

**I. CATERER APPLICATION**

Company \_\_\_\_\_ Tax ID # \_\_\_\_\_

Owner/Manager \_\_\_\_\_

Address, City State \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

Serving Options:

Preferred Event Size \_\_\_\_\_ Maximum number of people served \_\_\_\_\_

Please check the options you would like listed for your company:

- Breakfast     Lunch     Dinner     Buffet     Plated Meals

**REQUIRED DOCUMENTATION**

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

- 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 Serv Safe Certification
- Proof of Insurance Coverage for off-site catering

Caterers must have carefully read and understood the details explained in the **Lanier Technical College Caterer Operation Guidelines**, included in this Catering Package. At the discretion of Lanier Technical College, 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 at Lanier Technical College, Ramsey Conference Center.

Caterers are subject to incurring any costs resulting from the unsatisfactory completion of required tasks while operating at the Lanier Technical College Ramsey 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 at the Lanier Technical College Ramsey Conference Center, whether contracted directly by the Lanier Technical College Ramsey Conference Center or by customers utilizing the Lanier Technical College Ramsey 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 Director.

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 Lanier Technical College Ramsey Conference Center Caterer Operations Guidelines, Ramsey Conference Center Policies, and the Use of Alcoholic Beverages on Campus Guidelines** and have had any and all questions satisfactorily answered. I will comply with the Guidelines 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 Lanier Technical College Ramsey Conference Center.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date