

### ***Caterer Operation Guidelines***

In order to be on the Approved Caterers list, caterers must meet with the Operations Manager at the Forsyth Conference Center to understand the catering guidelines, and keep their paperwork up to date with the Events Office annually. Lanier 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. Lanier Technical College is in no way liable for any mishandling of food prepared by any caterer contracted through Lanier Technical College or by any caterer contracted directly by the customer. As set forth in its student catalog, Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

1. To be included on the Approved Caterers List, caterers must complete the following:
  - Business License and State of GA Alcohol License (if offering bar service)
  - DHR Food Service Permit
  - DHR Food Service Establishment Health Inspection Report
  - W-9 Taxpayer Identification Number and Certification
  - Menu Sample
  - Three References
  - Current ServSafe Certification
  - Proof of Insurance Coverage for off-site catering
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 each year, caterers must provide the updated/new documentation within 30 days of receipt of the request and meet with the Operations Manager to review catering guideline changes.
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 and cleared for full service events or they must coordinate with the customer for drop off service.
4. Lanier Technical College requires that all the caterers' workers for events at our facility be employees. No person under 16 years of age, pets, or employee's children are allowed on site during the event. We ask that no employee has any outside music (iPods or headsets), and employees wear closed toe shoes for safety purposes.
5. Caterers are responsible for bringing adequate staff for the event to include setup (tables and buffet), service and cleanup of the food and kitchen. Our standards are one person for every 25 people for events using china and one person for every 50 people for events with plastic ware.
6. Lanier Technical College has two garbage dumpsters and will need all containers and boxes to be broken down flat to conserve space.
7. Caterers may be required to share the kitchen with other caterers.
8. All deliveries of outside rental items must be arranged and approved through the events office. Loading/unloading must be done through the doors at the loading dock in the rear of the building, unless permitted otherwise by the Lanier Technical College staff.
9. Catering kitchen must be rented by customer or caterer. Refrigerators, warming units, ice machine and microwave can be made available only with advance notice to the Event Office. Accessory items are considered responsibilities of the caterers to bring and supply. Please make

a note of this and plan accordingly – items the Caterers will need to supply may include but are not limited to, pans, serving bowls, hot pads, spoons, ladles, aprons, towels, knives and cutting boards, etc. Caterers are responsible for pre-heating warmers (1-hour to preheat) – this is not the responsibility of the Lanier Technical College Conference Center staff.

10. Accessory items stored in the kitchen are for use only by Lanier Technical College and its staff for its own catering purposes. Accessory items may include, but are not limited to, plastic bowls, ice scoops, tongs, sheet pans, and disposable items such as napkins, paper plates, and paper towels.
11. The Forsyth Conference Center offers glass, china and silverware rentals and linen rentals. We can provide glass, china and silverware for parties up to 500 people. These items may also be brought in by the caterer or customer. Any glass, china and silverware rented from the center will be provided on carts in the kitchen area for catering staff to setup. At the end of the event, all glass, china and silverware must be returned in the same condition as received. With dish rental on events over 100 people, we provide one staff person as a dishwasher.
12. 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 after conclusion of the event. Cleaning supplies, brooms and mops are provided.
13. Caterers are responsible for properly bagging all trash resulting from their kitchen, serving line, and plated dinner services and depositing it into the dumpster behind the facility immediately after a catered meal is completed.
14. Within the customer's rental time, caterers are required 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. Any unclaimed items will be disposed of the following business day unless prior arrangements have been made with the Conference Center Director. Caterers will be charged \$250 for inadequate cleanup or violation of caterer guidelines.
15. In the case of an emergency, our goal is to ensure the safety of our customers, their guests, and their third party vendors. During normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., unless otherwise noted, please contact the Conference Center Director for any assistance. For events scheduled outside normal business hours, designated event staff will be assigned to the customer and are available for assistance.
16. Caterer agrees to hold the State of Georgia, The Department of Technical and Adult Education, Lanier Technical College, their officers and employees harmless in the event of any personal injuries, loss of life, theft or damages arising out of use of contracted facilities. Lanier Technical College requires that caterers obtain their own liability insurance prior to use of our facilities.
17. Alcohol **shall not** be served on premise under any circumstance unless:
  - Caterer provides a Lanier Technical College Forsyth Conference Center Special Events Alcohol Permit (This is obtained at the Forsyth County offices, you must have a valid local government-issued alcohol pouring license to apply for this permit – for more information contact the Business License Coordinator in Forsyth County, 770-886-2830)
  - Caterer must provide us with a copy of their current alcohol license with their application
  - Caterer must bring server with valid pouring license
  - Alcohol must be purchased in accordance with state law from a state licensed alcohol distributor, a customer cannot provide their own alcohol
  - Cash sales for alcohol are not permitted at the Forsyth Conference Center