

Diamond Bar Center Catering Policy

Priority usage of the catering kitchen shall go to the renter of the Entire Grand View Ballroom or 2/3 Grand View Ballroom. All other requests for use of the catering kitchen shall occur on a first-come, first-serve basis.

Catering Kitchen equipment includes refrigerator/freezer (items must be removed after each scheduled use), microwave oven, convection oven, warming top, hot food service unit, warming ovens (2), and a sink.

No homemade food or beverages are allowed in City facilities.

Food service must be provided by a licensed caterer, restaurant, or deli.

- For all catered services, a valid Public Health Permit must be submitted a minimum of thirty (30) days prior to the event.
- Receipts for purchase of food or beverages from a restaurant or deli are required the day of the event.

No cooking is allowed at City facilities.

- For purposes of this policy, cooking includes, but is not limited to baking, barbequing, frying, grilling, etc. Use of outside areas for food heating or cooking is prohibited, *with the exception of Public Health permitted food trucks.*
- Qualifying food and beverage may be warmed using City equipment.

Kitchen Clean up

- Sinks/counters are cleaned
- Floor swept and mopped
- All carts or borrowed equipment are cleaned and returned
- Warming and convection ovens are cleaned
- Refrigerators are cleaned and all items are removed

