



DEKALB CONFERENCE CENTER

CATERER'S OPERATION GUIDELINES

The DeKalb Conference Center at Georgia Piedmont Technical College reserves the right to remove a caterer from the Approved List for failure to comply with the below operating guidelines and/or state and local regulations. The DeKalb Conference Center is in no way liable for any mishandling of food prepared by any caterer contracted through the DeKalb Conference Center or by any caterer contracted directly by the customer. The DeKalb Conference Center does not discriminate on the basis of age, religion, race, color, creed, marital status, handicapping or disabling conditions, national origin, academic or economic disadvantages in programs, services, activities, or in employment practices.

- 1) To be included on the Approved Caterers List, caterers must complete an application and provide a current copy DHR Food Service Establishment Health Inspection Report, Business License, DHR Food Service Permit, and follow the additional guidelines below.
- 2) Annually, all caterers on the current list will receive a Catering Application outlining the documentation needed in item (1). To remain on the List of Approved Caterers for the subsequent year, caterers must provide the updated/new documentation within 30 days of receipt of the request.
- 3) Caterers are only allowed to cater foods as authorized in the DHR Food Service Permit. Meal service caterers are required to remain at catering site until all food is served for full service events or they must make arrangements for drop off service.
- 4) Caterers may be required to share the kitchen with other caterers. All deliveries from providers or agencies making deliveries on behalf of the customer must be arranged and approved through the events office. Loading/unloading must be done via the stairwells in the rear of the building or the elevator.
- 5) Use of the catering kitchen is limited to those events where food services are contracted through the Conference Center. Refrigerators, freezers, and microwave are made available but notice of such needs must be made in advance in case other catering functions are ongoing. Caterers are responsible for pre-heating warmers (1-hour to preheat) – this is not the responsibility of the DeKalb Conference Center at Georgia Piedmont Technical College staff. The ice machines located in the catering kitchen are available only to contracted providers. Accessory items stored in the kitchen are generally for use by the DeKalb Conference Center and its staff. Permission can be granted for use. Caterers are responsible for supplying accessory items and should plan accordingly.
- 6) Caterers are responsible for maintaining cleanliness in the kitchen, a safe working area, and clear walkways. This includes, but is not limited to sweeping, wiping down cabinets and counters and cleaning any items used. The kitchen should be returned to original condition at the conclusion of the event. While basic cleaning supplies are provided, caterers should supply any special items they may need.

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- 7) Caterers are responsible for properly bagging all trash resulting from their kitchen, serving line, or plated dinner services and depositing it into the exterior dumpster immediately after a meal is completed. Boxes must be broken down before placing in the dumpsters.
- 8) Within the customer's rental time, caterers are allowed to conduct all setup necessary for an event. Caterers are also responsible for removal of all catered foods, equipment and material from the premises during this time. Everything must be completed immediately after the event. In special circumstances, the caterer may be required to remove all items and conduct cleanup immediately after a meal is served. The Conference Center Manager and/or staff will work with the caterer in these circumstances. Any unclaimed, non perishable items will be held for 48 hours then will be disposed of unless prior arrangements have been made with the Conference Center Manager or staff. Caterers will be assessed a fee for inadequate cleanup and/or the removal of Georgia Piedmont Technical College property.
- 9) Emergencies: our goal is to ensure the safety of our customers, their guests, and their third party vendors at all times. During normal business hours, please contact the Conference Center at 404.297.2432. For events scheduled outside normal business hours, a designated event service representative will be assigned to the customer and will be available for assistance.
- 10) Hold Harmless Agreement: Caterer agrees to hold the State of Georgia, The Technical College System of Georgia, Georgia Piedmont Technical College, their officers and employees blameless in the event of any personal injuries, loss of life, theft or damages arising out of the use of contracted facilities. Georgia Piedmont Technical College recommends that caterers obtain their own liability insurance prior to the use of our facilities.