



Tech Catering Ordering Procedures

Booking your Function:

Even if the date or guest count of your event is tentative, please notify us immediately. We'll be happy to make preliminary plans to ensure a memorable occasion. Our office of attentive staff is here to assist you with your event planning details. You can reach us at techcatering@dining.gatech.edu or by phone at **404-894-1542**.

Facility Reservations:

For internal groups, room reservations are made through Georgia Tech's event management system (**EMS**). Please [click here](#) to access. Please allow and reserve space for at least four 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 (including composting bins) should also be requested at the time of booking your space.

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

Food and Beverage:

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. Should you desire a custom approach to your event menu, please feel to contact our office directly. Our Chefs are skilled culinarians who specialize in the art of food.

Delivery:

We offer several delivery service-ware options:

- **Drop-off All Disposable- Tech Catering delivers food & beverages in all disposable containers;** heating elements like wire chafers with chafer fuel, are **not included**. Compostable/recyclable service-ware disposables, provided. The client is responsible for event set-up and clean-up. *Great option for less formal events with tight event windows and/or limited set-up space (i.e. classrooms, offices, dorms, etc.)*
- **All Disposable- Tech Catering delivers and sets up food & beverages in all disposable containers, wire chafers, and chafer fuel.** Set up included however



the client is responsible for clean-up. *Great for less formal events where leftover food may be safely re-stored, recycled, or donated at the discretion of the event planner post event.*

- **Delivery Disposable - Tech Catering delivers, sets up and picks-up.** Compostable disposables, re-usable buffet service-ware, décor elements, and buffet linens are included with this service. The client assumes responsibility for providing buffet tables and is aware that time is required both pre- and post-event for set up and pick-up. Depending on the size and scope of the event, *staffing may be assigned at additional costs.*
- **Upscale Disposables- Balsa Wood Boxes and Palm Leaf Service-ware options available.** *Please contact our office for more information.*
- **Porcelain Service-ware – Tech Catering delivers, sets up and services.** Due to the nature of porcelain ware, staff will be assigned at additional charges. *Please also note that additional charges for rental porcelain may apply if event size exceeds Tech Catering’s internal supply.*

For most events, a minimum of 30 minutes before and after your guests’ arrival is needed for delivery and pick up. Please ensure that doors are unlocked, and Tech Catering has **building access** to avoid delay of set up. A delivery fee to apply for events held at off campus locations.

Alcohol Policy:

Please visit the [Campus Alcohol Policy | Policy Library \(gatech.edu\)](https://gatech.edu/policy-library) for information regarding the Institute’s alcohol policy for events. Currently, Tech Catering, while authorized to serve, is not licensed to supply/purchase alcohol. Therefore, clients who have been approved to serve alcohol per GT Policy are responsible for the purchase, transport, and post event-pick-up of their own alcohol. Tech Catering provides **TiPs** or **ServSafe Alcohol** certified bartenders and bar set-up inclusive of non-alcoholic beverages, garnishes, and service-ware, at additional charges.

Note that for GT on-campus events, alcohol service is not allowed before 4:30pm. In addition, alcohol service must cease 30 minutes prior to the event’s end time or no later than 10:30pm. Please contact our office for additional information.

Payment:

For all Georgia Tech internal departments, Tech Catering processes journal entries in Workday on your behalf. Therefore, please ensure that you **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 event planner. For off-campus clients or



clients paying via credit card or check, payment for invoices must be made prior to the event date (see below).

For all internal GT campus partners, the following documents must be received for event confirmation. **No exceptions will be granted and events lacking documentation will be cancelled:**

- **Active Work-tag**
- **Completed & Signed [Food Group Meal Form](#)** (non-Foundation Funds only)
- **List of Attendees (for events less than 15 guests)**
- **[Alcohol Approval Form](#) (For events serving alcohol)**

State per diem limits apply to all events paid for by way of state funds (**\$13 Breakfast, \$14 Lunch, \$23 Dinner**). All necessary documents mentioned above must be received by the Catering Office at least **three business days prior to your event date**. Tax will not be applied if using state funds, as Georgia Tech is tax exempt.

For all external clients, the following information must be received for event confirmation. **No exceptions will be granted and events lacking documentation/ payment will be cancelled.**

- Proof of confirmed on-campus reservation
- Alcohol Approval- if serving alcohol
- Payment via credit card or check- received at least 7 business days in advance of event date

Events paid for by credit card (*as well as some Foundation Funds*) are subject to an 8.9% sales tax. For Georgia Tech affiliated organizations such as the GT Alumni Association as well as all, external clients, sales tax will be applied unless a valid **State of Georgia** tax exempt certificate is supplied to the Catering office in advance of your event. Credit card payments can be made securely at our online [GT Marketplace](#) payment portal, thru TouchNet. *We accept American Express, Visa, MasterCard, and Discover.*

Event Amenities:

Tech Catering can be of assistance in many areas of service including ordering specialty linens, buffet décor and floral arrangements. Please speak with our Office for additional assistance.



Service Staff – Determined by the scope and demands of your event as evaluated by Catering Management. For Institute affiliated, on-campus events, **pricing is \$40 per attendant per hour; \$200 minimum per bartender; \$50/hour per chef (all service staff subject to a minimum 4-hour service charge for events occurring after 5pm and on weekends).** For external client events, as well as off-campus events, please contact our Catering Offices as additional charges and time minimums apply.

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 and will include a **handling charge of up to 20% of the total floral invoice.**

Pricing:

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

External GT clients are provided with a schedule of fees separate from internal departments. Please contact our office for more information.

Changes and Cancellations Including Modified Operations:

Internal Georgia Tech Departments:

All changes or cancellations referring to the menu, guest count or event arrangements **must be confirmed five business days prior to the event date;** a revised invoice confirms your updates. All cancellations made with less than three business days' notice may be charged for any food, materials, and labor that has been committed to the event **(up to 50% of total event cost).** **Cancellations made within 48 hours of the event will result in a charge of 100% of the total invoice.**



Modified Operations:

If the Institute reverts to a Modified Operations Plan where campus buildings and/or event facilities are closed or move to limited operations, then catering events will be subject to cancellation and can be rescheduled without penalty.

External Clients:

To avoid surcharges, all changes referring to the menu, guest count or event arrangements **must be confirmed 7 business days prior to the event date**; a revised invoice confirms your updates. All cancellations made with less than 10 business days' notice are subject to charges for any resources that may have been committed to the event (**up to 100% of total event cost**). **Cancellations made within seven business days in advance of the event will result in a charge of 100% of the total invoice.**

Pop ups:

Tech Catering makes every effort to accommodate last-minute requests (*events requested with less than 5 business days' notice*). Our schedule fills up quickly and we request clients to plan at least 10 days in advance to ensure availability. When your event is a pop-up, and in one of our exclusive spaces (see below), Catering reserves the right to dictate menu options whenever necessary.

For all other campus locations, and when Tech Catering is unable to accommodate your pop-up request, please feel free to contact one of GT's *approved [secondary caterers](#) for assistance.

***Catering Exemptions, Approved Secondary Caterers, and Additional Campus Dining Options:**

If your event is \$600 or more and in any of Tech Dining's exclusive spaces (*Exhibition Hall, The John Lewis Student Center, or West Village*), exemptions will **not** be granted. Catering events that total less than \$600 per day (**not per meal period**) do not require a catering exemption should an outside, licensed food-service provider be preferred.

Internal GT departments can request a catering exemption when neither the primary nor secondary approved caterers can accommodate their event due to conflicts in scheduling, event scope, or cultural authenticity. **Please note that submitting a request for exemption does not automatically guarantee approval.** If your event



meets the criteria, then an exemption will be considered. [Click here](#) for detailed information regarding GT's Catering Exemption Policy and process.

If your event is in non-Tech Dining exclusive spaces, then the use of GT's [secondary caterers](#) including Tech Square Restaurants, is approved. If interested in approved food truck vendors or other retail outlets on campus to provide food services for your event, please visit Tech Dining's main website at <https://catering.gatech.edu/campus-retail-catering> for assistance. Here you'll find additional information on group dining and meal vouchers for both our retail locations and resident dining halls.

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 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.



Tech Catering Service & Labor Charges

***Attended Service:**

- \$40 per hour per attendant
- 4 hour minimum applied for events occurring after 5pm and on the weekends.

***Bartending Services**

- \$200 per bartender
- \$50 per hour per bartender for each hour over 4 hour minimum

***Chef Services:**

- \$50 per hour per chef
- \$200 minimum per chef for events occurring after 5pm and on weekends

Service-ware Options:

- All Disposable Drop-off
- All Disposable (wire chafers & chafer fuel)
- Delivery Disposable
- Premium Disposable Service (Palm Leaf Service-ware)- *See our Offices for pricing*
- House Porcelain Service-ware:
 - *Internal GT Department on-campus events- groups up to 15 guests - no charge*
 - *Internal GT Department on-campus events 16 guests - 100 guests - \$5.00 per person*
 - *Internal GT Department on-campus events 100+ guests - \$6.00 + per person*
 - *Internal GT Department off-campus events- Starting at \$8.00 additional per person*
 - *External Clients on or off campus- Starting at \$10.00 per person*

Rental Service-ware:

- If the event guest count exceeds Tech Catering's in-house inventory or if an outside source is preferred, then pricing to be based on **rental cost + a 20% handling charge**.

Linens:

- House linens for buffets are complimentary. House linens for guest tables start at \$8 each. Specialty linen additional. Please contact our Catering Office for additional information.

**Based on schedule demands or actual event needs. Tech Catering reserves the right to outsource service staff when necessary. Subject to a 4-hour minimum service charge per attendant for external groups, events occurring after 5pm, and events on weekends and holidays*