

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>.

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>. 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

Catering manager: Megyn Pitner at 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 Catered events must be planned and confirmed with Event Management and the catering office at least 7 days prior to the event. Commons Meals must be confirmed 7 days prior to the event. Student-based Board Plan Replacement (BPR) dinners require a fourteen (14) day notice. In some cases, it is possible to accommodate events with shorter notice at the discretion of Events Management and/or 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 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, menu selection, linen or 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
- Attendants are provided at a fully Catered buffet style dinner event with a minimum of 25 guests. The ratio of server to guest will be determined at the discretion of the catering manager.
- **A La Carte** meals or receptions DO NOT include attendants.

Served Meal

Menu selections at middcatering.catertrax.com

- Complete table set-up with complete service
- Attendants are provided at a fully Catered plated and served meal with a minimum of 25 guests. The ratio of server to guest will be determined at the discretion of the catering manager. Served meals will require additional service staff. There will be an hourly charge for staff that are scheduled in addition to the standard number of staff required for a buffet. Staffing 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 EDORDA code for each invoice
 - 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 pick up time as possible. If timing is critical with regard to pick up 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 (buffet open 5:30 pm – 6:30 pm) Access to Atwater Dining may continue past the food service
- Scheduled start time 5:30 p.m. (however, extenuating circumstances may be considered but will require an additional charge of \$50 per each additional 30 minute change)
- Access to Atwater Dining Hall may continue past the food service time for programming.
- Minimum of 50 students
- 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.
- Please provide a list of names and ID numbers for the expected guests to catering@middlebury.edu prior to the event. An Atwater attendant will check guests in as they arrive.
 - 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.
 - EDORDA code 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 our upgraded compostable plates for a cost. Please inquire regarding options. Our everyday compostable wares may be included at any catered event at no additional charge.

1. Full china service on location at Atwater or Kirk: \$2.50 per person Glassware and B&B plates: \$1.50 per person
Glassware only: \$1.00 per person per person
2. Offsite china service: \$5.00 per person Glassware and B&B plates: \$2.50 per person
Glassware only: \$1.50 per person
3. 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.
4. Centerpieces or decorations are not included in our pricing. In some cases we may be able to assist at an additional cost.
5. 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.
6. When service or attendants are requested at an event that would typically be considered a "drop off" there will be an additional fee.
7. Please **do not remove** any Middlebury Catering supplies or equipment. If supplies are removed, your department will be charged the replacement cost.
8. All equipment sent out with catered events will be picked up immediately following the event or the following day.
9. 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:

- Atwater Dining Hall
- Bread Loaf Inn

Alcohol - Legal Considerations and Regulations

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

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 of \$100 for an event where alcohol is served (charges for bartenders, wine service, attendants and crowd control may apply).

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.