Revised 8/28/26

Catering Guidelines

All caterers will need to meet with an Event Supervisor upon arrival at the facility. Caterers must also meet with an Event Supervisor prior to leaving the facility to conduct an inspection of the kitchen and all areas used for catering. All clients serving food at their event without the use of a caterer are responsible for these guidelines as though they were a caterer. Any damage, unclean areas, or items left behind will be noted and addressed during the inspection. If any damage, messes, or items are left behind without an inspection by the Event Supervisor, the client may be subject to cleaning fees or loss of their deposit. Each event client or caterer is responsible for the following:

- All caterers are required to adhere to all state and local health rules to provide services within the Complex. Please contact the City of Amarillo Environmental Health Department prior to the date of the event to ensure compliance with any of their rules. Clients who are serving food at their event without the use of a caterer should also check with Environmental Health to ensure they are in compliance as well. The City of Amarillo Environmental Health Department can be reached at (806) 378- 9472.
- The event client MUST book the kitchen in their space to access the kitchen. Kitchen spaces should be booked with our Booking Coordinator and added to your event lease. Our Booking Coordinator can be contacted at (806)378-9321 or at accc.booking@amarillo.gov.
- Any event client or caterer who does not clean the kitchen after their event will be charged a cleaning fee and will be required in the future to pay a deposit, in addition to the rent. This deposit can be refunded on the invoice after the caterer satisfactorily cleans up after the event.
- If a client or caterer needs to use a room or kitchen for longer than the times allotted by the event lease agreement, the event client will be subject to additional extended hours fees.
- All kitchens at the Civic Center are prep kitchens only. Food may be stored, cooled, warmed, and prepared in the prep kitchens; **NO COOKING OF ANY KIND** may be done indoors. If an event client or caterer would like to cook on site outdoors, they may arrange to do so with their Event Supervisor PRIOR to their event.

- The North Exhibit Hall, Heritage Room, and Grand Plaza come equipped with prep kitchens at the Civic Center, though they must be rented in addition to leasing the event space. These kitchens are equipped with an industrial coffee maker, a walk-in cooler, two ice machines, four warming cabinets, two prep tables, a large dishwashing sink, and a small handwashing sink.
- **NO FOOD OR GREASE IN SINKS**. We do not have disposals and food, and grease will clog drains and event may be subject to additional costs if sinks get clogged. The Civic Center does not provide grease barrels. If your event will generate grease that requires disposal, you are responsible for bringing an appropriate grease barrel or another approved method for collecting and removing grease from the premises.
- No other rooms at the Civic Center have kitchens available.
- The kitchen at the Globe-News Center is a warming kitchen only. Food may be stored, cooled, warmed, and prepared in the kitchen, but **NO COOKING OF ANY KIND** may be done indoors.
- All prep kitchens and areas where food has been served or prepared must be cleaned prior to leaving the facility after each use. Please ensure that all equipment used for catering has been turned off and cleaned.
- All items brought into the Complex by the caterer **must be removed** immediately after the event, per the event lease agreement. This includes all tablecloths, dishes, food, and decorations. If an event client or caterer wishes to leave any items for later pick up, this must be arranged and approved by an Event Supervisor **prior to the event**. The Event Supervisor will need to know what will be left, when it will be removed, and where it should be stored. This is subject to space availability and not guaranteed. The Amarillo Civic Center Complex is not responsible for items left behind after an event.
- Absolutely no additional heating sources are allowed to be used in the food warmer cabinets (i.e. sterno cans).
- Crockpots, electric skillets, slow cookers, chaffing dish warmers and coffee pots may be used with approval prior to the event from the Event Supervisor. These applications can draw significant power and may require dedicated outlets or adjusted circuit planning. If approved in advance, please also check in with the Event Supervisor the day of your event to review all electrical needs and confirm proper placement.
- Sterno cans are allowed to warm food for the event when placed on a stable non-flammable surface. All sterno setups must be kept clear of linens and décor.

- Any exceptions to these guidelines must be approved by the Amarillo Civic Center Complex General Manager. For any questions regarding catering or the use of kitchens, please contact your Event Supervisor.