

# Convocation Hall

Emory University, 505 Kilgo Circle, Atlanta, GA 30322

## PREFERRED VENDORS / CATERER AND VENDOR POLICIES and GUIDELINES

### Caterers

If providing food and beverage, the Client must use a caterer from Convocation Hall's approved caterer list.

**AVALON CATERING**

2191 Briarcliff Road, NE  
Atlanta, GA 30329

[www.avaloncatering.com](http://www.avaloncatering.com)

404-728-0770

**EMORY CATERING**

569 Asbury Circle  
Atlanta, GA 30328

[www.emory-catering.com](http://www.emory-catering.com)

404-712-8948

**BOLD AMERICAN CATERING**

887 West Marietta Street, Studio K-102  
Atlanta, GA 30318

[www.boldamerican.com](http://www.boldamerican.com)

404-815-1178

**NICOLES EVENTS CATERING**

3267 Buford Highway  
Atlanta, GA 30329

[www.nicoleseventscatering.com](http://www.nicoleseventscatering.com)

404-321-5851

**OCEAN CATERING COMPANY**

489 Peachtree Street NE - Rear  
Atlanta, GA 30308

[www.oceancateringcompany.com/](http://www.oceancateringcompany.com/)

404-377-3663

**PROOF OF THE PUDDING**

1175 Chattahoochee Avenue NW, Building A  
Atlanta, GA 30318

[www.proofpudding.com](http://www.proofpudding.com)

404-892-2359

**SOIREE EVENTS**

1281 Collier Road NW  
Atlanta, GA 30318

[www.soireecateringatlanta.com](http://www.soireecateringatlanta.com)

404-467-1699

**ADDED TOUCH CATERING**

8601 Dunwoody Place, Unit #301  
Atlanta, GA 30350

[www.addedtouchcatering.com](http://www.addedtouchcatering.com)

770-321-9592

Kosher division also available,  
A Kosher Touch, run out of the Marcus  
Jewish Community Center

### Caterer Guidelines

- All caterers must be on the Convocation Hall approved caterer list.
- No liquid or solid refuse of any kind is to be disposed of in Convocation Hall restrooms, in kitchen sinks or on Convocation Hall property. Ice is not to be dumped in building landscaping.
- Event caterers and vendors must hold appropriate business and alcohol service licenses (if applicable) from the City of Atlanta/DeKalb County or from city/county from which the business operates, and all licenses must be available for inspection prior to the event.

- Convocation Hall staff does not provide, order, or serve alcohol. Client must arrange for alcohol delivery to Convocation Hall and for its removal after an event.
- The sale of alcohol at events hosted in Convocation Hall is prohibited. Cash bars are prohibited.
- The service of alcoholic beverages in Convocation Hall shall be in accordance with City of Atlanta, DeKalb County, and state laws.
- No person under 21 years of age shall be served or allowed to possess alcohol in Convocation Hall.
- The event Client is responsible for enforcement of all alcohol-related requirements for the event.
- Alcohol may not be visible or set up on bars in any rented space of Convocation Hall before 5:00 p.m. or be openly displayed in any common area of the building until it closes to the public. Tables may be placed and clothed ahead of time.
- Caterers must place plastic sheeting, mats or runners behind each bar, particularly on any carpeted surface. Glass racks, dish racks, bus tubs, food containers, Cambros and similar items may not be placed directly on carpeted surfaces.
- Caterers must provide all equipment for the event, including trash cans and screens to screen off prep areas or kitchen work areas if necessary.
- Caterers and vendors must remove all trash from the premises immediately after the event.
- All deliveries including all rentals (glasses, dishes, tables, chairs, etc.) must be staged for delivery and pick-up at the rear entry of the building. Items may not be delivered via the building's front entrance.
- Caterers and vendors must bring hand trucks, dollies, flat rolling carts or other appropriate equipment for transporting food or equipment. Convocation Hall does not own, arrange for or otherwise provide such equipment.
- The dumbwaiter provides access between the Garden Level (kitchen location) and the Second Floor of Convocation Hall. Passenger transport via the dumbwaiter is prohibited.
- Convocation Hall does not provide free parking or parking vouchers for catering staff, vendors or event suppliers. Convocation Hall staff will provide directions and recommendations for nearest on-campus parking decks. It is strongly recommended that caterer and vendor employees working at events in Convocation Hall carpool or utilize public transportation or car ride services if possible.

#### Kitchen Policies

Convocation Hall maintains one commercial grade kitchen facility and one adjacent plating/prep area. The kitchen and prep area are located on the Garden Level (ground level) of Convocation Hall. Any use of these two rooms must be coordinated with the Convocation Hall Building Director. The following specific policies and procedures apply to all uses of the kitchen and the prep area:

- To reduce the risk of cross-contamination and illness, food service vendors must clean and sanitize work surfaces before and after use.
- Use of kitchen appliances and equipment (hot boxes, dishwasher, warming oven, refrigerator, ice machine) by the Client's caterer and vendors is permitted. All cooking for events must be completed off site. No dishes, pots, pans, trays, or utensils are available for caterers or vendors.
- Each vendor or caterer will need to provide all required utensils or other equipment necessary for food prep and processing.
- No food prep or processing may take place on any floor of the building other than the kitchen and/or the prep area located on the Garden Level.

- Early kitchen access may result in additional rental fee(s) and must be arranged in advance with the Convocation Hall Building Director.
- There is limited space in the prep area for the storage of personal items such as handbags, backpacks, purses, phones, uniforms, and jackets, though we highly recommend staff leave items of value and any unnecessary items at home or in personal vehicles. This storage area is not secured and neither Convocation Hall staff nor Emory University assumes any liability for missing or lost items. Neither Convocation Hall staff nor Emory University can be held responsible for personal belongings, products, or supplies of caterers, event sponsors or any third-party vendors.
- Hands are to be washed and dried before applying gloves and before preparing or processing food.
- All persons preparing food must wear a hair restraint or covering. A beard restraint is required for individuals with facial hair.
- Food and debris must be removed from all sinks and sinks must be drained and wiped dry. All counters must be wiped clean.
- All trash must be enclosed in plastic bags and removed from Convocation Hall premises immediately after the conclusion of an event. Convocation Hall staff is not responsible for removal of trash generated by the event.
- Kitchen floors must be swept and mopped. Brooms, dry mops, and dustpans may be used. No chemicals or other cleaning materials may be used by caterers or vendors without consent from the Convocation Hall Building Director.
- The Convocation Hall Building Director or another designated Convocation Hall staff member will be on site for the duration of the event to oversee adherence to catering requirements and act as a liaison among caterers, contractors, subcontractors, vendors, and Emory University staff. The Convocation Hall Building Director reserves the right to review the kitchen and any other food prep or service area before catering or vendor representatives leave the building to ensure compliance with cleaning procedures.

### Fire Code

Event sponsors and their vendors must abide by City of Atlanta, DeKalb County and state fire code regulations, including the following specific requirements:

- No equipment, signage, or installation shall block doors, ingress/egress routes, stairwells, or emergency exits.
- Sterno may be used for moderate warming during events. Locations for all food stations using Sterno must be approved in advance by the Convocation Hall Building Director.
- Sterno containers need to be blown out and cooled before moving. Sterno containers must fit securely in Sterno holders under chafers or food service pans.
- Unprotected taper candles and open flames (such as with flambé and stir frying) are prohibited from use in the building.
- Tealight candles are not permitted per Emory University policy. Flameless battery-operated candles are a recommended alternative.
- Propane and bottled gas are prohibited in the building.
- All stage sets, stands, materials and decorations shall meet all applicable fire and safety standards and regulations.

### Preferred A/V Providers

Audio/Visual Services must be provided by a Convocation Hall preferred A/V vendor. The following vendors are approved for use in Convocation Hall:

**ATLANTA SOUND & LIGHT**

1400 Vijay Drive  
Atlanta, GA 30341  
[www.atlantasoundandlight.com](http://www.atlantasoundandlight.com)  
770-455-7695

**ETA CREATIVE EVENT PRODUCTIONS**

844 Livingston Court  
Marietta, GA 30067  
[www.etahq.com](http://www.etahq.com)  
404-654-0200

**THE RECORDING SERVICE**

**(Bennett Kane)**  
[contact@therecordingservice.com](mailto:contact@therecordingservice.com)  
[www.therecordingservice.com](http://www.therecordingservice.com)  
770-510-3863

*Insurance and Indemnity*

Most vendors regularly supporting events at Convocation Hall maintain approved levels of insurance and keep evidence of such insurance on file. For all events, it is the responsibility of the Client to ensure that the event sponsor(s) and all vendors for the event have appropriate insurance and have provided certificates of insurance as appropriate or required. The following insurance is required of all event sponsor(s) and vendors:

- Commercial General Liability - \$1,000,000 per occurrence, and including coverage for products liability and contractual liability
- Liquor Liability coverage - \$1,000,000 (not required for A/V vendors or third-party vendors/suppliers not involved in beverage service or distribution)
- Umbrella coverage - \$2,000,000
- Automobile Liability coverage - \$1,000,000 per accident for bodily injury and property damage
- Workers' Compensation – statutory limits (Event sponsor(s) are not required to provide workers' compensation insurance for independent contractors, but such contractors must provide certificates documenting that appropriate insurance policies are in place)

By agreeing to provide goods or services in Convocation Hall, an event sponsor(s) and its vendors agree to indemnify and hold harmless Convocation Hall and Emory University and the employees, officers, directors, and agents of each of them from any and all claims, liability, costs, and expenses to the extent arising from any action or omission of such event sponsor(s) or vendor, its agents or employees.

*Event Décor and Staging*

- Events requiring signage, large displays, backdrops, or professional decorator service must be coordinated with the Convocation Hall Building Director at least two weeks before the event.
- Helium balloons, bubble or fog machines, loose flower petals, and **all forms of confetti** are prohibited for use in Convocation Hall.
- No items may be hung from the ceiling of any booked space.
- No signage, decorations, frames, or other materials shall penetrate or be attached by fasteners of any kind to the walls, ceiling, floors, stairwell railings, doors, or any permanent fixtures of Convocation Hall.
- Large banners or signs on the interior or exterior of the building are prohibited. Open paint containers, spray paint, or other hazardous materials are not permitted in any form.

- Vendors are responsible for the set-up and removal of all event-related décor and equipment. The Convocation Hall Building Director – or any Convocation Hall staff member – is not responsible for installation or removal of any event décor items.
- Convocation Hall is not responsible for loss or damage to any equipment left overnight in the building.
- If flowers or plants are provided for an event, they must be completely removed immediately after the event. Floral arrangements may not be constructed on site. No potted plants may enter the building from the front entrance of the building; the rear entry door must be used for all floral deliveries.
- Candles may not be incorporated into floral centerpieces.
- Staging installations must be approved by the Convocation Hall Building Director.
- Use of pipe and drape must be reviewed and approved by the Convocation Hall staff and cannot block any doorways, emergency exits, stairwells, or building directional signage.
- Dance floors are not permitted in Convocation Hall.
- Convocation Hall staff and management reserve the right to assess additional charges for cleaning and repair of damages caused by the Client, event sponsor(s), vendors/suppliers, contractors, subcontractors, employees of any aforementioned groups, and event guests, including but not limited to carpeting, wood or painted surfaces, glass surfaces, marble surfaces, furniture, desks, tables/chairs, kitchen equipment, and A/V equipment. Equipment removed or missing from Convocation Hall will be charged to the Client at full replacement value.

#### Entertainment

- All forms of entertainment must be pre-approved by Convocation Hall staff.
- Carpeted areas, wood flooring, and marble flooring must be protected beneath any staging installations.
- Musicians must use the rear entry door of Convocation Hall for the load-in of instruments and equipment.
- Parking arrangements for musicians or entertainers is the responsibility of the Client.

#### Parking

There is no on-site parking at Convocation Hall. The three closest on-campus parking facilities are as follows:

- Fishburne Deck - Visitor entrance on Fishburne Lane, via Dowman Drive.
- Oxford Road Deck – Visitor parking at 1390 Oxford Road.
- Peavine Visitor’s Lot – Visitor parking at 27 Eagle Row.

Fees apply at all three of these decks from 7:00 a.m. until 5:00 p.m., Monday thru Friday. Information regarding fees, hours, deck locations and general on-campus parking information may be found at <http://transportation.emory.edu/parking/visitors.html>. Convocation Hall does not provide free parking at on-campus parking decks or provide parking vouchers. Reserved spaces may be arranged by the Client directly with Emory Parking and Transportation at (404) 727-PARK [7275], or via email at [parking@emory.edu](mailto:parking@emory.edu). Charges for reserved spaces apply and are limited by available spaces, day/time of the event, and campus demand.

For ride share services such as Uber and Lyft, we recommend using the following as the destination address:

201 Dowman Drive, Atlanta, GA 30322

This address will ensure arrival at a sidewalk between the Administration Building and White Hall with direct access to Convocation Hall.

Updates to Policies

This document is subject to change. Any updated version of this document supersedes any previous versions.