



Tech Catering Ordering Procedures

We are excited to serve our Students, Faculty, Staff, Alumni and Guests here at **The Georgia Institute of Technology**, and we are pleased to present our very own self operated catering under the Tech Dining umbrella- **Tech Catering**- to our campus community. We have exciting changes in store for our beautiful campus and your feedback is essential in shaping the success of our department.

Please follow these tips for planning your event at **Georgia Tech**:

Booking your Function:

Even if the date or guest count of your event is tentative, please notify our catering office of your event so that we can make preliminary plans to ensure a memorable occasion. Our **Director of Catering** is here to assist you with your event planning details. You may contact our offices at Kelly.rowlandprather@dining.gatech.edu or by phone at 470-494-3355.

Facility Reservations:

For internal groups, room reservations are made through Georgia Tech's event management system (**EMS**). Whenever possible, please allow and reserve space three hours before your guest's arrival and two hours after departure for sufficient set-up and breakdown time for **full-service affairs**. Guest tables and chairs, foodservice tables, audio visual equipment and trashcans can also be requested when booking your space.

Certain spaces on campus, while reservations are allowed, prohibit or limit food service. For additional guidance, please click to view our policy on "[Food allowed in classrooms for event reservations](#)".

Food and Beverage:

Relax, we are here to help! We offer a wide range of catering options to fit every budget. Our catering menu includes fresh, contemporary menus that represent a starting point; the Catering Team is committed to curating an unforgettable experience for you and your guests.

To allow for proper planning, please contact us as soon as your date is selected. You may speak directly with our Catering Coordinator or Director who will meet with you to plan a memorable event!



Guest Counts and Menu Changes:

Your event is booked with an attendance estimate. Guaranteed guest counts and event changes **must** be confirmed 3 business days prior to the event. At the conclusion of your event, you will be billed for the guarantee number, or the actual guest attendance, whichever is greater.

Delivery:

We offer several delivery options:

- **All Disposable**- Tech Catering delivers and sets up only; client responsible for event clean-up; compostable service-ware disposables provided
- **Delivery Disposable** - Tech Catering delivers, sets up and picks-up. Compostable disposables, re-usable buffet service-ware, and buffet linens included with this service; depending on size and scope of event, staffing may be assigned at additional costs
- **China Service** - due to the nature of china, this service is nearly always attended. Please note that additional charges for china may apply if event size exceeds Tech Catering's internal supply.

For most events, a minimum of 30 minutes before and after your guest's arrival is needed for delivery and pick up. Please ensure that doors are unlocked, and **Tech Catering has building access** to avoid delay of setting up your event.

A delivery fee may apply to events held at off campus locations.



Payment:

For all Georgia Tech internal customers, prior to completing and submitting a catering request, you must confirm with your department business/budget manager the appropriate payment method and verify the availability of funds. Compliance with all Georgia Tech food purchase policies is the sole responsibility of the customer.

Payment for invoices are **due upon receipt**. For departmental funds, an approved Georgia Tech **Worktag and Spend Category** account number are required to confirm delivery of your event. State per diem limits apply to all events paid by state funds.

Payment for non-affiliated Georgia Tech events must be made one business day prior to event date. Tax will not be applied if using state funds, as Georgia Tech is tax exempt.

Events paid by Foundation funds, other GT affiliated organizations (i.e. GTAA), external customers, credit card, or check(s) are subject to sales tax. Sales tax will be applied to other external groups who are non-exempt unless a valid **State of Georgia** tax exempt certificate is supplied to the Catering office one week prior to the event date. Once invoiced, amendments to sales tax will not be authorized. Credit card payments can be made securely at our online payment portal, TouchNet (insert link). We accept American Express, Visa, MasterCard, Discover, and checks.

Event Amenities:

Tech Catering can be of assistance in many areas of service including ordering specialty linens & décor, floral arrangements, balloons, gift baskets, ice carvings, and entertainment. Please speak with our Catering Coordinator or Director for additional assistance.

Service Staff – Service staff is determined by the scope and demands of your event as evaluated by the Director of Catering. For Institute affiliated, on-campus events, **pricing is \$30 per attendant per hour for a minimum of four hours**. Costs are based on one hour of set up time, two hours of active event time and one hour of breakdown. Any time beyond this window will be billed at **\$30 per hour** for each attendant on duty.

Catering Equipment- We offer a full range of catering equipment to provide a professional image while serving your event. A quote for rental equipment can be provided for any service items not available through our department. All event equipment must be picked up at the conclusion of your event. A replacement cost charge will be assessed for any missing equipment.



Floral and Décor Services – We are happy to order, receive and handle floral and décor requests. A quote will be provided based on your décor preferences.

Pricing:

Prices are subject to change based on meeting guest minimums and product availability. Prices reflect services available during normal business days in accordance with the Institute's calendar. Please contact the catering office for pricing for events held on **Georgia Tech** holidays and breaks.

Changes and Cancellations:

All changes or cancellations referring to the menu, guest count or event arrangements must be confirmed three business days prior to the event date; a revised Banquet Event Order (**BEO**) confirms your revisions. All cancellations made with less than three business days' notice may be charged for any food and labor that have been committed to the event (**up to 50% of total event cost**). Cancellations made within 24 hours of the event will result in a charge of **100%** of the total bill. If the Institute closes due to inclement weather, all catering events will be automatically cancelled.

Force Majeure:

Both Tech Catering and the client shall be excused during the period "condition of force majeure". The term shall mean an unforeseen event which is beyond the control of the parties and that makes it impossible or illegal for such party to perform its obligation hereunder (i.e. such as the destruction or closing of The Institute or any event space). An event cancelled due to a condition of force majeure shall be rescheduled, if at all possible, as soon as practical once the period of force majeure has passed.

Sustainable, Organic, Allergen Free Menus:

We are proud of our stewardship in providing you with fresh and tasty offerings. Please discuss your menu preferences with our offices and our commitment to providing you with a menu that focuses on local, seasonal, or allergen-free ingredients will become a reality.