



Introduction to Tech Catering's KENDEDA Menu

The Georgia Institute of Technology is home to Georgia's first Living Building Challenge certified building: [The Kendeda Building for Innovative Sustainable Design](#). This certification places The Kendeda Building among the greenest in the world. Rather than being less bad than conventional buildings, The Kendeda Building is regenerative. For example, over the course of a year, its photovoltaic system supplies over 200% of the building's energy needs. It gives back more than it takes from the environment and focuses on the health and happiness of occupants.

The culinary selections we make have an impact on our health and the planet. Therefore, to the greatest extent possible, food served in The Kendeda Building should follow Principles of Healthy, Sustainable Menus established by the [Menus of Change Initiative](#). The menu options below comply with The Kendeda Building catering guidelines and are available for any event on campus.

Please start your order via [this Catertrax link](#).

Tech Catering's KENDEDA Breakfast Menu

All packages served with paired condiments (where applicable) for pastries including butter, jellies, creamer, sweeteners, honey, and lemon slices. 10 person minimum. Some packages can be made into Grab & Go options for speed of service. See Tech Catering Office for details.

Everyone's Favorite Healthier Continental... \$13.00 per person

Chef Selected Breakfast Pastries, Gluten Free Pastries for 20% of the guest count, Seasonal Fruit, Assorted Greek Yogurts, House-made Granola, Dispensed Juice, Regular Coffee, Assorted Teas

"Modified" Whistle Stop Hot! Breakfast... \$14.50 per person

Scrambled Cage-free Eggs, Chicken Sausage Links and Beyond Meat Veggie Sausage Patties (VG-GF), Home Fries (VG-GF), or Grits (VG-GF), Fresh Fruit Salad (VG-GF), House-baked Mini Pastries, Natalie's Orange Juice, Regular Coffee, Assorted Herbal & Non-Herbal Teas

Hot Cereal Bar... \$4.00 per person

Oatmeal Bar

Steel-cut Oats (VG-GF), Brown Sugar, Cinnamon, Raisins, Blueberries, Maple Syrup, and Vegan Milk Selection

Breakfast Enhancements and Add-on's:

New York Style Bagels (VG) served with Cream Cheese (V-GF) and Jelly... \$15.50 per dozen

Individual Cold Cereal with Vegan Milk Selection... \$2.50 each

Fresh Sliced Fruit... \$4.50 per person, (5 person minimum) (VG-GF)

Fresh Fruit Salad... \$4.00 per person (5 person minimum) (VG-GF)

Greek Yogurt Cups... \$2.50 each (V-GF)



Add-on House-made Breakfast Items by the Dozen

Fresh Baked Muffins in Assorted and Seasonal Flavors... \$20.50

Pre-Packaged Gluten Free Breakfast Muffin ... \$22.50

Chef Selected Petite Pastry Assortment... \$21.00

Freshly Baked Croissants... \$22.00

Assorted Fresh Baked Breakfast Breads... \$20.50

House-made Doughnuts... \$24.00

Southern-style Buttermilk Biscuits... \$18.00 (Served with: Butter, Jellies, Honey)

**Additional charges apply*



Tech Catering's KENDEDA Beverage Menus

Dispensed Cold Beverages:

Ice Water...\$9.00 per 3 gallons (45 servings)

Infused Ice Water (Citrus, Cucumber & Mint, Lemon Basil) ... \$11.00 per 3 gallons (45 servings)

Natalie's Orange Juice, Apple Juice, Cranberry Juice, Natalie's Lemonade... \$22.00 per gallon (15 servings)

Freshly Brewed Iced Tea... \$22.00 per gallon (15 servings)

Sweet Tea... \$22.00 per gallon (15 servings)

Dispensed Hot Beverages by the Gallon:

Freshly Brewed Regular or Decaffeinated Coffee... \$34.50 (serves approximately 15)

Herbal & Non-Herbal Teas... \$19.00 (serves approximately 15)

Canned Beverages (each):

Coke, Diet Coke, Sprite, Coke Zero, Ginger Ale (12 oz) ... \$1.85



Tech Catering's KENDEDA Lunch Menus

Buzzing Sandwich Boards... \$16.50 per person

Choice of Five Gourmet Sandwiches & Two Side Salads; Accompanied with House-made Chips, Pickle Spears, Choice of Dessert and an assortment of Canned Coca-Cola Soft Drinks and Dispensed Ice Water

GF Bread can be substituted for an additional \$1 per item.

(10 person minimum, 5 sandwich selection maximum and 3 sandwich per selection minimum)

Gourmet Sandwiches Selections:

***Turkey and Swiss;** Pistou Aioli (nut free) and Mixed Greens*

***Grilled Chicken Caprice;** Focaccia, Pesto Grilled Chicken, Fresh Mozzarella, Mixed Greens, Sliced Tomato*

***Roast Turkey Sandwich;** Kaiser Roll, Lettuce, Sun Dried Tomatoes, Italian Dressing*

***Chicken Salad;** Field Greens, Butter Croissant*

Mediterranean Sandwich,** Ciabatta Roll, Whipped Feta, Cucumber, Tomato, Mixed Greens, Olive and Peppadew Tapenade **(V)

Veggie Sub;** Hoagie Roll, Fresh Veggies, Provolone Cheese, Mix Greens, Oil, and Vinegar **(V)

Vegetable and Roasted Red Pepper Hummus Wrap;** Spring Mix, Spinach Tortilla **(VG)

Chickpea Salad Wrap,** Garbanzo Salad, Mix Greens, Garlic Herb Tortilla **(VG)

Side Salad Selections:

- ***Classic Caesar;** Chopped Romaine, Parmesan Cheese, House-made Croutons; Caesar Dressing **(V)***
- ***Veggie Pasta Salad;** Cucumber, Tomato, Feta Cheese; Vidalia Onion Vinaigrette **(V)***
- ***Spring Mix Salad;** Cucumber, Tomato, Carrot **(VG-GF)**; Bowls of Creamy Ranch or Balsamic Vinaigrette on the side*
- ***Tri-color Quinoa Salad;** Spring Onions, Bell Peppers; Lemon Vinaigrette **(VG)***



Tech Bowls

12 guest minimum (upcharge will apply for orders less than minimum)

Served buffet style with all items separate so guests can choose their own combination of flavors and proteins while also avoiding allergens and gluten if desired

All orders come with a Vegetarian protein option for 25% of the guest count, dispensed Water and Tea and choice of Cookie or Brownie

Tech Greens ... \$14.00

Mixed Greens, Grilled Chicken, Black Beans (VG-GF option), Sliced Cucumber, Cherry Tomatoes, Red Onion, Shredded Cheese, Chopped Boiled Eggs, Croutons and a Variety of Dressings

Mediterranean ... \$14.00

Yellow Basmati Rice, Mixed Greens, Grilled Chicken, Falafel, Kalamata Olives, Cherry Tomatoes, Pickled Onions, Feta Cheese, Tzatziki Sauce, Lemon Vinaigrette and Pita Chips

Ramen (broth and noodles) ... \$15.00

Mushroom Broth, Yakisoba Noodles, Green Onions, Napa Cabbage, Sprouts, Sliced Mushrooms, Chicken, Tofu (25% guest count), Carrots, Edamame, Sliced Radishes

GT Healthy Habits ... \$15.00

Steamed Rice or Soba Noodles, Vegetable Broth, Mixed Greens, Grilled Chicken, Tofu Crumbles (25% guest count), Quinoa, Stewed Lentils, Edamame, Cauliflower, Roasted Squash, Carrots, Marinated Mushrooms

Southwest ... \$15.00

Cilantro Lime Rice or Seasoned Brown Rice, Chopped Chicken, Seasoned Tofu Crumble (25% guest count), Sautéed Peppers, Shredded Cheese, Shredded Lettuce, Black Beans, Pico de Gallo, Sour Cream, Tortilla Chips or Flour Tortillas

**Guacamole can be added for \$2 more per person*



Tech Catering's KENDEDA Themed Lunch or Dinner Buffets

Asian Buffet... \$22.00 per person

*Includes Vegetable Spring Rolls, Dispensed Iced Tea, Ice Water
Sweet Chili Tofu served for Full Guest Count*

Starch: select 1

White Rice (VG-GF) OR Vegetable Fried Rice (VG-GF)

Salads: select 1

Napa Cabbage and Sesame Slaw (V-GF)

Korean Cucumber Salad (VG-GF)

Rice Noodle Salad (VG-GF)

Sides: select 1

Roasted Asian fingerling Potato Salad (VG-GF)

Garlic Ginger Quinoa and Edamame (VG-GF)

Vegetable Lo Mein Noodles (VG)

Entrées: select 1

Thai Basil Chicken (GF) OR Thai Barbeque Crispy Cauliflower (VG-GF)

Dessert

Assorted Cookies

Indian Buffet ...\$22.00 per person

*Includes Warm Naan Bread, Dispensed Iced Tea and Iced Water
Coconut Curried Chickpeas served for Full Guest Count*

Sides: select 1

Basmati Rice (VG-GF) OR Basmati Rice with Vegetables (Biryani) (VG-GF)

Sides: select 1

Spicy Potato and Cabbage (VG-GF)

Roasted Eggplant and Tomatoes (VG-GF)

Curried Mixed Vegetables (VG-GF)

Entrees: Select 2

Chicken Tika Masala (GF) OR Butter Cauliflower (V-GF)

Dessert: select 1

Gulab Jamun (V) or Rice Kheer (V)



Southern Buffet... \$24.00 per person

Includes Vegetable and Chickpea Patty with Tomato Relish for the full guest count, dispensed Iced Tea and Iced Water, Cornbread Muffins and Honey Butter

Salads: select 2

Southern Potato Salad (V-GF)

Mixed Green Salad (VG-GF)

Southern Coleslaw (V-GF)

Tri-Color Veggie Pasta Salad (V)

Sides: select 2

Herbed Roasted Potato Medley (VG-GF)

Macaroni and Cheese (V)

Green Beans (VG-GF)

Braised Greens (VG-GF)

Entrées:

Vegetable and Chickpea Patty with Tomato Relish (VG-GF) OR Southern Fried or Roasted Bone in Chicken

Dessert: select 1

Banana Caramel Bread Pudding (V)

Peach Cobbler (Seasonal Substitutions are Apple in Fall, Blueberry in Spring) (V)

Italian Buffet... \$25.00 per person

*Includes House-Baked Focaccia Bread, dispensed Iced Tea and Iced Water
Served with Stewed Eggplant and Tomatoes (VG-GF) for Full Guest Count*

Salads: select 1

Classic Caesar (V)

Caprese Salad (V-GF)

Market Green Salad, local greens, hearts of palm, radish, dried cherries; thyme vinaigrette (VG-GF)

Starch: select 1

Herb Polenta (V-GF) or Herb Buttered Pasta (V)

Sides:

Roasted Broccolini (VG-GF) and Yellow Squash and Zucchini (VG-GF)

Entree:

Chicken Piccata (GF) or Eggplant Parmesan (V)

Dessert: select 1

Traditional Tiramisu (V) or Chocolate Chip Cannoli (V)



Tech Catering's KENDEDA a la Carte Desserts*

**All Vegetarian; GF, VG and Nut-free options available upon request*

Assorted House-made Cookies: *In Traditional and Seasonal Flavors ... \$21.00 per dozen*

***Vegan and Gluten Free (VG-GF) Cookie option is Double Chocolate** (2 mini cookies per person) ... **\$ 48 per dozen**

Gluten Free (GF) Dessert options:

Chocolate Chip cookie ... \$57 per dozen

Brownie ... \$24 per dozen

Dessert Bars: *Brownies, Blondies, Red Velvet Bars, and Rice Crispy Treats, ...\$21.00 per dozen*

Assorted Regular Cupcakes (V): *In Traditional and Seasonal Flavors ... \$28.00 per dozen*

Mini Cupcake Assortment (V): *In Traditional and Seasonal Flavors ...\$21.00 per dozen*

***Regular and Mini Cupcakes can be Vegan (VG) in the following flavors:**

Regular: Devil's Food, Red Velvet, Pumpkin and Carrot Cake ... \$22 per dozen

8" Sliced Cakes (V): *Vanilla Bean, Double Chocolate, Strawberry, Funfetti, Lemon, Cookies & Cream, Red Velvet... \$38.00 each*

Double Layer Sheet Cakes (V): *Vanilla Bean, Double Chocolate, Strawberry, Funfetti, Lemon, Cookies & Cream, Red Velvet*
Half...\$64.00 / Full...\$125.00

Southern Cobblers (V): *Peach, Apple, Blueberry*

Half Pan (serves 12) ... \$28.00 each

Full Pan (serves 25) ... \$53.00 each

Petite Dessert Assortment: *An Assortment of French Macaroons, Petite Tartlets, Petite Verrines, and Seasonal Pate de Fruit ...\$24.00 per dozen*

Petite Tartlets (V): *In Traditional and Seasonal Flavors including; Chocolate Cheesecake, Lemon Cream, Raspberry Mousse, and Apple Pie tartlets... \$24.00 per dozen*

Petite Verrines (V): *In Traditional and Seasonal Flavors including Cheesecake, Chocolate Cream and Mango... \$21.00 per dozen*



Tech Catering' KENDEDA Snack Break Packages:

Afternoon PM Break ...\$8.00

Fresh Popped Popcorn, Whole Fruit, Coca-Cola Canned Soft Drinks
Dispensed Water

Make your Own Trail Mix Bar...\$10.00 per person

Crunchy House-made Granola, Dried Fruits, Banana Chips, Chocolate Chips, Mini M & M's, Toasted Coconut, Pumpkin Seeds, Wasabi Edamame, Chopped Walnuts, Roasted Peanuts
Regular Coffee, Herbal and Non-Herbal Teas, Assorted Coca-Cola Soft Drinks, Dispensed Water

Tea Sandwich Sliders & Petite Desserts Break...\$13.00 per person

**Assorted Slider Sandwiches on Hawaiian Rolls, Petite Dessert Assortment, Natalie's Lemonade, Ice Water*

***Choose up to 3 Sandwich Options:**

Roasted Red Pepper and Pesto Hummus (VG), Dill and Lemon Aioli, Egg Salad with Arugula and Dijon Mustard Aioli, Honey Papaya Chicken Salad with Mesclun Greens

Dips & Chips Breaks

Fiesta Break...\$10.00 per person

7 Layer Dip (V), Salsa Verde (VG- GF), Fire-roasted Salsa (VG- GF), Guacamole (VG- GF), House-fried Tortilla Chips, Churros (V), Lime-aide, Ice Water

Healthy Dip Break...\$9.00 per person

Hummus Trio (Garlic, Roasted Red Pepper, Pesto) (VG- GF), Toasted Pita (VG), Marinated & Grilled Vegetables (VG- GF), Sliced Fruit with Ginger Yogurt Dip (V), Green Iced Tea, Ice Water

Potato Chip & Pretzel Bites Break...\$9.50 per person

House-fried Potatoes with Aioli Trio, (V-GF), Bavarian Pretzel Bites with Mustard Trio – (V)
Coca-Cola Canned Soft Drinks, Dispensed Ice Water



“Fall for First Semester” Break (Available September – December) ...\$8.50 per person

Caramel Espresso Blondies

Apple Pie Tartlets

Hot (or cold) Apple Cider

Hot Chocolate with Mini Marshmallows, Cinnamon Sticks, Chocolate Shavings, Whipped Cream

“Spring into Second Semester” Break (Available January – May) ...\$8.50 per person

Chocolate Chip Cookies

Cherry Pie Tartlets

Sparkling Citrus Punch

Iced Coffee or Regular Coffee Bar with Assorted Syrups



Tech Catering's KENDEDA Reception Menus:

Light Reception...\$30 per person

The Light Reception is perfect for get-togethers held midday or early evening.

25 guest minimum (a 25% upcharge will apply for orders less than minimum)

Disposable reception plates, napkins, forks and cups are included as well as Infused Water and another Dispensed Beverage of your choice

Light Reception Cold Station:

Choose 2

Assorted Cheese (V-GF) and Crackers (V)

Crudité (VG-GF) with Dipping Sauce (V-GF)

Fresh Fruit Display (VG-GF)

Roasted Red Pepper Hummus (VG-GF) with Pita (VG)

Light Reception Dip Station:

Choose 1

Spicy Queso Dip (VG-GF) and House-made Potato Chips (VG)

Spinach & Artichoke Dip (V-GF) with Tortilla Chips (VG-GF)

Buffalo Chicken & Bleu Cheese Dip with Tortilla Chips (VG-GF)

Light Reception Bites Station:

Choose 2

Melon and Tajin Bites (VG-GF)

Greek Vegetable Tartlet (V)

Roasted Vegetable Stuffed Mushroom Caps; Tomato Ragu

Spanakopita (V)

Mac & Cheese Bites (V)

Light Reception Sweet Treats:

Choose 1

Assorted Dessert Bar Bites

Assorted Mini Cupcakes



Essential Reception...\$46 per person

The Essential Reception is perfect for evenings. It is a hearty menu with abundant options

25 guest minimum (a 25% upcharge will apply for orders less than minimum)

Disposable reception plates, napkins, forks and cups are included, Infused Water and another Dispensed Beverage of your choice and Assorted Desserts Choices

Essential Reception Cold Station: Choose 2

Local & Domestic Cheese Boards with Assorted Crackers and Baggette

Fresh Fruit and Crudit  Display (VG-GF)

Grilled Seasonal Vegetables with Balsamic Drizzle (VG-GF)

Bruschetta Trio (VG-GF) with House-made Crostini (VG)

Essential Reception Dips and Spreads Station: Choose 2

Hummus Trio (VG-GF) with Pita (VG) and Crudit ; (VG-GF)

7 Layer Dip (V-GF) with Tortilla Chips (VG-GF)

Spinach & Artichoke Dip (V-GF) with Tortilla Chips (VG-GF)

Buffalo Chicken & Bleu Cheese Dip with Tortilla Chips (VG-GF)

Essential Reception Ambient Bites Station: Choose 2

Melon and Tajin Bites (VG-GF)

Sweet Potato and Avocado Bites (VG-GF)

Roasted Vegetable Stuffed Mushroom Caps (VG-GF)

Spanakopita (V)

Greek Vegetable Tartlet (V)

Chicken and Sundried Tomato Tartlet

Essential Reception Hot Bites Station: Choose 3

Mac & Cheese Bites (V)

Three Cheese Arancini with Truffle Aioli (V)

Curry Chicken Tartlet

Chicken and Cheese Mini Tacos

Honey Hot Chicken Skewer (GF)

Teriyaki Chicken Skewers (GF)

Sesame Ginger Chicken Skewers (GF)



The Grand Reception...\$60 per person

The Grand Reception is our most indulgent offering. Every element of the menu is decadently enhanced. For those occasions when only the best will do, The Grand Reception stands unparalleled

50 guest minimum (a 25% upcharge will apply for orders less than minimum)

Disposable reception plates, napkins, forks and cups are included Assorted Beverages and Assorted Desserts Choices

Grand Reception Cold Station

*Sliced Fruit Display with Seasonal Berry Garnish (VG-GF)
Charcuterie and Cheese Boards Enhanced with Edible Flowers
Assorted Canapes (Vegan and Gluten Free options included)*

Grand Reception Gourmet Spreads: Choose 2

*Hot Caprese Dip Sundried Tomatoes Fresh Mozzarella Cheese Herbs Served with Grilled Ciabatta Slices (V-GF)
Sundried Tomato and Basil Ricotta Dip (V-GF)
Santa Fe Chicken Spread (GF)*

Grand Reception Ambient Bites Station: Choose 2

*Falafel with Hummus and Pickled Onions (VG-GF)
Baked Brie and Cranberry Chutney (V)
Goat Cheese and Fig Vol-au-Vent (V)
Greek Bruschetta with Feta, Tomato, Cucumber and Red Onion (V)
Artichoke and Lavender Bruschetta (V)*

Grand Reception Hot Bites Station: Choose 3

*Marinated Porcini Mushroom (V-GF) Bruschetta
Phyllo-wrapped Asparagus and Asiago (V)
Fried Artichoke Lemon Aioli (V)
Toasted 3 Cheese Ravioli with Tuscan Herbed Tomato (V)
Creamy Chicken Phyllo Tarts
Assorted Chicken Skewers (GF)*



A la Carte Items

12 guest minimum (a 25% upcharge will apply for orders less than minimum)

Bruschetta Trio with House-made Crostini... \$5.00 per person

Tomato Basil, Black and Green Olive Tapenade, Roasted Peppers with White Bean and Arugula

Mezze Platter with House-made Crostini, Warm Pita... \$10.50 per person

Babaganoush, House-made Hummus, Marinated Artichoke Hearts, Cremini Mushrooms, Boursin Cheese, Roasted Red Peppers, Spiced Olives

Grilled Seasonal and Local Vegetable Platter... \$5.00 per person

Local and Imported Cheese Board... \$8.00 per person

Variety of Cheeses, Fresh and Dried fruit, Fig jam, honey, Dijon Mustard, Gourmet Crackers, Cracklin' Bread, and Baguette

House-made Dips and Spreads... \$3.5 per person

Spicy Queso Dip with House-made Potato Chips

Spinach and Artichoke Dip with Tortilla Chips

Buffalo Chicken and Blue Cheese Dip with Tortilla Chips

Hummus Trio with Pita and Crudit 

A la Carte Hors d'oeuvres (per person)

Served Ambient:

Melon and Tajin Bites...\$3.00 per person (VG-GF)

Roasted Vegetable Stuffed Mushroom Caps; Tomato Ragu...\$4.00 per person (VG-GF)

Greek Vegetable Tartlet...\$4.00 (V)

Spanakopita...\$4.00 (V)

Sliced Fruit Display... \$4.50 (VG-GF)

Sweet Potato and Avocado Cups ...\$4.50 (VG-GF)

Sundried Tomato Chicken Tartlet... \$4.50

Served Hot:

Mac & Cheese Bites...\$4.00 (V)

Curry Chicken Tartlet...\$4.00

Three Cheese Arancini; Truffle Aioli...\$5.25 (V)

Chicken Skewers (Honey Hot, Teriyaki, Chili Lime, Sesame- Ginger) ...\$5.25



Tech Catering Ordering Procedures

Booking your Function:

Even if the date or guest count of your event is tentative, please notify our catering office of your event so that we can make preliminary plans to ensure a memorable occasion as our calendar fills up quickly! Our Office of attentive staff is here to assist you with your event planning details. You can reach us at techcatering@dining.gatech.edu or by phone at **404-894-1542**.

Facility Reservations:

For internal groups, room reservations are made through Georgia Tech's event management system (**EMS**). Please [click here](#) to access. Please allow and reserve space for at least four hours before your guest's arrival and two hours after departure for sufficient set-up and breakdown time for **full-service affairs**. Guest tables and chairs, foodservice tables, audio visual equipment and trashcans (including composting bins) should also be requested at the time of booking your space.

Certain spaces on campus, while reservations are allowed, prohibit or limit food service. For additional guidance, please view our policy on "[Food allowed in classrooms for event reservations](#)".

Food and Beverage:

We offer a wide range of catering options to fit every budget. Our catering menu includes fresh, contemporary menus that represent a starting point; the Catering Team is committed to curating an unforgettable experience for you and your guests. Should you desire a custom approach to your event menu, please feel to contact our office directly. Our Chefs are skilled culinarians who specialize in the art of food.



Delivery:

We offer several delivery service-ware options:

- **Drop-off All Disposable- Tech Catering delivers food & beverages in all disposable containers;** heating elements like wire chafers with Sterno, are **not included**. Compostable/recyclable service-ware disposables, provided. The client is responsible for event set-up and clean-up. *Great option for less formal events with tight event windows and/or limited set-up space (i.e. classrooms, offices, dorms, etc.)*
- **All Disposable- Tech Catering delivers and sets up food & beverages in all disposable containers, wire chafers with Sterno included (\$10 flat-rate charge).** Set up included however the client is responsible for clean-up. *Great for less formal events where leftover food may be safely re-stored, recycled, or donated at the discretion of the event planner post event.*
- **Delivery Disposable - Tech Catering delivers, sets up and picks-up.** Compostable disposables, re-usable buffet service-ware, décor elements, and buffet linens are included with this service. The client assumes responsibility for providing buffet tables and is aware that time is required both pre- and post-event for set up and pick-up. Depending on the size and scope of the event, *staffing may be assigned at additional costs.*
- **Upscale Disposables- Balsa Wood Boxes and Palm Leaf Service-ware options available.** *Please contact our office for more information.*
- **Porcelain Service-ware – Tech Catering delivers, sets up and services.** Due to the nature of the event, staff will be assigned additional charges. *Please note that additional charges for rental porcelain may apply if event size exceeds Tech Catering’s internal supply.*

For most events, a minimum of 30 minutes before and after your guests’ arrival is needed for delivery and pick up. Please ensure that doors are unlocked, and **Tech Catering has building access** to avoid delay of set up. A delivery fee to apply for events held at off campus locations.

Alcohol Policy:

Please visit the [Campus Alcohol Policy | Policy Library \(gatech.edu\)](https://gatech.edu/policy-library) for information regarding the Institute’s alcohol policy for events. Currently, Tech Catering, while authorized to serve, is not licensed to supply/purchase alcohol. Therefore, clients who have been approved to serve alcohol per GT Policy are responsible for the purchase, transport, and post event-pick-up of their own alcohol. Tech Catering provides **TiPs** or **ServSafe Alcohol** certified bartenders and bar set-up inclusive of non-alcoholic beverages, garnishes, and service-ware, at additional charges.



Note that for GT on-campus events, alcohol service is not allowed before 4:30pm. In addition, alcohol service must cease 30 minutes prior to the event's end time or no later than 10:30pm. Please contact our office for additional information.

Payment:

For all Georgia Tech internal departments, Tech Catering processes journal entries in Workday on your behalf. Therefore, please ensure that you **confirm with your department business/budget manager the appropriate payment method and verify the availability of funds.** Compliance with all Georgia Tech food purchase policies is the sole responsibility of the event planner. For off-campus clients or clients paying via credit card or check, payment for invoices must be made prior to the event date (see below).

For all internal GT campus partners, the following documents must be received for event confirmation. **No exceptions will be granted and events lacking documentation will be cancelled:**

- **Active Work-tag**
- **Completed & Signed [Food Group Meal Form](#)** (non-Foundation Funds only)
- **List of Attendees (for events less than 15 guests)**
- **[Alcohol Approval Form](#) (For events serving alcohol)**

State per diem limits apply to all events paid for by way of state funds (***\$13 Breakfast, \$14 Lunch, \$23 Dinner***). All necessary documents mentioned above must be received by the Catering Office at least **three business days prior to your event date.** Tax will not be applied if using state funds, as Georgia Tech is tax exempt.

For all external clients, the following information must be received for event confirmation. **No exceptions will be granted and events lacking documentation/ payment will be cancelled.**

- Proof of confirmed on-campus reservation
- Alcohol Approval- if serving alcohol
- Payment via credit card or check- received at least 7 business days in advance of event date

Events paid for by credit card (*as well as some Foundation Funds*) are subject to an 8.9% sales tax. For Georgia Tech affiliated organizations such as the GT Alumni Association as well as all, external clients, sales tax will be applied unless a valid **State of Georgia** tax exempt certificate is supplied to the Catering office in advance of your event. Credit card payments can be made securely at our online [GT Marketplace](#) payment portal, thru TouchNet.



We accept American Express, Visa, MasterCard, and Discover.

Event Amenities:

Tech Catering can be of assistance in many areas of service including ordering specialty linens, buffet décor and floral arrangements. Please speak with our Office for additional assistance.

Service Staff – Determined by the scope and demands of your event as evaluated by Catering Management. For Institute affiliated, on-campus events, **pricing is \$35 per attendant per hour; \$50 per bartender per hour; \$50 per chef per hour (all service staff subject to a minimum 4-hour service charge for events occurring after 5pm and on weekends).** For external client events, as well as off-campus events, please contact our Catering Offices as additional charges and time minimums may apply.

Catering Equipment- We offer a full range of catering equipment to provide a professional image while serving your event. A quote for rental equipment can be provided for any service items not available through our department. All event equipment must be picked up at the conclusion of your event. A replacement cost charge will be assessed for any missing equipment.

Floral and Décor Services – We are happy to order, receive and handle floral and décor requests. A quote will be provided based on your décor preferences and will include a **handling charge of up to 20% of the total floral invoice.**

Pricing:

Prices are subject to change based on meeting guest minimums and product availability. Prices reflect services available during normal business hours in accordance with the Institute's calendar. Please contact the Catering Office for pricing for events held on **Georgia Tech** holidays and breaks.

External GT clients are provided with a schedule of fees separate from internal departments. Please see our Offices for more information.



Changes and Cancellations Including Modified Operations:

Internal Georgia Tech Departments:

All changes or cancellations referring to the menu, guest count or event arrangements **must be confirmed five business days prior to the event date**; a revised invoice confirms your updates. All cancellations made with less than three business days' notice may be charged for any food, materials, and labor that has been committed to the event **(up to 50% of total event cost)**. **Cancellations made within 48 hours of the event will result in a charge of 100% of the total invoice.**

Modified Operations:

If the Institute reverts to a Modified Operations Plan where campus buildings and/or event facilities are closed or move to limited operations, then catering events will be subject to cancellation and can be rescheduled without penalty.

External Clients:

To avoid surcharges, all changes referring to the menu, guest count or event arrangements **must be confirmed 7 business days prior to the event date**; a revised invoice confirms your updates. All cancellations made with less than 10 business days' notice are subject to charges for any resources that may have been committed to the event **(up to 100% of total event cost)**. **Cancellations made within seven business days in advance of the event will result in a charge of 100% of the total invoice.**

Pop ups:

Tech Catering makes every effort to accommodate last-minute requests (*events requested with less than 5 business days' notice*). Our schedule fills up quickly and we request clients to plan at least 10 days in advance to ensure availability. When your event is a pop-up, and in one of our exclusive spaces (see below), Catering reserves the right to dictate menu options whenever necessary.

For all other campus locations, and when Tech Catering is unable to accommodate your pop-up request, please feel free to contact one of GT's *approved [secondary caterers](#) for assistance.



***Catering Exemptions and Approved Secondary Caterers:**

If your event is \$600 or more and in any of Tech Dining's exclusive spaces (*Exhibition Hall, The John Lewis Student Center, or West Village*), exemptions will **not** be granted. Catering events less than \$600 do not require a catering exemption should an outside, licensed food-service provider be preferred.

Internal GT departments can request a catering exemption when neither the primary nor secondary approved caterers can accommodate their event due to conflicts in scheduling, event scope, or cultural authenticity. **Please note that submitting a request for exemption does not automatically guarantee approval.** If your event meets the criteria, then an exemption will be considered. [Click here](#) for detailed information regarding GT's Catering Exemption Policy and process.

If your event is in non-Tech Dining exclusive spaces (see above), then use of GT's secondary caterers including Tech Square Restaurants, is approved. If interested in approved food truck vendors or other retail outlets on campus to provide food services for your event, please [click here](#) for assistance.

For more information regarding the campus policy on catering exemptions and secondary caterers, [click here](#).

Force Majeure:

Both Tech Catering and the client shall be excused during the period "condition of force majeure". The term shall mean an unforeseen event which is beyond the control of the parties and that makes it impossible or illegal for such party to perform its obligation hereunder (i.e., such as the destruction or closing of The Institute or any event space). An event cancelled due to a condition of force majeure shall be rescheduled, if possible, as soon as practical once the period of force majeure has passed.

Sustainable, Organic, Allergen Free Menus:

We are proud of our stewardship in providing you with fresh and tasty offerings. Please discuss your menu preferences with our offices and our commitment to providing you with a menu that focuses on local, seasonal, or allergen-free ingredients will become a reality.



Tech Catering Service & Labor Charges

*Attended Service:

- \$35 per hour

*Bartending Services

- \$50 per hour

*Chef Services:

- \$50 per hour

Service-ware Options:

- All Disposable Drop-off- *No Charge*
- All Disposable (wire chafers & Sterno)- *\$10.00 flat rate*
- Delivery Disposable
- Premium Disposable Service (Palm Leaf Service-ware)- *See our Offices for pricing*
- House Porcelain Service-ware:
 - *Internal GT Department on-campus events- groups up to 20 guest - no charge*
 - *Internal GT Department on-campus events 21 guests- 100 guests - \$5.00 per person*
 - *Internal GT Department on-campus events 100+ guests - \$6.00 + per person*
 - *Internal GT Department off-campus events- Starting at \$8.00 additional per person*
 - *External Clients on or off campus- Starting at \$10.00 per person*

Rental Service-ware:

- If the event guest count exceeds Tech Catering's in-house inventory or if an outside source is preferred, then pricing to be based on **rental cost + a 20% handling charge.**

Linens:

- House linens for buffets are complimentary. House linens for guest tables start at \$8 each. Specialty linen additional. Please contact our Catering Offices for additional information.

**Based on schedule demands or actual event needs. Tech Catering reserves the right to outsource service staff when necessary. Subject to a 4-hour minimum service charge per attendant for external groups, events occurring after 5pm, and events on weekends and holidays*