

# *Catering Information*

# *Welcome*

Welcome to Classic Fare Catering ...

Thank you for considering Classic Fare to be a part of your event. This guide has been designed for you by our Catering and Chef professionals. Each of the menus have been created with the tastes of Rome and the Berry community in mind.

Many of the options may be familiar, but we have also included some new and exciting items. As always, we would be delighted to design menus for your group based on your theme or special needs ~ we always have seasonal specials available.

The Classic Fare Catering Team at Berry College is here to help make your event one that will be remembered.

Please feel free to call Scott Wallace, Catering Sales Manager at 706.238.7883 with questions, comments or to get started in planning your event.

Sincerely,

Scott Wallace, Catering Sales Manager  
swallace@berry.edu

Classic Fare Catering at Berry College  
Post Office Box 490026  
Mount Berry, Georgia 30149-0026  
Catering 706.238.7883  
Fax 706.368.5640

# *Catering Policies and Procedures*

## **Rooms**

If your event is scheduled to be on Berry's campus, please call the appropriate office to make your room reservations prior to calling Classic Fare Catering. Specific room set up requirements should be made when booking your room. If needed, you can arrange for easels, P.A. systems, audio visual equipment, or any other equipment needs through your preferred supplier or Berry College Media Center. If Classic Fare Catering arranges for equipment, charges for this equipment will be added to the final bill.

Classic Fare will be delighted to host your off site events or, if you wish, we can offer food items for delivery or pick up. Delivery and other fees may apply.

For room reservations please call -

Krannert Center 706.236.2293

Alumni Center 706.236.5648

Ford Dining Hall 706.236.2241

Chapels 706.236.2217

Berry Museum 706.291.1883 ext. 4

## **Planning and Menus**

When planning events for over one hundred (100) guests, menus and other details pertinent to your function are requested to be finalized and submitted at least thirty (30) days prior to the function date to the Catering Director.

In order to provide quality service and ensure food availability, we request smaller events to be planned no less than ten (10) days prior to the date. While every effort is made to accommodate last minute events, sometimes schedule conflicts and limited food selection will prevent us from doing so. Events booked less than five (5) days prior to the function date are subject to limited food selection and a service fee of ten percent (10%).

## **Billing Information**

We can provide drop off service anywhere you would like. However, drop offs and events scheduled after 6:00 pm and on Saturday and Sunday may require additional service fees.

Guests are requested to pay seventy five (75%) percent of the event total fourteen (14) days prior to the event. The remaining balance, less deposits, is due when the guarantee count is given. In order to avoid late penalties, any remaining balances are due the next business day after the event.

Georgia sales tax will be added to all food, beverage, florals, and other miscellaneous charges incurred with the event. Due to the fluctuating market, prices listed are subject to change. Quoted food and beverage prices are subject to change at any time prior to the function date. Prices will be guaranteed no more than thirty (30) days in advance of any event. Any Tax Exempt groups must inform the Catering Office of this when booking our services and the certificate must be on file no later than fourteen (14) days prior to the function. Regrettably, certificates turned in after the event cannot be applied.

Delivery charges will apply to all drop off events and delivered food and beverage at all campus locations. Events with full staffing in Krannert Building and Ford Dining Hall are not subject to delivery charges. Main campus delivery is 10.00; Mountain Campus and Oak Hill delivery is 15.00, House of Dreams 20.00. Other delivery charges will be determined by the location of the event site.

Events are planned in two hour blocks of time. Events that continue beyond the two hour time frame will be subject to additional staffing charges.

# *Catering Policies and Procedures con't.*

## **Guarantee Numbers, Cancellations and Minimums**

A general estimated number is needed in order to book the event – a more precise number is requested no less than one week prior to your event. A final guarantee number will be due no less than seventy-two (72) hours prior to your event and on Wednesday for events taking place on Saturdays or Sundays. Guarantee numbers for special order menus are due no less than five (5) days prior to your event to ensure product availability. The guarantee number cannot be decreased after this time. Additions made less than forty-eight (48) hours prior to the event cannot be guaranteed. Increases of ten percent (10%) or more are subject to limited food availability and a service charge of ten percent (10%) ~ in the event the number of guests is over the guarantee number, you may be subject to additional per person charges.

The final head count designates the number of meals prepared and billed for, as well as the number of servers and kitchen staff required. If no final guarantee is received, the exact number of guests originally indicated or the number of actual attendees, whichever is greater, will be the chargeable guarantee.

Events cancelled twenty four (24) - forty eight (48) hours prior will be subject to a charge of seventy five percent (75%) of the estimated total. Any cancellations twenty four (24) hours or less will be billed for the entire event.

All staffed events and deliveries that extend beyond regular operating hours (7:30 am - 7:00 pm) may be subject to staffing charges.

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

## **Security**

Classic Fare 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 over twenty-four (24) hours after an event will be discarded due to limited storage space.

## **Staffing**

Staffing of personnel is dependant 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. For functions/parties scheduled for holidays or when the facilities are closed, additional charges will be incurred for staffing.

## **Linen Rentals**

Linens are provided for buffet tables, beverage stations and dining tables for guests. If you wish to rent linens for your personal use or if you need additional linens, please call no less than ten (10) days prior to your function to place your order. Linens are subject to availability based on ordering date.

85"x 85" square tablecloths	6.99 per cloth	covers 60" and 72" round tables, available in white and blue
114"x 52" tablecloths	7.99 per cloth	covers 6 and 8 foot tables, available in white
120" rounds	8.99 per cloth	covers 60" tables to floor and 72" tables six inches from floor, available in white an 85" x 85" topper is recommended for the 120" rounds
Napkins	.49 per napkin	available in white, blue, green and burgundy

# *Party Terms and Guidance*

## **Heavy Hors d'oeuvres**

**Food Selection** - Under most circumstances, a menu with heavy hors d'oeuvres consist of eight to ten items with one or two of those items at attended stations. Usually heavy hors d'oeuvres menus are planned during mealtimes or in the evening hours.

**Beverage Service** - These events most of the time offer two beverage choices with one usually being coffee.

**Entertainment** - These events usually have various types of entertainment. Usually the entertainment includes, but is not limited to, party bands and dancing.

**Room Set Up** - When planning heavy hors d'oeuvres you should plan to have enough seating for approximately fifty (50%) to seventy percent (70%) of your guests.

**Decorations** - Typically you can use a lot of candlelight, large florals for the buffet tables, and florals for your guest tables. Since these events usually take place in the evening hours, you can place candles on all of your tables. To enhance the overall room décor, you may elect to order specialty linens.

## **Light Hors d'oeuvres**

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

**Beverage Service** - These events most of the time offer two beverage choices.

**Entertainment** - Typically you would find entertainment at these events to be very similar to heavy hors d'oeuvres, but also could also have a DJ, Pianist, String Combo or maybe a Jazz Ensemble.

**Room Set Up** - When planning a light hors d'oeuvres party, you should plan to have enough seating for approximately fifty (50%) to seventy percent (70%) of your guests.

**Decorations** - Depending on the season and the time for this event, you can use a lot of candlelight, large florals for the buffet tables, and florals for your guests tables. Often people will do a mixture of florals and candles on the tables. To complete the look of the room, you may elect to order specialty linens.

## **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 to get up and get their meals or a plated meal which would be served by staff. The number of people will affect what type of service you wish to have.

**Beverage Service** - Many of these events offer a pre-meal beverage and hors d'oeuvres. Tea and water are usually offered with the meal.

**Entertainment** - During the meal you might plan to have a pianist or string combo and then immediately following the meal have a DJ or band.

**Room Set Up** - Since all guests will sit and eat, you will need to provide a seat for everyone. Usually you would designate a seat for those people who are considered the honoree(s). To give an overall "together" appearance, you can pull the entire room together with specialty linens.

**Decorations** - Depending on the season and the time for this event, you can use a lot of candlelight and florals for the tables that your guests can see through, over or around.