



**CITY OF FORT WORTH PUBLIC EVENTS DEPARTMENT  
WILL ROGERS MEMORIAL CENTER**

**CATERING REQUIREMENTS**

The following are prerequisites to catering at Will Rogers Memorial Center. Required documents must be on file in our office prior to the catered event.

1. Completion and approval of the Catering Agreement valid for one year for Will Rogers Memorial Center.
2. A copy of your City of Fort Worth Caterer's License, good for one year, so we can be assured the Health Department has inspected both the premises where food is prepared and the vehicles used for transportation.

**(Out-of-area Caterers are required to have a City of Fort Worth – Temporary Food Establishment Permit in addition to the City/County Caterer's License.)**

3. An insurance policy or certificate, good for one year, with the following coverage:
  - A. \$1,000,000 combined – single limit per occurrence.
  - B. **Will Rogers Memorial Center named as certificate holder and the City of Fort Worth, its officers, agents and employees must be named as additional insured.**

Any insurance agency you desire may write the policy, so long as the above specifications are followed.

4. Payment of twenty percent (20%) of the gross receipts, less taxes, for catering.

Caterer must agree to present a copy of the gross billing and a check for twenty percent (20%) for the gross receipts prior to completion of the catered event. The only deduction allowed from the gross amount is the sales tax. This must be paid to the Will Rogers Memorial Center, whether or not client has paid for catering services.

5. The service of any alcoholic beverages in the Will Rogers Memorial Center must be approved prior to any event by the City of Fort Worth Public Events Director. Caterer understands and agrees that any and all alcoholic beverages to be served at Will Rogers Memorial Center will be managed through the City's current concessionaire.
6. No pressurized gases (such as butane, propane, etc.) will be permitted in the Will Rogers Memorial Center at any time.