

Special Events, Meetings & Conferences

Policies and Procedures

Sweet Briar College Catering

and

The Florence Elston Inn & Conference Center

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Introduction

Sweet Briar Catering and the Florence Elston Inn and Conference Center have a variety of services to offer when making arrangements for your meeting, conference, or wedding. Whether you need breaks, luncheons, dinners or large receptions, it is our sincere desire of Sweet Briar Catering and the Florence Elston Inn and Conference Center to make your event special and unforgettable.

Contacts

Florence Elston Inn and Conference Center Coordinator (434) 381-6266
Sweet Briar Catering (434) 381-6340
Florence Elston Inn Overnight Accommodations (434) 381-6207
Memorial Chapel Reservations (434) 381-6207

Reservations

As soon as you have selected a date for your event please check on the availability of banquet space by contacting Pat Hutto at (434) 381-6266. Keep in mind that banquet facilities at the Florence Elston Inn and Conference Center are often booked well in advance. Upon confirming your reservation a site tour is recommended. Catering is available by completing the Catering Request Form. It is YOUR responsibility to contact the catering department for any food or beverage needs.

Facilities/Venues

Florence Elston Inn - Our Inn has 38 spacious, comfortable rooms for you and your guests. Each room is furnished with internet access, a color TV, coffeemaker, hairdryer, iron and ironing board. An in-room morning hospitality basket is included for all registered guests and many rooms have balconies or patios. Two comfortably furnished lounges are available for small gatherings, hospitality rooms or relaxation.

Conference Center - Our Conference Center is an ideal location for your meeting, conference, or wedding. We are able to accommodate groups up to 200 in our beautiful banquet rooms and terraces.

Memorial Chapel - Located in the heart of the college campus, the Memorial Chapel is an ideal site for that special day. The air-conditioned chapel will seat 300 people and has a 50-foot center aisle. A sound system, piano and organ are available with prior arrangements. The Sweet Briar College Chaplain may be available to officiate, or you may invite other licensed Ministers to perform your ceremony. To check on availability and book the Chapel, please call (434) 381-6207. Flowers and decorations must be provided by the person renting the space.

Other Venues - Sweet Briar's campus offers a variety of alternative venues for your event. Please check with your event coordinator for additional locations.

Decorations

Centerpieces for guest tables and other decorations will be the responsibility of the host. No items will be affixed to the walls or ceilings using tape, nails, staples or thumbtacks. All decorations must be removed at the conclusion of the event. There will be a cleaning charge of \$500 for any decorations left behind or for rice, confetti, bird seed or other materials thrown on the premises. A \$500 security deposit is required 30 days prior to your event to cover this cost, This deposit will be credited to your final bill should this not be required.

Inn Rooms

You may reserve a block of rooms at the Florence Elston Inn for your guests. Please contact the reservation desk to set up a room block. Your guests may call the reservation desk at (434) 381-6207 to make their individual reservations in your block. Any rooms in the block not reserved 30 days prior to the event will be released from the block or you will be charged 50% of the room rate.

Fees and Rentals

Audio Visual (All prices are subject to change and are per-day rates)

Flipchart Paper (includes markers and use of easel).....	\$0.25 per sheet
LCD Projector and Screen	\$100.00
CD Player	\$25.00
Overhead Projector	\$20.00
Podium	\$25.00
Floor Microphone	\$25.00
Wireless Microphone	\$25.00
VHS/DVD Player	\$25.00
Television Monitor.....	\$25.00
Laptop Computer	\$50.00
Small Computer Speakers	\$25.00
Conference Phone	\$40.00

Other

Dance Floor	\$250.00
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Conference Center Rooms

Room charges include initial set up. Additional set ups or room changes may result in additional charges. Minimum charges based on room size.

Boxwood/Wailes	\$1,500.00
Rooms A/B Combined	\$250.00
Room A	\$125.00
Room B	\$125.00
Patio C	\$100.00
Patio D.....	\$100.00
Courtyard	\$50.00
Room E	\$25.00
Elston Lounge	\$50.00

Beemer Conference Room	\$50.00
Beemer Lounge	\$50.00

Cancellation Policy

If for any reason you cancel your event at least 30 days prior to the event, we will refund your \$500 deposit. If you cancel between 10 and 30 days prior to your event, you will forfeit your payments unless you reschedule. Please allow 30-45 days for your refund.

Cancellation of catered food will not incur a charge with 48 hours notice or more. With less than 48 hours notice you may be charged for anything already prepared for your event including labor costs.

Liability and Damages

Sweet Briar College and The Florence Elston Inn and Conference Center are not liable for any damage to, or loss of, merchandise, equipment, or articles left in the facility prior to, during or following an event. Host(s) will be held responsible for any damages to the building. Damages will be billed to the host at market replacement cost plus labor.

Billing Information

Payments may be made in four (4) installments

- A deposit in the amount of \$500 is required to reserve space in the Conference Center.
- An additional deposit of 25% of the estimated final price must be received at least 30 days prior to the event.
- An additional deposit of 50% of the estimated final price must be received at least 10 days prior to the event.
- Following the event an itemized bill will be mailed.
- Final payment must be received within 20 days following your event.

In the event of default in payment, the customer will be responsible for all collection, legal and court costs.

We accept cash, check, Master Card and Visa for payments. Please make checks payable to "Florence Elston Inn & Conference Center".

When making a payment please reference the event date and contact person. Payments may be dropped off at the Conference Center or mailed to:

Florence Elston Inn and Conference Center Manager
 450 Sweet Briar Drive
 Sweet Briar, Virginia 24595

Catering Policies

Reservation Guarantee

When making a reservation, an estimated number of guests is required. A guaranteed number of guests for all events is required three (3) business days prior to the event. Food is prepared in accordance with the guarantee. If no guarantee is received, we will plan according to the original estimated guest count. If the actual guest count should exceed the guaranteed number, we may have to substitute menu items for the increased number. You will be billed for the number of guests served, but not less than the guaranteed number. Sweet Briar College Catering reserves the right to adjust the cost of food charges for an event if the final count differs from the estimated count by plus or minus 20%.

Catering Request Form

Many of the earliest details for your event can be arranged by completing this form and faxing to our catering sales staff at (434) 381-6577. Upon receiving a Catering Request Form, we will contact you for further details or specific needs. This form is provided for your convenience following the Policies and Procedures section or you can find it at http://www.dining.sbc.edu/downloads/catering_request_form_v1.2.pdf. The catering request form can also be emailed to us at www.sbc.edu/catering.

Food Policy

Any event booked at Sweet Briar College must use Sweet Briar Catering for food service needs. Due to health regulations we do not allow outside catering or food/beverage to be brought into our venues. Also, food items served by Sweet Briar Catering cannot be removed from the event site.

Menu/Price Guide

The menu/pricing guide is only a sampling of our offerings. For options outside of the set menu, our chef is happy to customize a special menu for your event. Due to market shift, availability of food, labor and supplies, prices for a customized menu may fluctuate, but are set for up to 30 days prior to your event. Hot buffets require a minimum of 25 guests.

Event Set Up and Decoration

Decoration time prior to a function will not exceed two hours without additional charge. Wedding reception facility reservations include a four-hour window preceding the actual start time for decoration. In some cases, due to College events, the entire four-hour window may not be available. We will make every effort to ensure a smooth transition from the preceding event to your function. Unfortunately we are not able to offer any discount should this situation occur. We strongly encourage you to arrange a meeting with any outside vendors – florist, cake provider, DJ or band – at least two weeks prior to your event date to review facility availability.

Event Length and Staffing

General meal events, not part of a conference, are intended to last for a maximum of two (2) hours of service and are priced as such. Wedding receptions are allowed four (4) hours event time. Four (4) hours set up and a one (1) hour clean up window will be allotted for

decoration set up and removal. Events exceeding these timeframes will incur additional billing at the rate of \$25.00 per hour, per employee.

Staffing Catered Events

For every 100 guests we provide 4 catering staff and 1 bar tender. Additional staff may be required for your particular event depending on staff involvement. For example passed appetizers, full bar service and multiple replaced items require more staff involvement.

Linen

Our standard colors of table cloths are white and champagne, and white, champagne, pink, and forest green napkins. Additional colors are available through our supplier and will require minimum quantities and two week's notice. Price of each event includes linen for all food tables (buffets/breaks/etc.) and one table cloth per seated table and one napkin per person. For additional tables you would like clothed, there is an additional linen charge of \$3.00 per table cloth. We have a limited quantity in a variety of colors in table skirting and therefore cannot guarantee specific colors for your event. We will endeavor to honor your requests for specific colors based on quantities required for your event, other business demands, and the order in which your reservation is confirmed.

Tables, Chairs, Trash Cans

Conference Services and Catering will coordinate and arrange for all table, chair, trash can, and recycling bin needs for all events held in The Florence Elston Inn and Conference Center and Prothro Dining Hall. For all other venues, it is the responsibility of the booking party to arrange for the delivery, set up and pickup of these items through the Physical Plant work order system @ www.sbc.edu/workorder.

Food Guarantees

Sweet Briar Catering guarantees that we will provide sufficient food for your event based on guaranteed numbers provided by you and our production standards. In the event that additional guests attend, we will do everything possible to provide the same items for the additional number. However, in many cases, since we order based on your guarantees, we may not be able to provide the original menu to all guests. In that event, we guarantee to provide you with like items of similar quality. In order to keep our prices as low as possible, we **DO NOT** automatically add a % to your guest count for production. Please consider who will comprise your guest list when considering your guaranteed counts.

Orders made within 48 hours or less will have a limited menu based on what is available in our kitchen.

Alcoholic Beverage Policy

Sweet Briar Catering is a fully licensed facility and offers full bar services with trained bartenders. Please let the Catering Coordinator know if you will be using this service. Alcoholic beverage sales are regulated by the Commonwealth of Virginia ABC laws. The minimum age requirement for the consumption of alcoholic beverages in the

Commonwealth of Virginia is 21 years. Hosts are responsible for ensuring minors do not consume alcoholic beverages. To ensure the safety of patrons, the staff may refuse service to any guest.

All alcohol for catered events will be purchased through, and provided by, the catering staff. Absolutely **NO** outside alcohol of any type will be permitted at a catered event on the Sweet Briar College Campus.

Standard Sets

Events outside of the Florence Elston Inn and Conference center have a choice of paper or china service. Only events in The Florence Elston Inn and Conference Center, Prothro Dining Hall, Sweet Briar House, The Farmhouse, or The Deanery may have china service without additional fees. We are happy to provide china service outside these locations with an additional charge of 7% of the total bill, or a minimum charge of \$50.00. Only paper products are available at the Boathouse.

You may provide your own china and flatware at any of these locations. However, Sweet Briar College is not responsible for any broken, stolen, or damaged items. You are responsible for cleaning and removing from the premise any dish or utensil you provide for the service.

- (1) **Breaks/Continental Breakfasts** – Includes table linen and skirting, all food and beverage items ordered, appropriate condiments, china or paper, and cocktail napkins.
- (2) **Buffets** – Include one (1) double sided buffet line (including salad) for up to 150 people, china/glassware/silverware or paper, attended beverage and dessert stations. Table cloth with pre-rolled silverware at each setting, with salt and pepper and appropriate condiments on each table. An additional double sided buffet may be added when guest counts exceed 150. Hot buffets require a minimum of 25 guests.
- (3) **Modified Buffet** – Standard buffet with 2 pre-set food and/or beverage items.
- (4) **Full Service** – All items pre-set or served based on customer preferences. Some items do not maintain our quality standards and cannot be pre-set. Your catering coordinator will assist you with your planning.

Campus Department Billing

Events charged to a campus department via an IDT, completing the on-line catering services request form, completing all paperwork 7 working days prior to the event date, and adhering to deadlines for providing guaranteed counts, menus, etc., will receive a 20% discount.

Tax, Gratuities, and Service Charges

All catered events are subject to a Virginia state sales tax as well as an Amherst County meals tax. Gratuities are not included in your bill but they are much appreciated by the catering staff.

Sweet Briar Catering reserves the right to adjust the cost of food charges for an event if the final count differs from the estimated count by plus or minus 20%.

Sweet Briar College

Catering Services Request Form

Current Date _____

Incomplete Forms May Be Delayed In Processing. Please email this form to catering@sbc.edu or fax it to 434-381-6577. Someone from our staff will contact you soon. Thank you and we look forward to handling your event.

Contact & Billing Information

Name _____
Phone Number _____ Alt. Phone Number _____ Fax Number _____
Email _____

Banner Acct Index (Required for College Events Only) _____

Organization Name _____
Address _____
City _____ State _____ Zip Code _____

Event Information

Event details must be finalized 7 working days prior to your event. Guarantee count deadlines vary by type of event. Please check our on-line catering guide for guest count requirements.

Event Name _____
Primary Audience _____

Date _____
Est. Count _____
Begin Time _____ End Time _____
Budget _____
Location: Bldg. _____
Rm. _____

Check all that apply to your event:

- Pick Up, Delivery Only, Reception, Buffet, Seated, China, Paper/Plastic, Bar Service, A/V, Mics, Podium, Flipcharts, Other

Brief Event Description:

This is not a contract. This document's purpose is to gather information for a proposal.

Sweet Briar College Catering * PO Box L Sweet Briar, VA 24595 * Phone: 434.381.6340 Fax: 434.381.6577 * http://www.sbc.edu/

Sweet Briar College

Set Up Needs:

Menu Selections

Food:

Beverages:

Dietary Concerns:

(Please note that due to limited production space, we cannot guarantee that your items will not come in contact with nuts, nut by-products, or equipment used to produce similar items.)

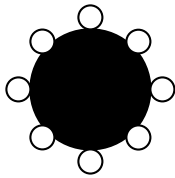
Additional Instructions:

This is not a contract. This document's purpose is to gather information for a proposal.

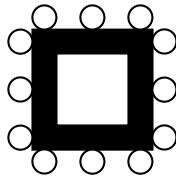
Sweet Briar College Catering * PO Box L Sweet Briar, VA 24595 * Phone: 434.381.6340 Fax: 434.381.6577 * <http://www.sbc.edu/>

*****Please note that we will not produce a menu for you until we have an idea of your budget. This is to give you the best options for your dollar and work with what you have available.*****

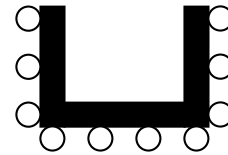
Standard Seating Arrangements



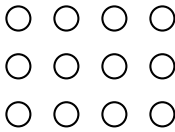
Banquet



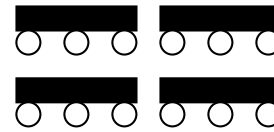
Hollow Square



U-Shape



Theater



Classroom

Key
 ○ Chair
 ■ Table

Room Capacities

	<i>Size</i>	<i>Banquet</i>	<i>Theater</i>	<i>Classroom</i>	<i>Hollow Square</i>	<i>U-Shape</i>
A/B						
Combined	49'x33'	100	150	90	80	70
Room A	24'x30'	50	65	45	40	35
Room B	24'x30'	50	65	45	40	35
Patio C	25'x20'	35	50	30	25	20
Patio D	34'x20'	40	55	35	30	25
Room E	15'x22'	15	30	15	20	15
Courtyard	21'x21'	25	40	20	15	15