Tech Catering is the exclusive catering service provider for events held inside the John Lewis Student Center & Stamps Commons, Exhibition Hall, and West Village.

**Catering Under $400**
For catering purchases under $400, any licensed food service provider may be used. For health reasons, only pre-packaged items from licensed food providers or retailers are permitted. Potlucks are not permitted.

**Catering Over $400**
For all catering purchases over $400, only Tech Catering may be used in the John Lewis Student Center & Stamps Commons, Exhibition Hall, and West Village. For your convenience, the Tech Catering Office is located on the first floor of the Exhibition Hall. Catering orders may be placed online, and any questions or inquiries related to catering needs can be addressed through the contact information provided below.

**Catering Exemption Request**
In rare cases when Tech Catering cannot meet the needs of an event, a request for an exemption can be made by completing the Catering Exemption Request Form. The form must be submitted minimally three (3) weeks prior to the date of the event to be reviewed by Auxiliary Services and advance written approval is required. Please have the following available when completing the online request form:

- Caterer’s business license
- Caterer’s certificate of insurance
- Caterer’s State of Georgia food service permit
- Caterer’s invoice for the event

As exceptions require significant administrative effort to enact, approval will only be granted in extraordinary cases. Approved providers will not be granted access to prep kitchen facilities, ice, water, etc. In addition, caterer will be required to pay the standard catering commission to Georgia Tech of 10% of total invoice, which is mandatory for conducting business on State property.

**Donated Foods**
In cases when a licensed food service provider or retailer has agreed to donate prepared food for an event, the Catering Exemption Request Form must be submitted at least three (3) weeks prior to the date of the event and advance written approval is required. Alcohol cannot be donated. Donors are required to provide a donation letter, supplemental insurance, and/or other documentation to ensure proper assessment of risk and liability.

**Cleanup and Restoration of Facilities**
Caterers will be responsible for immediate restoration of facilities used for catered events to the satisfaction of the Director of Student and Campus Event Centers Operations. Restoration shall include, but not limited to, removing all personal items from facilities, clearing food and supplies from all table tops, placing trash in provided receptacles, and repair of any facility damage caused by caterer. The cost for excessive cleanup will be assessed starting at $50.

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For more information about the Institute catering policy, check out the [Georgia Tech Catering Providers Policy](https://dining.gatech.edu/catering).