



Lanier Technical College  
Forsyth Conference Center  
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### ***Caterer Operation Guidelines***

Only approved caterers are permitted to serve on Lanier Technical College property. 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:
  - an application with sample menu and three references
  - Business License and other licenses (pouring) if required
  - DHR Food Service Permit
  - Current copy DHR Food Service Establishment Health Inspection Report
  - Sales Tax Exemption Form W-9
  - Current Safe Serve Certification Certificate
  - Proof of insurance coverage for off-site catering
  - In addition they must 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. Lanier Technical College requires that all the caterers' workers for events at our facility be employees. No person under 16 years of age, no 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 wears close toed shoes for safety purposes.
5. Lanier Technical College recycles and asks that you follow the proper separation of materials in our trash area. Boxes should be broken down flat.
6. 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 through the doors at

the loading dock in the rear of the building, unless permitted otherwise by the Lanier Technical College staff.

7. Use of the catering kitchen is limited to those events where food services are contracted through the events office. Refrigerators, warming units, ice machine and microwave can be made available only with advance notice to contracted providers. 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, 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.
8. 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.
9. The Forsyth Conference Center offers glass, china and silverware rentals and linen rentals. We can provide glass, china and silverware for parties up to 300 people. These items may also be brought in by the caterer or customer. Paper or plastic linens and place settings can be used if preferred and provided by the customer.
10. 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. Kitchen should be returned to original condition after conclusion of the event. Brooms and mops are provided, but caterers should supply their own cleaning supplies (disinfectants, brushes, towels, etc...).
11. 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.
12. 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 Director will work with the caterer in these circumstances. 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 and removal of Lanier Technical College property.
13. 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, Monday through Friday, 8:00 a.m. to 5:00 p.m., unless otherwise noted, please contact the Conference Center Director at 770-781-6974, for any assistance. For events scheduled outside normal business hours, designated event staff will be assigned to the customer and is available for assistance.
14. Hold Harmless Agreement: 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.