



*Meet. Play. Celebrate.*

# Event Planning Guide

We have prepared this event planning guide to provide you with the basic information regarding our facilities and to get you started planning your event with us.

We encourage you to stay in contact with our dedicated staff that is here to assist you and answer any questions.

(Revised December 2018)

Polices, rental rates, and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to **December 2018**. This Event Planning Guide and its contents are incorporated by direct reference to your Lease Agreement. Circumstances and operations not covered in these rules and regulations will be subject to interpretations, stipulations, and decisions deemed necessary and appropriate by the Amarillo Civic Center Complex General Manager.

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## GENERAL INFORMATION

### **Civic Center Address**

401 S. Buchanan St.  
Amarillo, TX 79101

### **Globe-News Center Address**

500 S. Buchanan St.  
Amarillo, TX 79101

### **Mailing Address**

P.O. Box 1971  
Amarillo, TX 79105

### **Administrative Office**

Monday – Friday, 8:00am – 5:00pm  
(806) 378-4297

### **Event Cell Phone**

Every day, 7:00am – midnight  
(806) 654-1719

## **Staff**

### **General Manager**

Sherman Bass  
(806) 378-4247  
[sherman.bass@amarillo.gov](mailto:sherman.bass@amarillo.gov)

### **Event Manager**

Melinda Landry  
(806) 378-6084  
[melinda.landry@amarillo.gov](mailto:melinda.landry@amarillo.gov)

### **Assistant General Manager**

Bo Fowlkes  
(806) 378-9460  
[bo.fowlkes@amarillo.gov](mailto:bo.fowlkes@amarillo.gov)

### **Event Supervisors**

Amanda Gonzalez-Flores  
(806) 378-9325  
[amanda.gonzalez-flores@amarillo.gov](mailto:amanda.gonzalez-flores@amarillo.gov)

### **Director of Operations**

Christopher Post  
(806) 378-9480  
[christopher.post@amarillo.gov](mailto:christopher.post@amarillo.gov)

Jen Williams

(806) 378-9471

[jen.williams@amarillo.gov](mailto:jen.williams@amarillo.gov)

Delores Reyes

(806) 378-3591

[delores.reyes@amarillo.gov](mailto:delores.reyes@amarillo.gov)

### **Event Booking Coordinator**

Dorothy Brown  
(806) 378-9321  
[dorothy.brown@amarillo.gov](mailto:dorothy.brown@amarillo.gov)

### **Production Manager**

Cliff McElhaney  
(806) 378-3088  
[cliff.mcelhaney@amarillo.gov](mailto:cliff.mcelhaney@amarillo.gov)

### **Marketing Administrator**

Han Owens  
(806) 378-6149  
[han.owens@amarillo.gov](mailto:han.owens@amarillo.gov)

### **Assistant Production Managers**

Daniel Meggers  
(806) 378-4221  
[daniel.meggers@amarillo.gov](mailto:daniel.meggers@amarillo.gov)

Will Weatherholt

(806) 378-9346

[william.weatherholt@amarillo.gov](mailto:william.weatherholt@amarillo.gov)

## Directions & Parking

### **Via I-40 East**

- Take Exit #70 (Downtown / North US 287 / 87)
- Bear right and continue onto Buchanan Street
- Continue on Buchanan Street to the Amarillo Civic Center Complex

### **Via I-40 West**

- Take Exit #70 (Downtown / North US 287 / 87)
- Bear left and merge onto northbound US 287 / 87
- Bear right and merge onto Buchanan Street
- Continue on Buchanan Street to the Amarillo Civic Center Complex

### **Via US-287 North**

- On US 287 / 87 southbound, proceed south to Downtown
- Bear left and merge onto Pierce Street
- Turn left to SE 4th Avenue, which ends at the Amarillo Civic Center Complex

### **Via I-27 South**

- On I-27 northbound, proceed north to Downtown
- Bear right and continue on Buchanan Street
- Continue on Buchanan Street to the Amarillo Civic Center Complex

Some routes may become inaccessible due to downtown traffic and construction. The Complex posts updates to our website as they become available. Please visit our Parking Information page located at <http://amarilociviccenter.com/about/parking-information> for more information.

RV parking is available in the lot off Johnson Street, directly east of the Complex Administrative Office. RV parking is on a first come, first serve basis and spaces are limited. Rules and regulations apply. Prices for that are as follows:

- \$15.00 / per day including power; no water
- \$40.00 / per event including power; no water

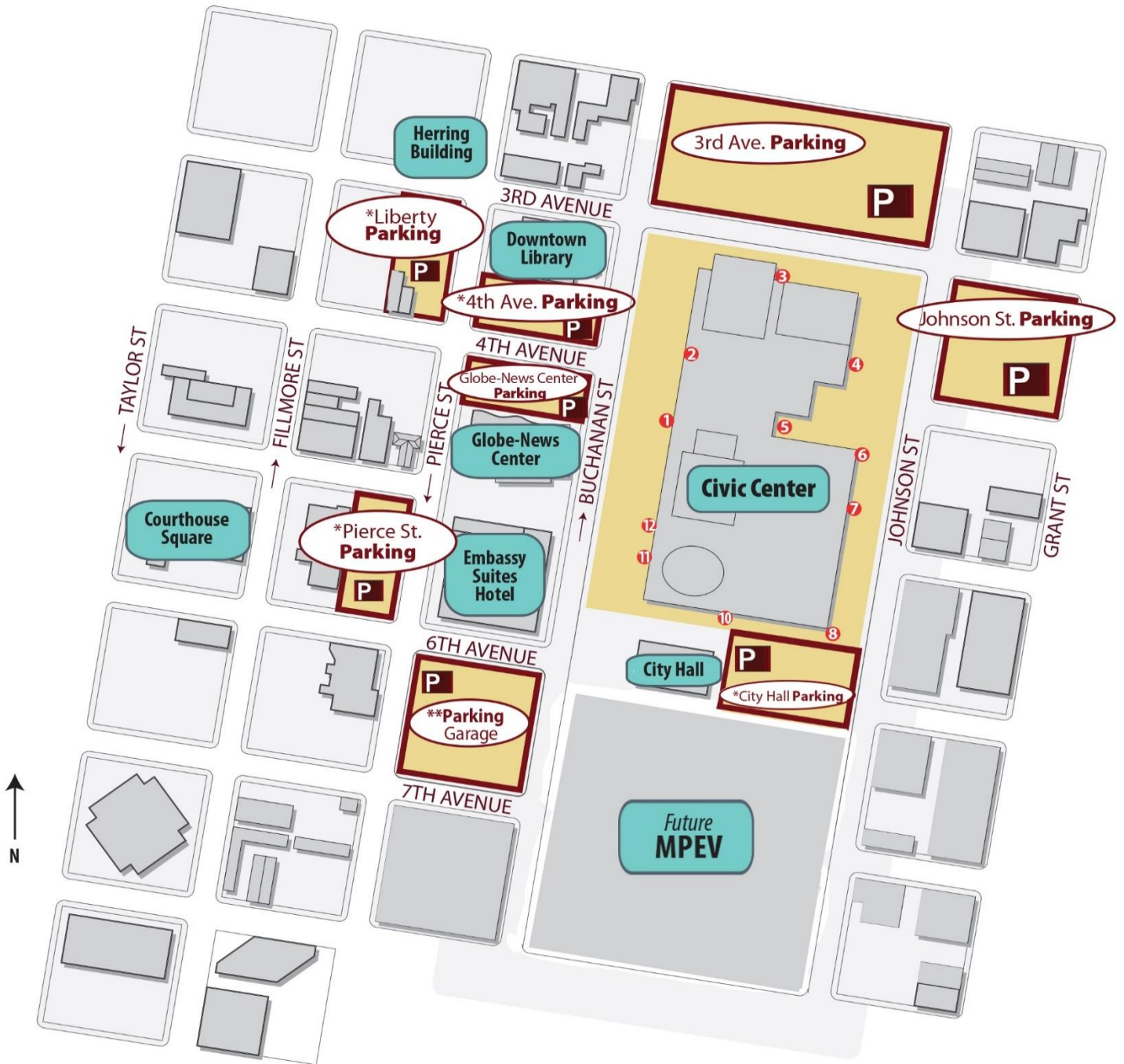
Please call the Amarillo Civic Center Administrative Office at (806) 378-4297 to reserve an RV parking space. The office is open Monday – Friday from 8:00am – 5:00pm.

# Parking Map

\* Availability may vary during business hours

\*\* Paid parking

● Civic Center Entrances



## Event Planning Process

Planning your event with the Amarillo Civic Center Complex is an easy process! Our dedicated and experienced staff are here to make sure that your event is a stress-free success.

### **Step 1:** Come say hi!

- If you're unfamiliar with the facilities, meet with an Event Supervisor to tour the building and determine which spaces would be appropriate for your event and find out what services are available in-house.
- Please call the Event Cell Phone at (806) 654-1719 to schedule an appointment to ensure the room is available. Tours are not conducted of rooms when they are leased to other clients.

### **Step 2:** Work with the Event Booking Coordinator to secure your space and dates.

- Call the Event Booking Coordinator during office hours to book your rooms. Rooms may be tentatively held without a deposit, but a deposit is required to secure your booking.
- A lease agreement will be drawn up and sent to you via e-mail. This must be signed and returned **as soon as possible**, along with your deposit.
- A certificate of liability insurance is also required prior to your event. The Event Booking Coordinator can give you details about the requirements as well as suggestions for local companies which can provide the necessary insurance certificate.

### **Step 3:** Coordinate with the Marketing Administrator on public details.

- Once your event is booked, the Marketing Administrator will reach out to you on details needed for the Complex website event calendar and any publicity materials needed.
- Try to have your event details hammered out by this time such as the event start and end times, any ticket prices, a point of contact for patrons with questions, any graphics to use for advertisement, etc.

### **Step 4:** Work with your Event Supervisor to coordinate Complex details and needs.

- Approximately a month and a half before your event, an Event Supervisor will be assigned to assist you with coordination. You are also welcome to speak with any Event Supervisor when you are ready to begin coordination before and after this time.
- Event Supervisors are available via the Event Cell Phone at (806) 654-1719 from 7:00am until approximately midnight each day (except City of Amarillo holidays).
- Your Event Supervisor will work with you to create a floor plan of your event in your leased space and schedule all equipment and labor needed (tables and chairs, AV equipment, technical labor, ushering services, etc.).
- Your Event Supervisor will gather all event information and distribute it to our internal operating departments to ensure everything is ready upon your event date.
- They can also work alongside you to ensure any third-party vendor (production companies, decorators, caterers, etc.) assisting with your event comply with all Complex rules and regulations.

## Event Planning Check List

### **1-2 Months Prior to Your Event:**

- Provide Event Booking Coordinator with certificate of liability insurance, signed lease agreement, and required deposits.
- Contact the Event Booking Coordinator and Marketing Administrator to provide final answers for Event FAQ Sheet and any publicity details.
- Meet with assigned Event Supervisor to begin planning your event, if you haven't already.
- Contact Corkscrew Foodss for any alcohol or concessions services. Their contact information is in the Event Planning Services section, under Bars and Concessions.
- Begin to coordinate with third-party vendors such as caterer, band/DJ, decorators, production companies, etc. if you haven't already.

### **2-3 Weeks Prior to Your Event:**

- Finalize event floor plans with your Event Supervisor.
- Obtain estimated invoice for outstanding balance, equipment rental, and services from your Event Supervisor. Payment may be required in full prior to your move in.
- Provide final event details to your Event Supervisor such vendor list, move in times, internet/telephone needs, electrical requirements, etc.
- Confirm bar placement and bar times with both Corkscrew Foods and your Event Supervisor, if applicable.
- If using any A/V equipment, technical labor, or lighting from the Complex, confirm this with your Event Supervisor and the Production Management team.
- Provide your Event Supervisor with an itinerary for your event.
- Provide your Event Supervisor with requests for room marquees, if applicable, such as text, font, colors, logos, or other images.

### **1 Week Prior to Your Event:**

- Check in with your Event Supervisor to go over any final questions or needs.
- Confirm all set-up needs, services, and floor plans provided by the Complex.

## Event Planning Services

This section of the Event Planning Guide will provide useful information on key areas instrumental to the implementation of your event at the Amarillo Civic Center Complex.

### **Audio/Visual (A/V) or Production Needs**

You may select the audio/visual provider or production company of your choice. However, the Amarillo Civic Center Complex does have an in-house Production Management team that can offer select services including microphones, basic audio equipment, lighting services, and technical labor. We can also provide A/V screens and carts, though projectors, computers, and extension cords are not available in-house. If you would like a list of local A/V providers or production companies, your Event Supervisor can provide that.

### **Bands, DJs, Decorators, Florists, Photographers, Caterers, & Other Third-Party Event Vendors**

You may select the vendors of your choice to provide these services for your event. Once you've selected your social event vendors, please notify your Event Supervisor who you've selected, if they have any needs from the Complex (such as additional power for a DJ), and their contact information. Please also note that events playing music or using bands and DJs must ensure their volume does not interfere with other events or they will be asked to turn their volume down. The Complex does not provide tablecloths, linens, chair covers, decorations, floral arrangements, or catering equipment in-house. The Complex concessionaire, Corkscrew Foods, has some catering capabilities and these must be arranged directly with their manager.

### **Bars & Concessions**

Corkscrew Foods (CSF) is the in-house concessionaire and the TABC license-holder for the Complex. In order to have any alcohol present at your event, you must contact the CSF manager to arrange your request. We require off-duty Amarillo Police Department (APD) officers to be present at events where alcohol is present. Officers are scheduled to arrive 30 minutes prior to the scheduled bar open time and they stay through the event until 30 minutes after the bar has closed. The number of officers required varies depending on the expected attendance of your event. Your Event Supervisor will schedule bar security for you once bar times have been confirmed with them and with the CSF manager. CSF also conducts all food and beverage sales on-site in the Complex concession stands. Trade/consumer shows, concerts, sporting events, competitions, and other large events that would like concessions open should contact the CSF manager to arrange these services.

#### Amarillo Civic Center Complex Concessionaire:

Corkscrew Foods (CSF)

CSF Manager: Melody Flanagan

(806) 418-2531

[mflanagan@suddenlinkmail.com](mailto:mflanagan@suddenlinkmail.com)

### **Deliveries**

Any deliveries made outside of your event rental must be communicated to and approved by your Event Supervisor. There is limited space available for storage prior to your event and **the Amarillo Civic Center Complex does not accept responsibility for any loss or damages incurred upon delivery**. Please ensure all packages delivered to the facility are clearly marked with the name of the event and the intended recipient. Try to ensure packages arrive no more than 2-3 days prior to your scheduled move in. Any packages delivered to the facility for your event can be brought to your leased event space during your scheduled move in. Please ensure any packages left at the facility for pick-up are communicated to your Event Supervisor and have a



shipping label clear and visible. The Amarillo Civic Center Complex will not cover the costs of any shipping or receiving packages for events, so this must be arranged with your delivery company in advance.

### **Electrical Needs**

All rooms are equipped with a multitude of standard 110 volt wall outlets free of charge. Additional power is available throughout the facility upon request. Any greater power needs must be communicated to your Event Supervisor so that they can coordinate with the City of Amarillo Facilities Department or Complex Production Management team to meet your requirements. Electrical needs greater than standard 110 volt wall outlets are subject to additional fees.

### **Equipment Rental**

The Complex is equipped with an inventory of standard tables and chairs to meet your requirements. Certain sizes and styles are carried in-house, so communicate your needs with your Event Supervisor to see if any specialty items will need arranged through a third-party vendor. Additional items such as dance floors, lecterns, staging, easels, coat racks, and more are available for rent. Please see the Equipment Rental Rates portion of this guide for more details and pricing. Please note that equipment rental is NOT included in your room rent or lease agreement.

### **Expenses**

The rental fee quoted to you by the Event Booking Coordinator is for the room rental and deposit ONLY. Additional equipment rental, labor, services, and expenses shall be outlined by your Event Supervisor once final event requirements are provided. Payment for the estimate of event expenses is due no later than 7 days prior to the first day of your event. Event expenses incurred once you are on-site for your event will be invoiced at the conclusion of the event and is due to the Event Booking Coordinator upon receipt of the final invoice.

### **Fire Code**

The Amarillo Civic Center Complex complies with all state and local fire code ordinances. As you are planning your event set-up with your Event Supervisor, please keep fire code in mind. This means that aisles of the appropriate size must be left clear for your attendees and others to walk through. Doors marked with exit signs must also be left clear with an aisle the width of the doors to them. No aisles or exits may be obstructed at any time, for any reason. Fire extinguishers and AEDs are located throughout the Complex and must also be kept clear in the event of an emergency. Please contact your Event Supervisor if you have questions about fire code or other safety-related matters concerning your event.

### **First Aid/Emergency Services**

The Amarillo Civic Center Complex Event Staff are trained and certified in first aid, CPR, and AEDs. Should something occur that requires immediate assistance, call 911 first. Let them know what entrance they should go to when they arrive. After speaking to emergency responders, call the Complex Event Cell Phone at (806) 654-1719 and provide as much information as possible to the Event Supervisor on duty who will respond to your location immediately. First aid is available for minor incidents as well if you or any of your event attendees need assistance.

### **Floor Plans & Diagrams**

Your Event Supervisor will work with you to create a floor plan of your event set-up using the Social Tables event diagramming software. This service is provided free of charge to every event taking place in the Complex. Please ensure that you have provided written or e-mail confirmation of the final floor plan to your

Event Supervisor no later than 1 week prior to your scheduled move in. This floor plan will be used to create your invoice and given to the building crew so they can prepare your event set-up.

## **Insurance**

All events at the Amarillo Civic Center Complex are required to provide liability insurance. When obtaining insurance, the Certificate Holder and Additional Insured **must** state the City of Amarillo, not the Amarillo Civic Center Complex. The certificate must insure the event for up to \$1 million in liability coverage and additional coverage may apply depending on the nature of your event. Please contact the Event Booking Coordinator for any questions about insurance including coverage requirements, a list of providers, and more.

## **Internet Connections**

Complimentary public WiFi is available throughout the Civic Center and Globe-News Center. The wireless network is titled "Civic Center – Guest." To access the public WiFi, connect your device to this network and then open a web browser or internet app. This will prompt a splashpage to come up with the internet use policy. Scroll to the bottom of this page and click to accept the terms and conditions, then you'll be connected. Please note that this service is intended for public use and is not ideal for streaming presentations. Wired connections are also available on both shared and dedicated lines. Wired internet connections can also be used to create wireless networks, but events must provide their own router and other related equipment. If you think you will need a wired internet connection, please communicate this with your Event Supervisor no later than 1 week prior to your scheduled move in time. Please note that fees for wired internet connections apply; see the Equipment Rental Rates section of this guide for pricing. Events are also welcome to bring in outside internet providers to establish temporary networks during their events, but this must be approved by your Event Supervisor in advance.

## **Lighting**

All rooms at the Civic Center and Globe-News Center are equipped with standard overhead lighting. The two ballrooms are equipped with incandescent dimmable room lighting and fixed-position stage lighting in addition to the conventional fluorescents. The Event Supervisor on duty during your load in will be more than happy to set a lighting look in your leased space to use throughout your event. Should you need the lighting to change from the set lighting look, you will want to communicate this with your Event Supervisor prior to move in so that a dedicated Lighting Technician can be hired to assist you during your event. The three performance venues, which are the Cal Farley Coliseum, Civic Center Auditorium, and Globe-News Center Performance Hall, all come equipped with a standard stage wash, though some other fixtures and features are available such as LED lighting, cyclorama lighting, and more. Additional lighting needs beyond those described above must be arranged through the Complex Production Management team or provided by a third-party production company, and approved by your Event Supervisor.

## **Loading In and Out**

Each leasable room at the Complex has a designated loading dock or zone. Your Event Supervisor will be able to let you know where this is located, how to access it, and any additional details. They will also let you know of any restrictions that may be in place due to other event traffic or facility needs. Please note that vehicle loading and unloading may not occur in public hallways while other events are in progress. It is also important to discuss move in and out with the Event Booking Coordinator prior to finalizing your lease agreement to ensure you have booked the proper amount of time ahead of your event to accommodate moving in, setting up, and moving out. No clients, nor their vendors, may move in or occupy their event space prior to the time designated on their lease agreement.

## **Marquees – Outdoor & North End Room Entrances**

There are LED marquees over the room entrances on the north end of the Civic Center. If you are using one of the rooms with an LED marquee above the entrance, your Event Supervisor can display a banner there during your event. Please let your Event Supervisor know if you have any special requests for the marquee including text, color scheme, theme, background, logos, or other images.

## **Room Set-Ups**

Your leased event space will be cleaned and set up per the finalized floor plan created with your Event Supervisor. Rooms are typically readied by the building crew by 7:00am on the first day of your lease agreement, though this can vary in some instances. Changes to room set-up can be made on-site if needed. Please keep the Event Cell Phone number handy throughout your event to get in touch with an Event Supervisor for any changes you may need to make.

## **Technical Labor**

Technical Labor is available to assist you with any needs on-site such as audio, lighting, rigging, and more. There are some instances in which Technical Labor are required for events. Any event using more than 3 pieces of wired audio equipment, using any wireless audio equipment, or using more than one lighting look in the room must have a Lighting or Audio Technician hired for their event. Events using a band, DJ, or other performer who needs power greater than standard 110 volt outlets or house sound tie-in are required to have a Technician hired for their event to tie in and untie power and/or audio. Events that plan to rig from the ceiling of their event space may be required to hire Riggers for their event. Plans for rigging in a room must be discussed in depth with your Event Supervisor to determine what is allowed to be hung, what the weight limits for hanging are, if rigging can be done safely, and what Technical Labor requirements may apply. Events taking place in one of the three performance spaces (Cal Farley Coliseum, Civic Center Auditorium, or Globe-News Center) are required to have a minimum of three Technicians on-site throughout their event to assist with any technical needs. Please see the Labor & Services Rates page of this guide for more information about Technical Labor.

## **Telecommunications**

There are courtesy phones located throughout the building for public use. If you will need telephone services such as a working phone line or the use of a basic telephone, please let your Event Supervisor know no later than 1 week prior to your event. Telephone needs beyond these may need to be coordinated through an outside telecommunications company and approved by your Event Supervisor in advance.

## **Utilities**

The Amarillo Civic Center Complex will supply adequate levels of ventilation and overhead lighting necessary for your event. Our heating and air conditioning is controlled by computer and monitored to stay between 68° - 72°. Should you feel that it has fallen out of those parameters, contact an Event Supervisor immediately and they will assess the room. Events with specific temperature requirements must notify their Event Supervisor in advance, as arrangements must be made by another department to change computer-controlled set points. Water spigots are located on all docks and inside of the two exhibit halls, but a key must be obtained from the Event Staff on your event day. Your lease agreement covers the cost of utilities in your room rental rates.

## Marketing & Publicity

This section of the Event Planning Guide will go over what sort of information you can supply to the Amarillo Civic Center Complex for advertising purposes on our website and outdoor marquee. It will also go over some stipulations for advertising on site. If you have images you would like to display on our outdoor marquee or website, please contact the Complex Marketing Administrator.

### Outdoor Marquee:

- The Amarillo Civic Center Complex has an outdoor marquee on Buchanan Street run by the Marketing Administrator, who will work with you to display information about your event, if you would like. Non-ticketed events will have their information displayed on the day of their event on the outdoor marquee. Ticketed event information will be displayed from the date of their on-sale until the date of their event.
- Images for the outdoor marquee should be sent in \*.JPG or \*.PNG format. They should be sized to 208 pixels x 96 pixels.

### Website:

- The Amarillo Civic Center Complex has an outdoor marquee on Buchanan Street run by the Marketing Administrator, who will work with you to display information about your event, if you would like. Non-ticketed events will have their information displayed on the day of their event on the outdoor marquee. Ticketed event information will be displayed from the date of their on-sale until the date of their event.
- Images for the outdoor marquee should be sent in \*.JPG or \*.PNG format. They should be sized to 714 pixels x 498 pixels.

### Posters:

- We can display up to 6 posters in display boards around the Civic Center. Posters should be 11" x 17" in size and contain contact or website information for patrons who would like to know more about your event.

### Signage:

- You may post directional signage throughout the building to help guide guests to the proper location for your event.
- You may post ONE sign on the west side, one sign on the north side, and one sign on the east side of the building for a total of THREE. The outdoor signs **MUST** be directional in nature (lists location or entrance guests should go to or has an arrow pointing in the right direction) to be posted outside.
- Please make sure any signage posted is small, unobstructing, neat, and professional looking.
- Be considerate and do not post an excessive amount of directional signs, as we want to make sure there is space for other clients to do so without causing clutter.
- Please only use approved adhesive or other hanging devices per the Amarillo Civic Center Complex Decorating Guidelines.
- Complex staff reserve the right to remove signage which does not adhere to these rules.

## Decorating Guidelines

The following decorating guidelines have been set in an effort to maintain the appearance of our facilities and provide the same quality service to all of our clients. Please keep in mind that the Amarillo Civic Center Complex hosts more than half a million guests each year and these guidelines are essential to maintain the Complex for everyone to enjoy. These guidelines are not all-encompassing, so clients with any questions or concerns about their décor should discuss their plans fully with an Event Supervisor to ensure all décor is in compliance with Complex policies. Event clients should also plan to conduct a site tour upon arrival and again after each event to inspect for damages and cleanliness. An Event Supervisor can be contacted directly on the Event Cell Phone at (806) 654-1719. Please read the following guidelines thoroughly:

- For hanging banners or other décor throughout the Complex:
  - No tape of any kind is allowed on any walls, curtains, columns, or the metal frames around the glass anywhere in the Complex. A high quality, transparent tape (such as Scotch tape) may be used to hang signs on GLASS surfaces.
  - Clips, beeswax, decorator hooks, Command strips, and poster putty are acceptable for hanging banners or décor.
  - Nails, staples, screws, or any other permanent mounting fixtures are NEVER allowed for any reason.
  - The event client may be liable for any damages caused by hanging or mounting banners and décor.
- For suspending items from the ceiling throughout the Complex:
  - Only professional decorators, AV companies, or riggers may suspend items from the ceilings in the North Exhibit Hall, Heritage Room, Coliseum, Auditorium, GNC Theatre, or the high ceilings of the Grand Plaza. Please consult with an Event Supervisor to inform the Complex fully of what will be hung and ensure that all rigging requirements are understood and met.
  - Nothing may be hung from the ceiling in the GNC Lobbies or GNC Education Room.
  - All items hung in the South Exhibit Hall, Regency Room, Hospitality Room, north end Malls, Box Office Chase, Coliseum Concourses, and lower ceiling of the Grand Plaza must be hung with decorator hooks only.
  - No décor of any kind may be hung from light fixtures, sprinklers, signage, or other permanently placed fixtures.
  - Nails, staples, screws, or any other permanent mounting fixtures are NEVER allowed for any reason.
  - The event client may be liable for any damages caused by hanging or mounting banners and décor.
- For decorating at the Globe-News Center for the Performing Arts:
  - Due to the configuration of the Globe-News Center, the GNC Lobbies must not be set with table seating when an event is scheduled in the performance hall. Please consult with an Event Supervisor to discuss set-up needs prior to event move-in.
  - The GNC Founder's Lounge and Green Room are furnished areas for specific uses and may not be altered or used without expressed permission from Complex management.
- For decorating in the Grand Plaza:
  - Absolutely no items may be placed inside of the fountains or planters in the Grand Plaza at any time for any reason.
  - Consult with an Event Supervisor prior to event move in to let the Complex know whether the fountains are requested to be on or off during an event. Fountains can be turned off once an event starts, but they cannot be turned on once an event has begun.
- For running décor or AV requiring cables or extension cords:
  - Gaffer's tape, painter's tape, and guerilla tape are the only acceptable to tape for affixing cords and cables to the floor or carpet. Duct tape and packing tape are NEVER allowed. The Complex has Gaff tape available if a client does not have their own; please consult with an Event Supervisor for applicable charges.

- All cables and cords run through walkways, aisles, or doorways must be firmly taped or properly covered. Mats and cable ramps are acceptable for covering cords if an event client or vendor can furnish their own. The Complex has a small amount of cable ramps; please consult with an Event Supervisor for availability.
- The Complex can provide some lighting, audio, and video equipment and services in house. Please consult with an Event Supervisor to discuss event lighting, audio, and video needs PRIOR to event move in, as some equipment and services require the hiring of a Technician and equipment rental rates may apply.
- The Complex does not loan out ladders. Event clients must furnish their own ladder to access heights if needed. Chairs and any other equipment may not be used in lieu of a ladder to ensure the safety of our clients, patrons, and employees.
- The Complex does have scissorlifts, manlifts, and forklifts available for rent. The rental of scissorlifts, manlifts, and forklifts are subject to availability depending on Complex staff and other event needs. Consult with an Event Supervisor prior to event move in to discuss availability and applicable rental rates and/or labor.
- No helium-filled balloons are allowed inside the Complex at any time. Balloon arches, columns, and other décor are acceptable so long as they are not filled with helium. Consult with an Event Supervisor for questions about balloons.
- Décor which can cause large messes that are difficult to clean is prohibited. Examples of these types of décor include sequins, glitter, confetti, hay, tumbleweeds, peanuts, etc. Please consult with an Event Supervisor about décor plans to ensure all décor is within Complex guidelines. Any excessive messes left behind by unapproved décor may result in the event client being charged for cleaning fees.
- The use of candles is permitted provided that ALL candles are in votives in which the flame does not extend past the top of the votive. No incense, sparklers, sage, or any other type of burning may occur within the Complex without the consent of Complex management and approval from the City of Amarillo Fire Marshal office.
- No oil-based fog/haze of any kind is allowed anywhere in the Complex due to the sensitivity of fire detection systems. Water-based fog/haze is allowed in the Grand Plaza, Coliseum, Auditorium, and GNC Theatre but must be approved by an Event Supervisor or Complex management prior to the event.
- Absolutely no décor or items may be placed in the stairwells around the Coliseum, Auditorium, or GNC to prevent impeding ingress and egress.
- Doors marked as emergency exits and doors with exit signs above them may not be blocked at any time for any reason per Fire Code. An aisle the width of the entire exit must be left leading to the door if any objects or décor is placed near these doors. Consult with an Event Supervisor if blocking an exit is being considered to discuss alternative solutions if possible.
- Event clients are responsible for ensuring all decorations and items brought into the Complex are removed following their event including the hooks, signs, banners, tape, etc. Please clearly mark any trash left behind after events have ended. The Complex is not responsible for any items left behind following an event. Items left after an event for pick up at a later date MUST be pre-arranged with an Event Supervisor.
- Event clients are responsible for any messes or damages left behind after an event. Cleaning charges and/or damage fees may be applied to the event invoice if messes or damages are found left after an event is over. Consult with the Event Supervisor on duty prior to leaving to do an inspection to ensure that the room is being left in a satisfactory condition and no items have been left behind.

## 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. An Event Supervisor can be contacted on the Event Cell Phone at (806) 654-1719. 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 damages, unclean areas, or items left behind will be noted and addressed during the inspection. If any damages, 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 in order 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 in order to access the kitchen. The rental fee for a kitchen is \$240.00 per day. Any event client or caterer who does not clean the kitchen after their event will be charged a \$200.00 cleaning fee and will be required in the future to pay a \$200.00 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, but **ABSOLUTELY 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 come 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.
  - The Headliner Room comes equipped with a small prep kitchen for use by clients renting the Coliseum or Auditorium. This space may be requested by clients using these event spaces and is first come, first served. This kitchen comes equipped with one ice machine, one warming cabinet, and one small sink.
  - 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 **ABSOLUTELY 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.

- This kitchen is located near the backstage entrance on the second floor of the Globe-News Center and must be rented in addition to leasing the event space. It comes equipped with one ice machine, one warming cabinet, one small sink, and a small coffee maker.
- 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).
- 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 an Event Supervisor on the Event Cell Phone at (806) 654-1719.



## Equipment Rental Rates

<b>Rectangular Table</b>	8' L x 2.5' W x 29" H	\$ 3.00	Each
<b>Classroom Table</b>	8' L x 1.5' W x 29" H	\$ 3.00	Each
<b>Round Table</b>	60" D x 29" H	\$ 3.00	Each
<b>Cocktail Table</b>	30" D x 4.5' H	\$ 3.00	Each
<b>Chair</b>		\$ 0.50	Each
<b>Barstool</b>		\$ 0.50	Each
<b>Table Skirts</b>	Grey (Civic Center) & salmon (GNC); covers front of 8' tables w/o food	\$ 7.50	Each
<b>8' Pipe w/ Black Drape</b>	Black drape available only	\$ 1.00	Per foot
<b>14' Pipe w/ Black Drape</b>	Black drape available only	\$ 3.00	Per foot
<b>Easels</b>	Adjustable aluminum tripod	\$ 5.00	Each
<b>Ticket Hopper / Cage</b>	Tabletop or standing	\$ 5.00	Each
<b>Chalk / Dry Erase Board</b>	Eraser & markers not included	No Charge	
<b>Stanchions</b>		No Charge	
<b>Ticket Drop</b>		No Charge	
<b>Flags</b>	Texas & U.S.	No Charge	
<b>Stage Riser</b>	8' L x 3' W x 8, 16, 24, or 32" H; multiple clamped together to create necessary stage size	\$ 7.50	Each
<b>24' x 24' Dance Floor</b>		\$ 200.00	Each
<b>40' x 40' Dance Floor</b>		\$ 300.00	Each
<b>Lectern</b>	Tabletop or standing	No charge	
<b>Coat Rack or Z-Rack</b>		No charge	
<b>Flags</b>	U.S. or Texas	No charge	
<b>Wheelchair Lift</b>	For ADA access to stages	No charge	
<b>2" Gaffer's Tape</b>	Black only	\$20.00	Per roll
<b>4" Gaffer's Tape</b>	Black only	\$45.00	Per roll
<b>Electrical Boxes</b>		\$ 50.00	Each
<b>Small Electrical Cart</b>		\$ 250.00	Per event
<b>Large Electrical Cart</b>		\$ 500.00	Per event
<b>Flatbed Cart</b>		\$10.00	Each
<b>Telephone Line</b>		\$ 35.00	First day
<b>Telephone Line</b>		\$ 10.00	Per additional day
<b>Telephone Line</b>	W/ long distance	\$ 50.00	First day
<b>Telephone Line</b>	W/ long distance	\$ 20.00	Per additional day
<b>Wireless Internet</b>	"Civic Center – Guest"; free public access	No Charge	
<b>Shared Internet Line</b>	8MB down, 1MB up; shared network	\$ 150.00	Per connection for first day
<b>Shared Internet Line</b>	8MB down, 1MB up; shared network	\$50.00	Per connection per additional day
<b>Dedicated Internet Line</b>	50MB down, 10MB up; dedicated network; first come, first served	\$250.00	Per event

## Audio/Visual Equipment Rental Rates

<b>32 Channel Series 5 Console</b>		<b>\$250.00</b>	Per event
<b>32 Channel Mixing Console</b>		\$100.00	Per event
<b>32 Channel Audio Snake</b>		\$30.00	Per event
<b>16 Channel Mixing Console</b>		\$75.00	Per event
<b>16 Channel Audio Snake</b>		\$20.00	Per event
<b>Fuzzy Rack</b>	Includes 12 channel console, CD player, EQ, & amplifiers	\$100.00	Per event
<b>12 Channel Audio Snake</b>		\$20.00	Per event
<b>Audio Speakers</b>	Full range two-way, with cables	\$50.00	Per event
<b>Subwoofer Speaker</b>	With cables	\$50.00	Per event
<b>Monitor Speakers</b>	Full range two-way, with cables	\$50.00	Per event
<b>Equalizer Rack Unit</b>		\$20.00	Per event
<b>Wireless Handheld Microphones</b>		\$50.00	Per day
<b>Wireless Lapel Microphones</b>		\$50.00	Per day
<b>Wireless Countrymen Microphones</b>		\$50.00	Per event
<b>Wired Microphones</b>	Includes cable & stand	\$10.00	Per day
<b>Direct Input Box</b>	Include cable	\$10.00	Per day
<b>Supertrooper Follow Spotlight</b>	Plus labor; 2hr minimum	\$100.00	Per day
<b>Small Follow Spotlight</b>	Plus labor; 2hr minimum	\$50.00	Per day
<b>A/V Screen</b>	9' x 12'; front projection only	\$30.00	Per event
<b>A/V Cart</b>		\$5.00	Per event

Rental rates do not include any technical labor that might be required unless otherwise noted. For questions about any A/V equipment, please contact the Amarillo Civic Center Complex Production Management team at (806) 378-4297.

# Sound Package Rates

## Small Portable Sound System

1	Fuzzy rack; includes 12 channel board, CD player, EQ unit, and amplifiers		
2	Portable, full-range speakers w/ cables and stands		
5	Wired SM58 microphones w/ cables and stands		
1	Direct input box		\$150.00 plus labor

## Medium Portable Sound System

1	16 channel board		
1	EQ unit		
1	16 channel audio snake		
2	Subwoofers w/ cables		
2	Full range 2 way speakers (stacked on top of subwoofers) w/ cables		
1	Amplifier rack w/ amplifiers		
Up to 20	Microphones w/ cables and stands		
2	Direct input boxes		\$300.00 plus labor

## Large Portable Sound System

1	32 channel board		
1	32 channel audio snake		
1	12 channel audio snake		
4	Subwoofers w/ cables		
4	Full range, 2 way speakers (stacked on top of subwoofers) w/ cables		
2	Full range monitor speakers w/ cables		
3	EQ units		
Up to 30	Microphones w/ cables and stands		
2	Direct input boxes		
1	Amplifier rack w/ amplifiers		\$500.00 plus labor

## Separate Monitor System

1	32 channel board		
4	EQ units		
4	Full range monitor speakers w/ cables		
1	Amplifier rack w/ amplifiers		\$200.00 plus labor

## Additional Equipment

Sound Console	32 channel	\$100.00	Each
Amplifiers		\$25.00	Each
CD / Cassette Player		\$10.00	Each
EQ Unit		\$20.00	Each
Speaker		\$25.00	Each
Technical Labor		See Labor & Services Rates	

Rental rates do not include any technical labor that might be required unless otherwise noted. For questions about any A/V equipment, please contact the Amarillo Civic Center Complex Production Management team at (806) 378-4297.

## Labor & Services Rates

<b>Police Officer</b>		\$35.00	Per hour w/ 2hr minimum
<b>T-Shirt Security</b>	Plus one T-Shirt Security Supervisor fee depending on amount of security needed	\$16.00	Per hour w/ 4hr minimum
<b>Usher</b>	Plus one Usher Supervisor fee depending on number of ushers needed	\$9.00	Per hour
<b>EMT</b>		\$55.00	Per hour
<b>Technical Labor</b>	Minimum of 3 required for events in Coliseum, Auditorium, or Globe-News Center; may be required for other events based on event needs	\$14.50	Per hour w/ 2hr minimum
<b>Technical Labor Crew Lead</b>	May be required on large shows depending on amount of technical labor needed	Negotiable	2hr minimum
<b>Technical Labor Up Rigger</b>		\$22.00	Per hour w/ 4hr minimum
<b>Technical Labor Down Rigger</b>		\$25.00	Per hour w/ 4hr minimum
<b>Contracted Labor</b>		\$13.50	Per hour w/ 4hr minimum
<b>30 Yarder Trash Removal</b>	May be required for events producing an excess of trash; consult with your Event Supervisor to determine requirement	Quote per Event Manager	

For questions regarding technical labor, contact the Amarillo Civic Center Complex Production Management team at (806) 378-4297. For questions regarding all other labor, contact the Event Manager or an Event Supervisor on the Event Cell Phone at (806) 654-1719.

Please note that labor rates are subject to change at any time and this price list is meant to serve as an estimate cost only.

# Available Spaces

## Performance Venues

<b>Cal Farley Coliseum</b>	4,870 permanent seats & 1,800 portable seats available for floor; floor conversion fees may apply during resident sports seasons. This space is ideal for sporting events, concerts, rallies, ice events and more.
<b>Civic Center Auditorium</b>	2,324 permanent seats & 128 portable seats available. This space is ideal for concerts, competitions, performing arts events, lectures, and more.
<b>Globe-News Center Performance Hall</b>	1,237 permanent seats & 77 portable seats available. This space is ideal for concerts, competitions, performing arts events, lectures, and more.

## Lobbies

<b>Civic Center Auditorium Lobby</b>	This space is adjacent to the Civic Center Auditorium, but can be rented separately from Auditorium. This space serves as a prefunction area for the Civic Center Auditorium but can also serve as a small room for meetings, exhibits, and more.
<b>Globe-News Center Lobbies</b>	This space is adjacent to the Globe-News Center Performance Hall, but can be rented separately from Performance Hall. This space serves as a prefunction area for the Globe-News Center Performance Hall, but can also serve as a beautiful location for receptions, lectures, and more.

## Medium & Large Rooms

<b>Grand Plaza</b>	This ballroom is perfect for banquets, receptions, parties, lectures, small concerts, and more. It is approximately 16,000 sq ft and features decorative planters and fountains.	Approx. 800 theatre capacity	Approx. 650 banquet capacity	Approx. 40 trade show capacity
<b>Heritage Room</b>	This ballroom is ideal for large banquets, parties, luncheons, and more. It also is capable of being broken in half for smaller events, or up to 18 small breakout rooms for conferences and meetings. It is approximately 20,725 sq ft and features luxurious chandeliers, sconces, and pillars.	Approx. 1,800 theatre capacity	Approx. 900 banquet capacity	Approx. 100 trade show capacity
<b>North Exhibit Hall</b>	This exhibit hall is an excellent choice for large trade and consumer shows, conferences, and banquets. It can also be divided in half for more medium-sized events. It is approximately 24,565 sq ft and features a tall, industrial ceiling and ample electrical outlets.	Approx. 2,000 theatre capacity	Approx. 1,100 banquet capacity	Approx. 145 trade show capacity
<b>Regency Room</b>	This space is intended for small to medium sized events such as trade or consumer shows, meetings, seminars, or parties. It is capable of being divided into halves or up to 11 small breakout rooms for conferences. It is approximately 10,080 sq ft with a neutral atmosphere perfect for transforming to meet your event needs.	Approx. 800 theatre capacity	Approx. 400 banquet capacity	Approx. 50 trade show capacity

<b>South Exhibit Hall</b>	This exhibit hall is ideal for large trade and consumer shows, conferences, rallies, or banquets. It is approximately 26,700 sq ft and features architectural columns and plenty of electrical outlets.	Approx. 2,200 theatre capacity	Approx. 1,200 banquet capacity	Approx. 150 trade show capacity
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### Small Rooms

<b>Glass Meeting Room</b>	This small room is the perfect intimate setting for meetings or as a private office during large events.	Approx. 60 theatre capacity	Approx. 32 banquet capacity	N/A
<b>Globe-News Center Education Room</b>	This space emulates the size of the Globe-News Center Performance Hall to serve as an ideal rehearsal location for events taking place onstage. It is also the perfect spot for small meetings and receptions at the GNC. It is approximately 1,750 sq ft and features cloud-style lighting and shaded windows.	Approx. 300 theatre capacity	Approx. 112 banquet capacity	Approx. 10 trade show capacity
<b>Globe-News Center Founder's Lounge</b>	This room is a superb setting for small events at the Globe-News Center for the Performing Arts. The luxurious setting of the Founder's Lounge is perfect for small meetings or private receptions. It contains a standard set-up of couches, chairs, a conference table, and a built-in bar area.	N/A	N/A	N/A
<b>Headliner Room</b>	This small room is located in the basement area of the Civic Center with access to the Cal Farley Coliseum or Civic Center Auditorium. It is ideal for small meetings or catering for small groups. The room comes with a standard set-up of 8' buffet tables and seating at round tables, with an adjacent prep kitchenette. Features include adjustable lighting and a beautiful backdrop of the local Palo Duro Canyon.	Approx. 70 theatre capacity	Approx. 56 banquet capacity	N/A
<b>Hospitality Room</b>	This space is an excellent venue adjacent to the Cal Farley Coliseum. It can suit most any small to medium-sized meeting, seminar, or banquet. It features a standard set-up with a small stage, buffet tables, a registration table, and round table seating for about 180. The Hospitality Room is approximately 5,100 sq ft.	Approx. 380 theatre capacity	Approx. 200 banquet capacity	Approx. 20 trade show capacity
<b>VIP Room</b>	This board-style meeting room is a great space for hosting small corporate meetings at the Civic Center. It also serves well as an on-site show office or small reception space. It comes equipped with meeting room furniture including a conference table, armchairs, and side tables.	Approx. 75 theatre capacity	Approx. 40 banquet capacity	N/A

### Hallways

<b>Box Office Chase</b>	This hallway on the southwest side of the Civic Center runs in front of the Auditorium and the Panhandle Tickets Box Office. The carpeted area in front of the Auditorium serves as an excellent
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space for Auditorium event registration and queue lines. Provided that the Auditorium is not in use by another event, this hall is available for lease separately and is great for set-ups such as a small trade show.

**Civic Center  
Concourses**

These four Concourses run directly north, south, east, and west of the Cal Farley Coliseum on the south end of the Civic Center. They come with the rental of the Coliseum but can be leased as a separate event space when the Coliseum is not in use. These halls are ideal for trade show set-ups and serve as an excellent pre-function space for the Coliseum.

**Civic Center Malls**

The four Malls are located on the north end of the Civic Center and intersect between the Heritage Room, Regency Room, and North and South Exhibit Halls. These halls can be leased provided that the adjacent spaces for also leased for your event or are not in use by another event. Though public access to these halls must be maintained, they provide a great space for pre-function activities and displays.

**East-West Hallway**

This hallway runs through the center of the Civic Center, in between the South Exhibit Hall and the Panhandle Tickets Box Office. Though public access must be maintained, this hall is available for lease provided that the South Exhibit Hall is also leased for your event or is not in use by another event.

**Other**

**Kitchens**

The Grand Plaza, Heritage Room, and North Exhibit Hall each have adjacent prep kitchens available for lease at an additional cost. Though no cooking is allowed inside of the facility, these kitchens allow your caterer the capability of storing, cooling, warming, prepping, and cleaning on-site during your event. There are also smaller warming kitchens available for lease in the Headliner Room and at the Globe-News Center for an additional cost.

**Parking Lot**

Several of the parking lots adjacent to the Civic Center and Globe-News Center are available for lease at a cost, provided the building has enough parking space available to accommodate events booked indoors.

**Extended Hours**

The Complex's normal hours of operation are 7:00am to midnight each day. If you wish to access the building earlier or later than this, you may book extended hours into your lease agreement. The extended hour fee is charged per hour and may only be booked up to 1 hour before 7:00am and 1 hour after midnight.

**Damage/Cleaning  
Deposit**

A damage/cleaning deposit may be required with your room booking on your lease agreement. If no damages occur and no excessive messes are left behind after your event, this deposit can be refunded on your final event invoice.

Please note that all capacities are estimates. The above capacities reflect an approximate maximum attendance based on the set-up style and other potential set-up requirements. These capacities may increase or decrease depending on your event set-up requirements. Please consult with your Event Supervisor to create an estimated floor plan to develop a more accurate capacity for your event.

Room rental rates are subject to change at any time. Please consult with the Amarillo Civic Center Complex Event Booking Coordinator at (806) 378-4297 for room rental rate estimates.