

# Middlebury Catering Policies & Guidelines

We have developed this document to support you in planning your events at Middlebury College Vermont campus Bread loaf and Snow Bowl locations.

## Timing is Critical

All catered events must be planned and confirmed a minimum of 10 days in advance of the event to allow for reasonable communication with our service providers. Please begin the process of event planning early to allow for the best outcome.

## Reserve space and equipment and additional services

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 using this [event request form](#).

## Catertrax - our online ordering system

Please take a moment to familiarize yourself with [CaterTrax](#). It is very important to use <https://middcatering.catertrax.com/> that connects to our menus specifically. Once you create an account be sure to bookmark the site and save your login information. We are happy to help support you through the initial process. Please do not hesitate to reach out.

We will encourage you to use the system to its fullest capacity which will allow you to view your account at any time, request changes and updates, view history and support future planning as well as record keeping. Linen and china are also ordered through the Catertrax system. We will use the invoice to outline the specifics regarding all elements of the food, beverage and service plan in the CaterTrax documents to ensure expectations are clear. We must have an accurate edorda or alternative payment method arranged before service.

It is your responsibility to review the invoices for accuracy and be sure to request any changes or make updates within the appropriate time frame. ***Final guest counts*** are required 5 days prior to the event. If there is no request for any adjustment the customer will be charged for the reported guest count or the actual number of guests in attendance if that number is higher. Should the count increase significantly without adequate notice we may not be able to accommodate.

Cancellations must be made no less than 5 days prior to the event. Events canceled with less than the required notice may be subject to costs incurred. Cancellations with less than 24 hours notice will be subject to full payment. The customer must notify both the catering office and the event management office of any canceled events.

We look forward to discussing and planning with you to help you realize your vision for every event.

Email contact information: Catering Team: [catering@middlebury.edu](mailto:catering@middlebury.edu)

Catering Manager: [mpitner@middlebury.edu](mailto:mpitner@middlebury.edu)

## Service Styles

- attendants/servers/bartenders may be added to any event at an hourly rate of \$25 per hour at the discretion of the catering manager with the customers best interest in mind
- Buffet meals will be served in chafers/platters/bowl on buffet tables and self served unless alternative service is discussed
- Plated meals will be individually plated by our chefs and served by our catering staff. Table setting, service timing and other event specific details will be planned ahead of time. Entree counts are requested 5 days in advance of the event as well as any specific dietary requirements being reported. We recommend implementing an RSVP system to collect not only attendance but details regarding dietary choices and needs so that we can be best prepared to serve your guests with the highest quality of food and service.

- Bar service or Receptions may include stationary or passed hors d'oeuvres. Bar service may be added to an event. We strictly adhere to all Vermont department of liquor control laws so be sure to plan ahead. A permit to serve may take as many as 21 days to be approved. There is a charge for the permit as well as a minimum labor charge for any event where alcohol is served. All alcohol must be ordered through and served by the Middlebury College catering department. Under no circumstances may a customer supply their own alcoholic beverages at a catered event or in licensed space.
- Customers 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 the replacement cost. Middlebury catering will pick up our equipment at the end of each event or at an agreed upon time. Our staff is not responsible for general clean up at a drop off event. If there is no equipment for us to collect after the drop off we will not be responsible for clean up. 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 must be requested through the event management office. We are happy to discuss each event in detail with customers to ensure success.

## Additional Considerations and Valuable Notes

Our Catering Linen, china, flatware and glassware is available for an additional fee when using Middlebury Catering. When hosting an event in one of our board operations you may use the casual daily dinnerware at no additional cost (Proctor, Ross, Atwater). Compostable wares may be included with any event at no additional cost.

Costs for rentals per person:

Full service, china, flatware, glassware \$3.75 onsite or \$5.00 offsite.

Glassware and flatware: \$1.75 onsite or \$2.75 offsite

Glassware only \$1.00 on site or \$1.50 offsite

### Notes:

- Please remember to discuss linen needs with our coordinators
- 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.
- For health and safety reasons, perishable food may not be removed from a facility where a catered event is held
- Please do not remove any equipment or products supplied by catering. It is standard practice for a to supply “extra” of some items to assure there is enough supply for your guests. Please do not remove these items for use after the event.

### Alcohol - Legal considerations and regulations

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

Alcohol 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 take up to several weeks.

Outdoor events require appropriate liquor control measures. This may include barriers, signage, additional staffing or other measures that are deemed necessary by our DLC certified staff as well as the representatives from the Event management office.

### Policy and Law

- No one under the legal drinking age may be served or consume alcoholic beverages.
- Current legal identification must be provided. 2 forms of ID will be required for student events - one form must be your Middlebury College Student ID

- Alcoholic beverages may be consumed on licensed premises and may not be removed or conveyed to others.
- Wristbands may be used to support identification of guests and tab bracelets may be used to help ensure there is no overconsumption
- “One drink per customer” is a rule that applies at all student events
- Anyone who is visibly intoxicated or behaving inappropriately will not be served alcohol.
- Middlebury Catering is authorized to enforce these rules by all reasonable means including the use of campus security or local law enforcement support. Any group, organization or individual that violates these guidelines may be subject to disciplinary action from the college.

Middlebury Catering maintains year round state liquor licenses at multiple locations. At the locations listed below we are the ONLY vendor that may supply alcohol service.

- Atwater dining hall
- Breadloaf inn and porches, west lawn, little theater
- Kirk Alumni Center, Tavern on the Tee and Ralph Myhre Golf course

### Notable guidelines specific to locations

**Atwater dining hall** 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 intent behind this guideline is to support the best use of the limited availability of the space for our campus community.

**Kirk Alumni Center’s** main room and deck as well as adjacent conference rooms may be reserved for private events. Middlebury Catering and Tavern on the Tee may provide catering services. There will be no kitchen access available to anyone outside of the current catering and dining staff. Outside caterers are not permitted to provide services in this space due to licensing requirements.

