

Kitchen Policies

One kitchen is available for renters and caterers to use during an event.

Kitchen Equipment:

Caterers' Kitchen

holding oven (keeps heated food warm)

refrigerator – no freezer

icemaker w/ ice scoop

microwave oven

hand wash sink

counter space

The Texas Department of Human Services licensing requirements are very strict for kitchen usage. Fire safety regulations do not allow anyone to fry food in kitchens.

The Historic 512 does not provide cooking or cleanup items; renters or caterers must bring all supplies needed for preparation, service and cleanup. There are no extension cords available. Trash can's will be placed in each kitchen; trash bags are provided and all trash must be removed before final walk through.

Delivery, Unloading:

- Caterers and other service providers must sign in at the receptionist desk in north entrance lobby upon entering and departure. Make deliveries at north entrance, near the 3rd street entrance. Carry items on the *service elevator* at the north entrance.

Kitchen Hours:

Kitchens will be available to caterers and renters during these hours ONLY:

Day of Week	Caterers' Kitchen
Monday – Thursdays	1:30 p.m. - 11:00 p.m.
Fridays	1:30 p.m. - 1:00 a.m.
Saturdays	12:00 p.m. - 1:00 a.m.
Sundays	12:00 p.m. - 12:00 a.m.

Kitchen Cleanup:

- Wipe clean all countertops, sinks, stove, ovens, and other kitchen equipment used.
- Remove all foods, beverages from refrigerators in the caterers' kitchen.
- Bag trash and place in outdoor dumpster (cart in storeroom available for carrying trash).
- Sweep and mop kitchen floor.
- Remove all caterers' equipment, including rental dishes and glassware.

Reminders:

- The Historic512 is an entirely NON-SMOKING building; evidence of smoking will cause renter to forfeit damage deposit.
- Renter is responsible for providing copy of Kitchen Policies and Cleanup Guideline to caterers and other service providers who will be assisting in cleanup.
- Caterers must provide certificate of liability insurance two weeks prior to event.
- The floor must be protected from liquid with a plastic and absorbent overlay under the beverage table. All containers, such as ice chests or buckets must be placed on a plastic table or placed in the counter top in the caterer kitchen.