Berry College
Ford Dining Hall
Policies and Procedures
for External Groups

The Ford Dining Hall is located in the historic Ford Complex on the Berry College campus. The building was modeled after the dining hall at Christ College of Oxford in England. Construction of the Ford Dining Hall was completed in 1925. The large stained-glass windows and majestic, highly situated beams of the interior dining area portray an English-cathedral effect. The Ford Dining Hall has become the symbol of Berry College and appears on many Berry publications.

RESERVATIONS

The Ford Dining Hall seats a maximum of 320 people and may be used for wedding receptions, banquets, concerts and other social events. Reservations for the Ford Dining Hall may be made by calling the Campus Scheduling Office at 706-378-2880. The Ford Dining Hall may be reserved for events occurring between 7:00 a.m. and 12:00 a.m., Monday through Saturday. No religious services are permitted in the Ford Dining Hall.

FEES FOR USE

The fee for use of the facility is $1,500. To confirm a reservation, a deposit of $500, a signed Policies and Procedures Form, and a signed Reservation Form must be submitted to the Campus Scheduling Office. A diagram must be submitted by the caterer, or, if no caterer is being used, by the person making the reservation two weeks prior to the event. Address all checks and forms to Berry College and send them to P.O. Box 495051, or fax forms to 706-378-2890. The deposit, Policies & Procedures Form, and Reservation Form must be faxed or mailed no later than two weeks after making a reservation. The balance of the fee is due four weeks prior to the date of the event. If available and desired by the host(s), the dining hall may be rented, beginning on noon the day prior to the event for an additional fee of $500. Payment may be made by cash or check.

The Ford Dining Hall is equipped with 320 chairs, thirty-five 60-inch round tables, and ten 6-foot tables. Included in the rental fee is preparation of the facility, use and set-up of the tables and chairs for your event, and removal and storage of tables and chairs.

BASIC GUIDELINES

Furnishings in the Ford Dining Hall including rugs, furniture, and large wooden tables at the front and rear of the dining hall may not be moved. If the wooden tables are used, they must have a table cloth on them. Smoking is permitted only outside the service entrance.

All decorations furnished for the event should be free standing or placed on tables. Decorations should not be attached to or hung on the walls by tape, nails or any other means. Candles are welcome with the following guidelines: Small votive flames must be covered. Tall or taper candles should be mechanical. Open flames are not allowed. **No adhesive is allowed on the floor, a $1,500 surcharge for the refinishing of the floor will be charged if any adhesive**

is found following the event. Parking for the Ford Dining Hall is available in several lots at the Ford Complex. However, the most convenient parking is contingent on whether school is in session and if other campus events are being held. Birdseed and flower petals are only allowed outside the Ford Dining Hall. Balloons may be used inside but not outside Ford Dining Hall. Sparklers are not allowed to be used anywhere. Personnel and equipment should enter and exit through the service entrance. All decorations, equipment and other items used by caterers, florists, entertainers, the host(s), or others associated with the event should be removed immediately following the event. Items left over 48 hours will be discarded due to limited storage space. _____

Initial

In the event of inclement weather, the Ford Dining Hall will make every attempt to remain open. However, the Ford Dining Hall will be closed if the college closes. In case of an emergency, please call Berry College Campus Safety at 706-236-2262.

FOOD AND BEVERAGE

Prior to the event, all first time caterers must meet with a member of the Campus Scheduling Office staff for instructions and approval. **Only the prep area (catering kitchen) is allowed to be utilized by outside individuals. The Cooking Kitchen is off limits to non Aramark or Berry employees.**

Caterers are responsible for the following:

a. Setup, cleaning, and removal of goods, equipment and supplies
b. Removing all food from kitchen
c. Removing all trash from building
d. Following the event, if the Campus Scheduling Office Event Coordinator, finds the condition of the hall and/or the kitchen unacceptable, the host(s) will be subject to a $200 additional charge.

Alcoholic beverages are not permitted on the Berry College campus. If alcoholic beverages are served or consumed in the Ford Dining Hall, the renting party will be asked to leave immediately. **_____**

Initial

ENTERTAINMENT AND DANCING

DJs and bands using the Ford Dining Hall must provide proper protection for their equipment and instruments to avoid damage to the flooring in the Ford Dining Hall. Three pronged, 120 V outlets are available. DJs and bands must provide their own extension and power cords and be responsible for securing them to the floor. No duct tape or masking tape may be applied to the floor. For an additional charge, a grand piano is available for use.

If the event will include dancing, a dance floor must be rented by the host and placed on top of the cork dining hall floor.

FLORAL DECORATIONS AND FLORISTS

Loading and unloading of flowers and other decorations may be done through the service entrance at the rear of the dining hall. Please ensure that florists are aware that use of nails, tacks, staples or tape on the walls, floors, or furnishings is not allowed. Items placed on the entrances to the Ford Dining Hall must be on wreath hangers. Damp or wet items placed on the cork floors or tables must have a protective barrier. Drop cloths should be used for flower arranging and installation. Cool storage for flowers is not available in the Ford Dining Hall.

Florists are responsible for bringing trash bags or boxes for clean up and removal of trash. All trash is to be discarded in the dumpster outside the service entrance. The Ford Dining Hall is not responsible for any flowers, pots, urns or props left in the Ford Dining Hall at any time. All florists/flower arrangers must pick up their urns, pots, props, etc., within 48 hours of an event.

EVENT COORDINATORS

Event Coordinators, members of the Campus Scheduling staff, will be on-site at all events held in the Ford Dining Hall. These staff members will be available to help with any questions or situations that might arise during your event. They will also ensure the Ford Dining Hall is ready and setup to your liking as well as serve as a resource if you need assistance with anything pertaining to the Ford Dining Hall or on-campus resources. Our Event Coordinators are available throughout the year except on official school holidays such as Thanksgiving Break and Christmas Break.

LIABILITY

Included in the rental price of Ford Dining Hall is an insurance policy that provides liability coverage for the event host. The following coverage is furnished:

Commercial General or Personal Liability Insurance

1. Each Occurrence Limit $1,000,000
a. 2. General Aggregate $2,000,000
2. Personal and Advertising Injury Limit $1,000,000

CANCELLATION POLICY

If the event is cancelled and the Campus Scheduling Office is notified in writing prior to 120 days before the event, the deposit will be refunded. With less than 120 days notice in writing, the $500 deposit will be nonrefundable.

I have read and understand the Policies and Procedures for use of the Ford Dining Hall and agree to abide by them. _____ *Initial*

Host Name_____ Daytime Phone _____

Email Address _____ Cell Phone _____

Description of Event_____ Date of Event_____

Signature_____ Date_____

Florist Name_____ Daytime Phone_____

Florist Signature_____ Date_____

Caterer Name_____ Daytime Phone_____

Caterer Signature_____ Date_____

If the reservation is for a wedding reception, please complete the following section:

Bride's Name_____ Daytime Phone _____

Groom's Name_____ Daytime Phone _____

Location and Time of Wedding _____

Campus Scheduling Office
P.O. Box 495051
Mount Berry, GA 30149-5051
Phone: 706-378-2880
Fax: 706-378-2890
campusscheduling@berry.edu