



# CONFERENCE AND MEETING FACILITIES

## CATERER APPLICATION

### CATERER INFORMATION

CONTACT NAME \_\_\_\_\_

TAX ID# \_\_\_\_\_

COMPANY / ORGANIZATION NAME: \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ OTHER PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

FAX ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

REQUESTED EVENT DATE \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_

PREFERRED EVENT SIZE \_\_\_\_\_ MAXIMUM # PEOPLE SERVED \_\_\_\_\_



# IMAGINE YOUR EVENT. Your Way.

[conferencecenters@gptc.edu](mailto:conferencecenters@gptc.edu)

**DIRECTOR, CONFERENCE CENTER OPERATIONS**

**Julie McKay**

404.297.9522, EXT. 1800

[mckayj@gptc.edu](mailto:mckayj@gptc.edu)

#### DEKALB CONFERENCE CENTER

**Damita Young**  
404.297.2432  
[youngd@gptc.edu](mailto:youngd@gptc.edu)



#### NEWTON CONFERENCE CENTER

**Kevin Lane**  
770.784.3003  
[lanek@gptc.edu](mailto:lanek@gptc.edu)

**REQUIRED DOCUMENTATION**

Please attach a current photocopy of the following documents to this application.

- Business License
  - Other licenses (pouring- only if you are planning to cater events at the Center that will serve alcohol)
- DHR Food Service Permit
- DHR Food Service Establishment Health Inspection Report
- Sales Tax Exemption Form W-9 (attached)
- Menu Sample w/ current pricing (1 page)
- Three References
- Proof of insurance coverage for off-site catering.

Caterers must have carefully read and understood the details explained in the Conference Center @ Georgia Piedmont Technical College (CC@GPTC) Catering Operating Guidelines, which was included in your Catering Package. At the discretion of GPTC, changes may be made in the Guidelines from time to time. It is the responsibility of the caterer to make themselves aware of any and all changes which may affect their services here at the Conference Center @ Georgia Piedmont Technical College.

Caterers will be subject to incur any costs resulting from the unsatisfactory completion of required tasks while operating at the Conference Center @ GPTC. This may include, but is not limited to, removal of trash and cleanup of kitchen in a timely manner. Additionally, caterers who fail to abide by the Guidelines will be removed from the approved catering list. This will prohibit the rendering of any further services here at the CC@GPTC, whether contracted directly by the Conference Center@ GPTC or by the customers utilizing the CC@GPTC facilities. If removed from the list, caterers may reapply for approval and may be granted approval at the discretion of the Conference Center Manager.

I attest that I have included the necessary paperwork from the checklist items. I have also read, understood, and have in my possession a copy of the Conference Center @ Georgia Piedmont Technical College Catering Guidelines and have had any and all questions over said document satisfactorily answered. I will comply with the guidelines presented and understand that failure to follow these guidelines may result in charges and/or removal from the list of caterers approved to operate at the Conference Center @ Georgia Piedmont Technical College.

Check here to indicate receipt of Kitchen Rules and Catering Guidelines.

**I hereby certify that I have read and understood this agreement.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

FOR OFFICE USE ONLY  Approved  Denied

\_\_\_\_\_  
CONFERENCE CENTER MANAGER