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AMARILLO CLUB



*House Rules*

# USE OF THE CLUB

The **Amarillo Club** is a private, non-profit social club and is not open to the general public. Use of your **Amarillo Club** membership is restricted to you and your spouse.

In order to provide a quality environment that will be clean, safe and pleasant to all members, the following guidelines must be adhered to when in the facility.

Guest Certificates (12 per calendar year) are available for times when you want to let someone use your membership for a lunch or dinner as a reward for a special occasion or anytime you are unable to accompany your guests to the **Amarillo Club**. Reservations are required and the Guest Certificate must be presented to the maître d or wait staff at the time of arrival.

Sons and Daughters— Membership privileges are extended to sons and daughters of **Amarillo Club** Members who are under the age of 21 and living at home.

The **Amarillo Club** is closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Christmas Eve and Christmas Day.

## HOURS OF OPERATION

*Main Dining Room- 31st Floor*

Lunch: Monday-Friday  
11:30 am - 2 pm

Dinner: Thursday - Saturday  
6 pm - 9 pm

Happy Hour: Thursday - Friday  
4 pm - 6pm

*Club 30- 30th Floor*

Lunch: Monday-Friday  
11:30 am - 2 pm

Dinner: Tuesday - Saturday  
6 pm - 9 pm

Happy Hour: Tuesday - Friday  
4 pm - 6 pm

## *General Manager*

The operation of the Amarillo Club is under the direction of the General Manager with full authority to enforce the House Rules.

Concerns for improved services are earnestly solicited. Questions, concerns, suggestions, or criticisms should be addressed to the General Manager. Comments, concerns or suggestions about the House Rules will be made in writing to the Board of Directors and delivered to the General Manager.



# USE OF THE CLUB (CONT.)

## *Sunday Brunch*

Sunday brunch is served as announced in the newsletter, in e-mail blasts, and on the website. Brunch is also served on Easter Sunday, Mother's Day, Father's Day, Thanksgiving Day, and Santa's Brunch Sunday prior to Christmas.

## *Special Events*

Special events open to all **Amarillo Club** Members are announced in the *Amarillo Club Connections* newsletter, in e-mail blasts, and on the **Amarillo Club** website.

## *Alcoholic Beverages*

Alcoholic beverages are available for members and guests. No alcoholic beverages are sold or served to minors. Members and guests are not permitted to bring alcoholic beverages of any kind on the premises. Members and guests will not give or otherwise provide alcoholic beverages of any kind to employees of the **Amarillo Club**. State law generally prohibits taking of alcoholic beverages off the **Amarillo Club** premises. No alcoholic beverages of any kind are sold, served or provided to any member, guest or other person who at the time appears intoxicated to the extent that he or she presents a clear danger to himself, herself, or others. Each member is responsible for himself or herself and for his or her guests.

The **Amarillo Club** will arrange and pay for alternative transportation for any person for whom alcoholic beverage service has been halted if transportation cannot be provided by a Member or guest for which alcoholic beverage service has not been halted.

## *Smoking*

A smoking area can be found on the 6th floor parking garage.

## *Gambling*

Gambling is not permitted in the **Amarillo Club**. The playing of cards and other games, as a social diversion, is permitted. Contact the General Manager to make arrangements for the playing of cards or other games.

## *Cell Phones*

Cell phone use for voice communication is restricted to non-dining areas such as the reception area, elevator foyer, or business office hall area.



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## *Tipping*

The Amarillo Club is a tipping Club. Members are encouraged to tip the staff as you see fit. An additional 20% service charge will be added to parties of 8 or more. Any unsigned tickets will also incur a 20% automatic gratuity.

## *Reciprocal Clubs*

The Amarillo Club has agreements with over 70 reciprocal clubs throughout the US. Contact the Membership Director in advance of your planned visit to a reciprocal club to obtain a Letter of Introduction. ClubCorp reciprocity can be set up through the Club Line at 1.800.433.5079.

## *Non-Reciprocal Clubs*

The Amarillo Club may be able to make arrangements for your use of a non-reciprocal club. Contact the Membership Director in advance of your planned visit to a non-reciprocal club to see if use and payment arrangements can be made.

## *Photography, Video, and Audio Recordings*

No photography or video recordings of any kind are permitted in the Amarillo Club without the prior approval of the General Manager.

## *Take Out Meals*

Take out meals are available by calling the Amarillo Club in advance. Meals can also be delivered to your car at either the West or East entrance of the FirstBank Southwest Tower by calling the Club upon your arrival. Delivery to the building tenant offices is also available.

## *Banquet Room Usage*

Five private dining rooms are available for Member private parties or events for up to 200 people. Cocktail receptions for up to 300 people are available. Minimum charges apply for private parties or events. Audio/visual equipment is available for rental. Cancellation charges will apply.

Contact the Banquet Coordinator for party and event arrangements.

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## Reservations

Reservations are encouraged for lunch and dinner in the Main Dining Room and entitle members to priority seating. Members without reservations will be seated on an as-available basis.

Reservations are not necessary in the Cocktail Lounge or for lunch in Club 30.

If you will be dining with a party of 12 or more, this will be considered a banquet and arrangements can be made with our Banquet Coordinator.

## Dress Code

**Amarillo Club** Dress Code policy is designed to allow for members to enjoy their Club in both casual and formal settings.

Saturday nights and some special events remain formal to preserve the ambiance and prestige that is the reputation of the **Amarillo Club**. However, we realize that at times people do not always want to dress up, so a more casual attire is allowed on certain days and events and in Club30. As a general courtesy, please remove your hat while in the Club. Your cooperation and support of this policy is greatly appreciated.

### Main Dining Room (31<sup>st</sup> Floor)

The Dress Code policy for the 31<sup>st</sup> Floor is business casual to business dressy. For gentlemen, nice pants and collared shirts are required, jackets are optional. For ladies, dresses or dress pants are required. **Jeans, shorts, tee-shirts, hoodies, and sandals are NOT considered proper attire on the 31<sup>st</sup> floor.**

### Club 30 (30<sup>th</sup> Floor)

The Dress Code policy for Club 30 is casual to dressy casual, nice jeans are allowed. Ripped/shredded jeans, cut-off shorts, tube tops, t-shirts, and spaghetti straps are not allowed. In the summer, casual resort wear is allowed. As a general courtesy, please remove your hat while in Club 30.

If you have any questions, please call the Club before arrival.

## Parking

Parking is available during the day and evening hours in the West parking lot. Parking is also available in the FirstBank Southwest Tower parking garage after 5:00 pm at no charge.



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## Billing and Payments

Charges are made to your account using your signature on the ticket, at the time of service. The ticket must be signed by the Member with the name and membership number. You may also pay with a credit/debit card at the table.

Monthly statements are mailed on the 1st of the month and contain food and beverage charges through the end date of the previous month and dues for the current month.

Payment is due by the 20th of the month. Payments may be made with check, credit card or automatic bank draft. Any payments that are 30 days late will incur a \$25 late fee and a 1.5% finance charge. The **Amarillo Club** will keep on file either a bank account number or credit card number to ensure payment in the event one payment method fails to go through. Members who have become 60 days delinquent may be posted in the *Amarillo Club Connections* newsletter and suspended pursuant to the **Amarillo Club** By-laws. To be considered for reinstatement, members will pay a \$500 Re-instatement Fee and will be presented to and approved by the Board of Directors.

Memberships are transferable with a \$100 application fee.

## Membership Card

A membership card is given to each member. Membership cards are given as a means of providing your number to wait staff at the dinner table. It also is used to show membership while visiting reciprocal clubs. Additional/replacement cards are available for \$5.

## Changes in Personal Data

Members are required to notify the business office promptly of changes to address including e-mail address, employment and other data that may affect billing or Club mailings. Members are encouraged to provide an e-mail address for communication with the **Amarillo Club**.

## Resignation

If you wish to resign your membership, you may cancel by requesting a Membership Resignation Form and Exit Survey from the Membership Director. This notice will serve as a 30-day written resignation, per the **Amarillo Club** By-laws. During this 30-day period, you are obligated to pay applicable monthly dues, finance charges, and any late fees that you may have incurred. The notice can be emailed to [membership@amarilloclub.com](mailto:membership@amarilloclub.com) or mailed to:

Amarillo Club Membership  
600 S. Tyler, Ste. 3000  
Amarillo, TX 79101



## *Member's Articles*

The **Amarillo Club** is not responsible for damage, loss or theft of any clothing or other personal property. Any articles left in the checkroom or in other areas of the Club for more than 30 days, will be donated to a local charity.

## *Amending of Rules*

Upon Board approval, the Amarillo Club reserves the right to change or add to these rules and to adopt new ones, as we may feel necessary for proper management of the club.



## *Contact*

Riki Turner, General Manager– [riki@amarilloclub.com](mailto:riki@amarilloclub.com)

Misty Howard, Membership/Marketing Director– [misty@amarilloclub.com](mailto:misty@amarilloclub.com)

Tarah Karlin, Banquets Coordinator– [acbanquets@amarilloclub.com](mailto:acbanquets@amarilloclub.com)

Accounting– [acctsrec@amarilloclub.com](mailto:acctsrec@amarilloclub.com)

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[WWW.AMARILLOCLUB.COM](http://WWW.AMARILLOCLUB.COM)



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