



CONFERENCE AND MEETING FACILITIES

CATERER'S OPERATION GUIDELINES

Conference Center @ Georgia Piedmont Technical College (CC@GPTC) 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. CC@GPTC is in no way liable for any mishandling of food prepared by any caterer contracted through CC@ GPTC or by any caterer contracted directly by the customer. CC@GPTC 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 Conference Center @ 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

IMAGINE YOUR EVENT. Your Way.

conferencecenters@gptc.edu

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