

Kitchen Specs and Expectations for Users and Vendors – Helena Civic Center

Ballroom rentals include use of the Civic Center catering kitchen.

Users and vendors are required to obtain any relevant permits/licenses from the Lewis & Clark Co Health Department 3 weeks prior to the event. Unlicensed entities serving food shall at least call the Health Department and inform them of your food service plans.

Civic Center sustainability efforts include cardboard, glass, and plastic recycling. Cardboard must be flattened. Events can generate a lot of waste so we strongly encourage users and vendors to consider the environment when making decisions regarding disposable tableware, décor, gifts and other materials.

The kitchen features:

- 1 - Walk in cooler
- 2 - Reach-in Double Door Coolers
- 1 - Reach-in Double Door Freezer
- 1 - Large Ice Machine with scoop and bucket
- 2 - Warming cabinets: A Bakery Display Case Style and a half height cabinet hotel pan size
- 1 - 3 Compartment Steam Table
- 1 - 3 Stainless Steel Tables on Wheels
- 3 - Rolling Shelves
- 1 - Three compartment sink and handwashing sink
- Broom/Dustpan, and Mop/Bucket/Floor Cleaner

There is no hood in the kitchen and thus the production of grease laden vapors is prohibited; this means you can warm and/or hold food hot but baking, frying and cooking are not allowed.

LP Gas/Propane is prohibited inside the Civic Center.

The 3 Compartment Sink allows for limited dishwashing and is not suited for high volume ware washing. Food waste should be disposed of in the trash and not down the drain. High volumes of wares should be washed and sanitized off-site.

The kitchen shall be cleaned to the standard which it was received or incur an additional cleaning fee:

- Clean and Sanitize Hard Surfaces
- Sweep and Mop Floor
- Civic Center staff will assist in pulling garbage and recycling cardboard
- Please break down boxes
- Remove any leftovers and beverages

Access to the kitchen is from the ballroom and/or through the garage near the tennis courts. If you wish to utilize the garage entry please notify Civic Center staff in advance. No vehicles are allowed in the garage at any time.

Vendors access to the space is determined by the users contract. All food, supplies, equipment, linens etc must be out of the facility by the event's contracted end time.

For questions or to schedule a walk thru call the Civic Center office at 406-447-8382