge. For off-campus events, 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 scheduling 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 to avoid any unnecessary surprises, 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 to avoid any unnecessary surprises.

Full payment for Wedding Receptions are due four (4) business days prior to the event unless otherwise agreed upon. MasterCard, Visa, Discover, and American Express are preferred payment methods - however, checks made out to Aramark/Classic Fare Catering are accepted. Any additional charges are due the next business day, 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 to avoid any unnecessary surprises.

Full payment for non-Berry events is due two (2) days prior to the event unless otherwise agreed upon. MasterCard, Visa, Discover, and American Express are preferred payment methods - however, checks made out to Aramark/Classic Fare Catering are accepted. Any additional charges are due the next business day, following your 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 guest number estimate is needed in order to book the event. The final head count designates the number of meals prepared, billed for, in addition to the number of servers and kitchen staff required.

**Wedding Reception** final guest counts are due by noon, six (6) business days prior to your Wedding Reception date.

**Other non-Berry event** final guest counts are due by noon, four (4) business days prior to your Event date.

The final guaranteed guest count number cannot be decreased after this time. In the event that no guaranteed guest 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 guest count increases/decreases by ten (10) percent or more.

Any changes or additions made after the final guest count due date are subject to additional charges and will be subject to food availability.

In the event that the actual number of attendees is greater than the guaranteed 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 upon. 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's Main Campus is an alcohol and tobacco free campus. This includes all forms of tobacco, including e-cigarettes and vapes. Berry College's Oak Hill Campus does allow for alcohol service at their reception locations.

In the event that you are at a location that allows alcohol, please 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 beverages are served or consumed in or around the Berry College Campus (including Ford Dining Hall or 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 cancellation and event charges.

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## Food Handling & 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 for, 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 an additional fee (unless included with your reception package).

Please contact the Catering Director if you have questions.

## Inclement Weather & 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 guaranteed number will still be charged. In the uncommon event that 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 at the responsibility of the host for reimbursement or replacement. Items left will be discarded due to limited storage space.

## Staffing

Staffing of catering 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 & 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

Office | 706.368.6902 | catering@berry.edu  
Estefany Escutia-Cornejo, *Catering Director* | 706.238.7883 | eescutiacornejo@berry.edu

### Office of Hospitality & Special Events

706.378.2880 | campusscheduling@berry.edu