

Welcome to Middlebury Catering

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

Timing is Critical

All Catered events must be planned and confirmed with Event Management and the Catering office a minimum of 7 days prior to the event to allow for proper communication with all service providers. Please begin the process of event planning early to allow for the best outcome. Even the simplest of events may require logistical planning you haven't thought of yet. We are here to help.

Reserve Space, Furniture, and Equipment

Prior to placing your order with Middlebury Catering, please confirm your space reservation with the Department of Event Management. A request for reserving space may be made at <https://www.middlebury.edu/office/event-management/request-forms#forms>.

Event Management will assist with arrangements for equipment and support services. When an event is approved, Event Management notifies service departments if their support is needed.

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.

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.

It is important that our customers 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.

Contact information

Please contact our team at: catering@middlebury.edu

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

Catering Coordinator and Event Supervisors:

Debbie Mallott at dmallott@middlebury.edu or 802-443-5914

Jess Crossman at jcrossman@middlebury.edu or 802-443-5345

Jen Ray at jr3@middlebury.edu or 802-443-5345

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. Should the guest count increase significantly without adequate notice we may not be able to accommodate.

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 expectations (e.g., time, guest count, location, date, special dietary requests, quantities, Edorda/payment).

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

Service Styles

Buffet

- Food in chafers/platters/bowls
- Self-serve beverages and desserts
- Attendants will be added at an hourly rate of \$25 per hour at the discretion of the catering manager with the customers best interest in mind.

Served Meal

- Complete table set-up with plated meal and beverage service
- A precise count of each entrée item is requested a minimum of 5 days prior to the event. Please include choice of meal selection option in invitation with RSVP request at least 5 days prior to the event.
- Place cards identifying menu selection are encouraged to support and expedite efficient service with minimal interruptions. This is especially important when a meal is part of a presentation or ceremony.

Bar service or Receptions

- Stationary or passed hors d'oeuvres or desserts may complement a reception style event.
- 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 at replacement cost. Middlebury Catering will pick up our equipment (bowls, platters, infusion containers, thermal urns, etc.) at the end of the event or an agreed upon time. Our staff will not clean up after a drop off event at which product is compostable or disposable. Please plan accordingly.

It is the responsibility of the customer to provide adequate table space to accommodate the order. Tables and other furniture related equipment or services are arranged through the Event Management office.

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 an on campus event to borrow or rent our equipment.

We do offer linen rental for on-campus events that are not utilizing our catering services however alternate rates will apply. Please order through the “linen only” tab in Catertrax.

“Linen-only” rental is available for on-campus events only and may not be rented for personal use.

Additional Details to consider

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 when 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 for no additional charge.

1. Full china service with glassware and flatware: \$3.75 per person, Glassware only: \$1.50 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. We are happy to discuss how we might support your vision and offer a quote for additional products or services.
5. For health and safety reasons, perishable food may not 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 by our catering staff in accordance with all Vermont department of liquor laws.

- Atwater Dining Hall
- Bread Loaf Inn Main Floor, porches, little theatre and west lawn
- Kirk Alumni Center and the Ralph Myhre Golf Course

Alcohol - Legal Considerations and Regulations

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

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.

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 regarding what is required.

Policy and Law

- No one under legal drinking age may be served or consume alcoholic beverages. Legal identification will be required, 2 forms of ID – For students one form must be your Middlebury student ID.
- Alcohol may be consumed on licensed premises and may not be removed or conveyed to others.
- 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 alcohol.

They may be asked to 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.

Notable guidelines and policy specific to locations

Atwater Dining Hall

Atwater is available to be reserved for events on Saturdays with Catering department approval. There is a minimum charge for products and services of \$1,500 required to hold an event in the Atwater dining space. Please reach out to the catering office for further clarification on how this minimum may be met. The intention behind this guideline is to support the best use of the limited availability of the space.

Kirk Alumni Center

The main room in Kirk as well as the deck and adjacent conference rooms may be reserved for private events. Middlebury Catering and Tavern on the Tee will be happy to provide catering services arranged according to our catering policies. There will be no kitchen access available to anyone outside of current catering and dining staff.