

A collage of appetizing food items. In the top left, a vegetable spiralizer is shown with a large pile of spiralized carrots and zucchini. Below it, a white platter holds a variety of fresh fruits including strawberries, blueberries, and lemons. To the right, a glass bowl is filled with a colorful pasta salad featuring green and yellow pasta, tomatoes, and herbs. In the bottom right corner, a white plate holds several golden-brown bread rolls. The background is a soft-focus white tablecloth with glass salt and pepper shakers.

Planning Your Event

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Arranging and Reserving a Date

Even if the date is only tentative, please make arrangements with the Catering Department so we have you on our calendar. You may contact the Catering Department at 404.894.2383 or through our website at www.gatechcatering.com.

Catering arrangements and menu selections should be confirmed at least:

- 7 days in advance for groups under 50 guests
- 10 days in advance for groups of 100 guests or more

While we may accommodate your catering needs with less lead time, sufficient notice allows us to schedule production and staffing needs and eliminates any possible late charges to you.

After we have finalized all the details of your event, you will receive a Catering Contract/BEO to confirm with a signature. Please carefully review all information on this Catering Contract/BEO for accuracy and completeness before signing. Make any necessary changes, sign and return within three (3) business days in advance via fax to 404.894.6472.

Reserving a Room

On campus or off, the location needs to be reserved before we deliver. Tables, chairs, trash cans, and other equipment will need to be arranged by you contacting the Building Manager of the facility where your event will be hosted. When reserving the time please allow three (3) hours for setup and two (2) hours for cleaning time. Requests for room setups, including tables and trashcans for the food, should be made at this time.

The following information may help you in locating a space to hold your function.

Planning and Space Management: 404-894-3563
Student Center: 404-894-2788 / www.studentcenter.gatech.edu

Changes/Guarantees/Cancellations

All cancellations and/or changes referring to the menu, guest count, and event arrangements must be confirmed three (3) business days prior to the event. Functions cancelled with less than three (3) business days notice will incur a charge. Any event that is not cancelled within this period will incur a 100% fee of the event cost. If you do not contact us with a final count within three (3) business days prior to the event, we will prepare for the estimated number and charge accordingly. Charges will be billed for the guaranteed number of or actual attendance, whichever is higher. If Georgia Tech is closed due to inclement weather, all catered events will be automatically cancelled and we can assist you with rescheduling at a future date.

Sustainable and Organic Menus

Our culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meal using local products that are free of pesticides, hormones, and antibiotics. Some items may be limited based on availability. Please contact us for pricing and menus.

Payment

All catered functions must have a secured payment before they occur. Foundation Funds, Georgia Tech Accounts Payable, P-Cards, Visa, MasterCard, or American Express are all valid payment methods. Non Georgia Tech related groups are required to make a deposit of 100% one week prior with any balance due at the conclusion. Non Georgia Tech groups are subject to 18% Service Charge and 8% State sales tax for all food events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to the date of their event.

PLANNING YOUR EVENT (Cont.)

Delivery Fees

There is no delivery fee for catering services held within the Student Center. Deliveries outside the building will be subject to a \$25.00 or 10% delivery fee, whichever is greater.

Minimum Charges

There will be a minimum charge of \$50.00 for food and beverage orders. Arrangements for orders less than the minimum amount can be made to be picked up during office hours. Our Catering Department provides high quality disposables as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal and Reception China and Silverware Service \$2.75
Bar Glass Service \$2.00 Compostable/Sustainable Services \$3.00
All of the above are charged per person. Georgia Tech Catering can provide mixers for a full service bar for an additional fee.

Linen

As a standard, we provide tablecloths for all food and beverage tables. Linen for guest tables can be provided at an additional charge. The same applies to registration tables, nametags tables, head tables, and any additional tables that will not be directly used for food and beverage set up.

85" square white for round tables \$12.00 per table
54" overlays (ivory, gold, or blue) \$6.00 each
Cloth and Table Skirt \$25.00 per table
Napkins \$1.00 per napkin
Limited Colors in House

Other linen colors, depending on availability, may be placed as special orders. Specialty linens are also available for your food and guest tables for an additional cost. Please set up an appointment to view the linens.

Alcohol Policy

All alcoholic beverages must be served by our personnel and consumed in designated areas. Proof of age will be required. Georgia Tech Catering and Sodexo reserve the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service. Georgia Tech Catering cannot purchase or transport alcoholic beverages. Alcohol is to be delivered and removed by the client.

Alcohol Service/Policy

A full bar setup (if liquor is planned) at a dinner or reception is \$1.00 (disposables) or \$2.00 (glassware) per guest. All necessary bar items, except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins, and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75 -100 guests for Beer and Wine service. The charge for a bartender is \$150.00 per three (3) hours of service.

Attendants

To ensure that your event is a success, catering staff will be provided for all served meals, all china events, and all functions over 50 guests (excluding coffee services). Server fees of \$150.00 per server for three (3) hour time frame plus anytime needed before and after, for set up and clean up will apply. If additional time is needed, a fee of \$50.00 per hour, per attendant, will apply. Chefs are an additional \$150.00 each for three (3) hour time frame

PLANNING YOUR EVENT (Cont.)

Late Charges

If you contact the catering office less than 72 hours in advance and we are able to book your event, a surcharge of \$25.00 or 10.00% of the food and beverage total will apply. This surcharge is necessary due to the additional cost of planning for last minute events. Take a look at our Express Menu for under 72 hours notice.

Catering Equipment

As the host of the catering event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

Floral Charges

We will be happy to order, receive, and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

Food Safety

For the safety and well-being of our clients and guests, perishable food and beverages served on Georgia Tech's property are NOT permitted to leave the premises of the catered event. Health regulations require that we return all perishable unused food and beverages to our facility at the conclusion of the event.