



# DEKALB CONFERENCE CENTER

## CATERER APPLICATION

### REQUIRED DOCUMENTATION

Please include a current copy of the following documents to this application:

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

CONTACT NAME

COMPANY/ORGANIZATION NAME

ADDRESS

CITY

ST

ZIP

PHONE

OTHER PHONE

E-MAIL

WEBSITE

TAX ID#

PREFERRED EVENT SIZE

MAXIMUM AMOUNT OF PEOPLE SERVED

#### DEKALB CONFERENCE CENTER

Rontai Walker  
404.297.9522 ext. 1800  
walkerr@gptc.edu



#### DEKALB CONFERENCE CENTER

Damita Young  
404.297.9522 ext. 1804  
youngd@gptc.edu

Caterers must have carefully read and understood the details explained in the Conference Center at Georgia Piedmont Technical College 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 DeKalb Conference Center at Georgia Piedmont Technical College.

Caterers will be subject to incur any costs resulting from the unsatisfactory completion of required tasks while operating at the DeKalb Conference Center. 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 DeKalb Conference Center, whether contracted directly by the DeKalb Conference Center or by the customers utilizing the DeKalb Conference Center 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 at 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 DeKalb Conference Center at 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.

\_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

- Business License
- Food Service Permit
- Health Inspection Report
- Menu
- References
- Insurance

Approved

Denied

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