CATERING POLICY

Georgia Tech Catering is the exclusive catering service provider for events held inside the Exhibition Hall, and West Village Dining Commons.

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 Georgia Tech Catering may be used. Please contact the Georgia Tech 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: https://techrec.gatech.edu/sites/default/files/documents/cateringservicesexceptionrequestform_7.9.14.pdf.

- The contract and requested menu from the services provider should be attached and returned to the Auxiliary Operations Office minimally three (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 where 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 Auxiliary Operations Office minimally three (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 the Director of Student Center 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.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Auxiliary Services Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Tech Catering</td>
<td>Kira Freeman</td>
</tr>
<tr>
<td>404.894.1542 or 404.894.9559</td>
<td><a href="mailto:kira.freeman@gatech.edu">kira.freeman@gatech.edu</a></td>
</tr>
<tr>
<td><a href="https://georgiatech.catertrax.com/">https://georgiatech.catertrax.com/</a></td>
<td></td>
</tr>
</tbody>
</table>

For more information about the Institute catering policy, check out the Georgia Tech Catering Providers Policy. Updated: 5.26.20