

STUDENT CENTER CATERING POLICY

For events held inside the Student Center and West Village Dining Commons, Georgia Tech Catering is the exclusive catering service provider.

Catering under \$300:

For catering purchases under \$300, any licensed food service provider may be used. For health reasons, we can only allow pre-packaged items from licensed food providers or retailers, potlucks are not permitted.

Catering above \$300:

For all catering purchases over \$300, only Georgia Tech Catering may be used. The minimum requirement is \$750 for all weekend and holiday catering orders. Please contact the [GT Catering](#) office for further details.

In rare cases when Georgia Tech Catering cannot meet the needs of an event, a request for exception can be made by completing the [Catering Services Exception Form](#).

- The contract and requested menu from the service provider should be attached and returned to the Auxiliary Operations Office minimally 3 weeks prior to the date of the event, preferably sooner.
- As exceptions require significant administrative effort to enact, approval will only be granted in extraordinary cases.
- Approved catering providers are required to provide supplemental insurance and/or other documentation to insure proper assessment of risk and liability.
- Approved providers will not be granted access to prep kitchen facilities, ice, water, etc.

Donated Foods:

In cases when a licensed food service provider or retailer has agreed to donate prepared food for an event, the [Catering Services Exception Form](#) must be completed and returned to the Auxiliary Operations Office minimally 3 weeks prior to an event, preferably sooner. Donors may still be required to provide supplemental insurance and/or other documentation to insure 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 Associate Director of Student Center Operations. Restoration shall include, but not be limited to, cleaning and sanitation of the area, furniture rearrangement, removal of equipment, trash removal and repair of any facility damaged caused by Caterer. The cost for cleanup or trash removal will be assessed starting at \$50.

CONTACT INFORMATION	
Georgia Tech Catering	Auxiliary Services Administration
404.894.1542 or 404.894.9559 http://gatechcatering.catertrax.com	Robert Junko Robert.junko@stucen.gatech.edu

For more information about the Institute catering policy, check out the [Georgia Tech Catering Providers Policy](#).