Welcome to Middlebury Catering
Serving Middlebury Campus Area and Bread Loaf Campus

Whether your event is large or small, simple or complex, Middlebury Catering will provide you with the highest quality products and service. Our catering team will help you plan and host a creative, sustainable, and memorable occasion.

The Middlebury Catering team has developed this policy to support you in planning your events at Middlebury College campus and Bread Loaf campus.

**Reserve Space, Furniture, and Equipment**
Prior to contacting Middlebury Catering, please confirm your space reservation with the Department of Event Management. A request for reserving space may be made at [https://forms.middlebury.edu/offices/business/scheduling/event-request-form](https://forms.middlebury.edu/offices/business/scheduling/event-request-form).

Event Management will assist with arrangements for tables, chairs, and other necessary equipment. For audiovisual equipment, please contact ITS through the Helpdesk.

**Catertrax – Online ordering**
Please review our online ordering system available at [https://middcatering.catertrax.com](https://middcatering.catertrax.com). Once you have become a customer through Catertrax, you will be able to create new orders and adjust current orders. You will have the ability to view your order history at any time, which can be helpful for future planning as well as record keeping. Requests for linen, china, and glassware are also made through Catertrax.

It is important that the customer use Catertrax to communicate with the catering team so that we can ensure accurate tracking of changes and updates. We are happy to assist as you become familiar with the process as a new customer.

Please contact us: [catering@middlebury.edu](mailto:catering@middlebury.edu)

Catering manager: Megyn Pitner at [mpitner@middlebury.edu](mailto:mpitner@middlebury.edu) or 802-443-5959

Under certain circumstances, we may be able to accommodate special requests through Catertrax. Please inform us of any allergies or dietary restrictions as early as possible.

**Timing**
All buffets, plated dinners and receptions must be confirmed with Event Management and the Middlebury Catering office a minimum of 7 days prior to the event. Student-based Board Plan
Replacement (BPR) dinners and all Commons meals require a 14-day notice. For all other catered events, arrangements must be made at least seven 7 days prior to the event. In some cases, it is possible to accommodate requests with shorter notice at the discretion of Event Management and catering management.

**Middlebury Catering at Bread Loaf Campus**

Bread Loaf campus offers an alternative to the main campus dining venues. Bread Loaf is now available during the academic year. It boasts of being the home to the summer school programs during the months of June, July, and August. Bread Loaf campus is an extension of our main campus, and our event planning and catering policies and procedures extend to this campus as well with few variations.

Any event held at Bread Loaf requires a minimum guest count of 50.

**Final Guest Counts**

A final guest count guarantee is required 5 days prior to your event. If there is no request for an adjustment, the customer will be charged for the original guest count or the number of guests in attendance, if that number is higher.

**Cancelled Events**

All cancellations must be made 5 days prior to the event. Events cancelled with less than the required notice may be subject to costs incurred. Cancellations less than 24 hours in advance will be subject to full payment. The customer must notify both the catering manager and Event Management of cancelled events.

**Customer Order Confirmation**

When your order has been processed, you will receive a notification via email from Catertrax. Please take a few minutes to review the document and make sure all the details align with the requested specifications (e.g., time, guest count, location, date, special dietary requests, quantities, index number).

Your event may require additional planning, and we are available to discuss any detail. Contact us to discuss service style, timing, flowers, decorations, and any other elements that we might support.

Catering manager: Megyn Pitner at mpitner@middlebury.edu or 802-443-5959

**Service Styles**

**Buffet**

Menu selections at middcatering.catertrax.com
• Buffet table—food in chafers/platters/bowls
• Separate table for self-serve beverages and desserts

**Served Meal**
Menu selections at [middcatering.catertrax.com](http://middcatering.catertrax.com)
• Complete table set-up with complete service
• Served meals will require additional service staff. There will be an hourly charge for those that are scheduled in addition to the standard number of staff required. This will be determined at the discretion of the catering manager with the customer’s best interest in mind.
• A precise count of each entrée item is requested a minimum of 5 days prior to the event.

**Receptions**
• Beer and wine service—as well as nonalcoholic beverage selections—may be added to an event.
• We strictly adhere to the Vermont Department of Liquor Control laws.
• Separate charges for alcohol service will apply to any event where there is alcohol. The hourly charge for bartenders will be $25, and there will be a minimum charge of $100 for any event where alcohol is served (charges for bartenders, wine service, attendants, and crowd control may apply).
  - All alcohol must be ordered through Middlebury Catering.
  - Under no circumstances may a customer supply their own alcohol (BYOB is not legal at any catered event).

**Drop-Off Events**
• Persons hosting an unstaffed “drop-off” event will assume responsibility for all Middlebury Catering equipment. Charges for missing equipment will be billed to the sponsoring department or group. Middlebury Catering will pick up equipment. We are not responsible for providing or setting up tables for drop-off events. It is the responsibility of the customer to provide adequate table space to accommodate the order.
  - A service charge of $25 will be charged to the customer’s index account for each event.
  - Orders may be delivered up to 30 minutes prior to the scheduled service time.

We will always make our best effort to pick up as close to the requested pickup time as possible. If timing is critical with regard to pickup time, please specify.

**Board Plan Replacement**
The Board Plan Replacement (BPR) dinners are for students on the meal plan and are held only in Atwater Dining Hall. The basic expectations include the following:
• Steam-line service
• Dining hall beverages
• “As is” table configurations
• Self-serve, self-clear service
• Limited-time food line (maximum open time 1 hour)
• Scheduled start time 5:30 p.m. (extenuating circumstances will be considered)
• Minimum of 50 students (parties under 50 guests—contact the catering office)
• Atwater-provided attendants are required for each event. Counts of less than 125 will require two (2) attendants. A minimum charge of $100 per attendant will apply (hourly rate of $25/hour per attendant; minimum 4 hours). Counts exceeding 125 may require additional attendants.
• All names and ID numbers must be taken by an Atwater attendant or a member of your organization at the time of service. Please provide a list of names and ID numbers for the expected guests prior to the event. Ideally this list will be completed the evening of the event and remain with the attendant. However, if this is not possible it may be sent to catering@middlebury.edu up to 24 hours after the event. Failure to do so could incur the loss of BPR credit and a full charge for all prepared dinners.
• There will be a $15 charge for each guest who is not accounted for with a student ID number. Non-student guests will be charged for attending. It is highly recommended that your organization implement an RSVP system. Accurate reporting of expected guest count is critical for food production and staffing as well as cost control for your group. We understand that it can be challenging to have a reliable count and with this in mind we offer leeway for up to 10 students. A variation exceeding 10 will incur the $15 per person fee.
• Index number for billing purposes is required.

Rentals outside of Middlebury Catered Events
Middlebury Catering regrets that it does not have the resources to allow people or organizations that are not associated with a Middlebury-catered event to borrow or rent our equipment.

We do offer linen rental for on-campus events. They must be ordered through the “linen only” tab in Catertrax, and alternate rates will apply.
**Linen-only rental is available for on-campus events only and may not be rented for personal use.**

Additional Details

Linen, china, flatware, and glassware is available for an additional fee when using Middlebury Catering (customers may use our daily-use plates, cups, and flatware at no additional cost if your event is at Proctor, Ross, or Atwater).

We are happy to provide bamboo plates at our cost for an elevated feel. Our everyday compostable wares may be included at any catered event at no additional charge.

1. Full china service: $2.50 per person
   Glassware and B&B plates: $1.50 per person
Glassware only: $1 per person per person

2. Linen rental is available. Keep in mind additional linen charges may accrue due to linen coverage of bar tables, registration tables, and cocktail high-tops. Please refer to Catertrax for pricing. Our catering team is happy to advise regarding table linen coverage.

3. Centerpieces or decorations are not included in our pricing but we will gladly accommodate them at an additional cost.

4. Servers are included in the price of the event for which we are providing the catered dinner (with some exceptions). The ratio of servers to guests will be determined at the discretion of the catering manager.

5. When service or attendants are requested at an event that would typically be considered a “drop-off,” there may be an additional fee.

6. When there is a request for a meal to be plated and served, there will be a fee for the additional staff required to implement this style of service.

7. There is a fee for attendants at board plan replacement meals.

8. Please do not remove any catering supplies or equipment. If supplies are removed, your department will be charged to cover the replacement costs.

9. All equipment sent out with catered events will be picked up immediately following the event or the following day. If pickup time is critical, please specify.

10. For health and safety reasons, no perishable food may be removed from a facility where a catered event is held.

Alcohol Service

The College maintains state liquor licenses for the following venues where alcohol may be served:

- McCullough Social Space, Crossroads Café, and the Grille
- 51 Main
- Atwater Dining Hall
- Proctor Dining Hall
- Ross Dining Hall
- Bread Loaf Inn

Alcohol - Legal Considerations and Regulations

The use of alcohol on campus is strictly regulated by Vermont state law.

- There will be a minimum $100 service fee at any event where alcohol is served. Bartender service is $25 per hour. The ratio of bartenders to guests will be at the catering manager’s discretion.

- Alcohol in unlicensed venues may only be served after acquiring a Vermont Department of Liquor Control permit. Middlebury Catering or an approved non-College caterer are required for this service and must apply for and obtain approval for the event permit. Please plan ahead. The licensing process
may require up to 21 business days.

Bring-your-own-bottle (BYOB) events are not permitted.

Outdoor events require appropriate liquor control measures, including adequate barriers (usually fencing) and additional staffing as a condition of licensing. Event Management and/or Middlebury Catering will advise as to what is required.

**Policy and Law**

- No one under legal drinking age may be served or consume alcoholic beverages. Legal identification will be required (Middlebury ID only is not adequate).
- Alcohol may only be consumed on the premises and may not be taken off-premises or conveyed to others off-premises.
- Tab wrist bands may be used to ensure that there is no overconsumption for most student events.
- The “one drink per customer” rule applies to all student events when ordering at the bar. Simultaneous multiple orders may not be made by an individual.
- Anyone who is visibly intoxicated, or who is behaving improperly, will not be served alcoholic beverages and must leave the premises, accompanied by a responsible person, upon request of the staff.

Middlebury Catering is authorized to enforce these rules by all reasonable means, including the use of campus security or local law enforcement. Any group, organization, or participant that violates the rules will be subject to college disciplinary action.