

## STANTON CAMPUS



400 Stanton-Christiana Road  
Newark, Delaware 19713

Located in the heart of New Castle County near  
Exit 4 of I-95.

Rental facilities include classrooms, computer  
labs, board room, conference rooms,  
gymnasium and sports fields.

Amenities include close proximity to several  
hotels and motels, free parking and a  
landscaped suburban setting.

*Let's plan your  
next event together!*



## GEORGE CAMPUS



300 N. Orange Street  
Wilmington, Delaware, 19801

Located in the city of Wilmington, Delaware  
near Exit 6 of I-95.

Rental facilities include classrooms, computer  
labs, board room and conference rooms.

Amenities include close proximity to the  
Wilmington train station, major bus routes,  
and the business district of Wilmington. This  
Campus offers free parking and an attractive  
urban setting.

For more information, please contact:  
Donna Wilson  
Conference Services Manager  
302.454.3189  
dwilso@dtcc.edu

**DELAWARE**  
**TECHNICAL**  **COMMUNITY**  
**COLLEGE**

# Facility Rentals and Catering

Delaware Tech is a budget-friendly choice, offering an outstanding atmosphere coupled with a wide range of catering and technology services.

From classrooms to board rooms to a gymnasium, we have a space perfect for your event. Both of our locations are easily accessible with lots of free parking.

Whether you require a light snack or a multi-course custom menu, our experienced and creative catering staff is ready to help ensure a successful and professional event!

*Let the event and catering professionals at Delaware Tech help you plan your event!*

## Professional Event Planning and Custom Menus

Our event planner and catering professionals can assist with all the details of planning your event and customizing your menu.

## Flexible and Varied Meeting Facilities

We have venues at each campus location to suit a vast array of activities and meetings.

- Four Conference Centers
- Gymnasium (seating up to 1,200 people)
- High-Tech Classrooms (seating up to 100 people)
- Computer Labs (seating up to 25 people)
- Small Board Rooms (seating up to 10 people)
- Sports Fields for picnics and team building

## Premier Technology

We offer state-of-the-art technology: wi-fi, LCD projectors and video conferencing equipment. AV and IT specialists are available for set-up and/or to staff your event.

## Booking Your Event

We ask for at least fifteen working days notice to book your event. Last minute requests will be accommodated based on availability.

## Payment

Based on the size and nature of your event, we may require a deposit prior to our services. Invoices may be paid in cash, personal or company check, Discover, Mastercard, or Visa. Payment must be made at least three days prior to your event.

## Catering

Our catering menu is priced on a per person basis unless otherwise noted and includes standard disposable serviceware. For an extra charge, we can also provide additional table cloths, and upgrades to china, flatware and linen. Personal event attendants who will ensure all your catering needs are met are also available.

## Payment

Billing is processed at the conclusion of your event. Invoices may be paid in cash, personal or company check, Discover, Mastercard, or Visa.

Catering services will be provided by our in-house food service. No outside food may be brought into your event.

