

# GLENDALE

CIVIC CENTER

## Sweet 16's, Showers and Birthday Parties



### Glendale Civic Center

Located in the Heart of Historic Downtown Glendale  
5750 W. Glenn Drive, Glendale, Arizona

**623-930-4311**

[www.glendaleciviccenter.com](http://www.glendaleciviccenter.com)

All food and beverage provided by Arizona Catering, our exclusive caterer:



480-898-8898

[www.arizonacatering.com](http://www.arizonacatering.com)



## Helping you to Understand our Package.

The Glendale Civic Center and Arizona Catering work as a team to facilitate your event. We have two separate contracts. The Glendale Civic Center contracts the event space which includes your event coordinator, equipment such as tables, chairs, dance floor, along with the set up and clean-up of your event. If you decide to hold your event with us, a non-refundable deposit of half the event space rental is required to hold the date and space. Once your deposit is paid the Glendale Civic Center will block the event space and date and will notify Arizona Catering.

Arizona Catering is our exclusive caterer. No outside food, beverage, alcohol or caterers are allowed.

Our menu includes a sampling of what we can provide. For dinner menus see our wedding packages. Please contact Arizona Catering for more food and beverage information. Arizona Catering provides the food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff.

We will be happy to prepare a quote based on your selections.



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1. Choose a reception event space that accommodates your number of guests.

## Ballroom Reception Pricing

Ballroom Receptions Include:

Large Dance Floor for Ballroom Receptions

72" Round Tables (Seating for 10 per table)

Color Linens and Color Linen Napkins included with catering choice

Customized Agenda and Floor plan

Enhanced Ballroom Adjustable Lighting with LED Color Up-Lighting

One 60" Table with Color Floor Length Linen for Cake Table

Two 8' Table with Color Linens for Gifts/Other and your DJ

Up to 4 Electrical Power Outlets

Plenty of Complimentary Guest Parking

Personal On Site Event Coordinator

Set Up of Your Provided Centerpieces and Favors Day of your Event



We do not allow outside food, beverage or alcohol to be brought in to our facility.  
All food, beverage and alcohol must be provided by our exclusive caterer.

## Ballroom Reception Pricing (Does not include cost of catering)

|                                   |                  |           |
|-----------------------------------|------------------|-----------|
| Sapphire                          | 50 – 60 Guests   | \$ 650.00 |
| Sapphire – Emerald or Diamond     | 61 – 90 Guests   | \$ 950.00 |
| Topaz – Onyx Room or Crowne       | 100 – 160 Guests | \$1000.00 |
| Garnet, Emerald, Sapphire         | 160 – 200 Guests | \$1350.00 |
| Crowne, Topaz, Onyx               | 201 – 350 Guests | \$1850.00 |
| Crowne, Garnet, Emerald, Sapphire | 351 – 500 Guests | \$2150.00 |
| Crowne Ballroom**                 | 501 – 650 Guests | \$2500.00 |

## Outdoor Reception Pricing: (Does not include cost of catering)

|                   |                  |           |
|-------------------|------------------|-----------|
| Fountain Terrace* | 100 – 300 Guests | \$1000.00 |
| Garden Courtyard* | 100 – 150 Guests | \$ 500.00 |

\*Dance floor is not available outdoors. The Glendale Civic Center does not guarantee indoor event space in the event of inclement weather when contracting outdoor event space. We will make every effort to move the event indoors at no charge if space allows.

\*\*includes exclusivity of the Fountain Terrace and Garden Courtyard

A 5% Service Charge and Applicable Sales Tax apply to all event space rental prices. \$100.00 applied to events after 1:00 am

## Additional Equipment

Sound System and Speakers and Audio Visual Technician (I-Pod/Laptop Hook Up or CD Player) \$240.00 plus tax



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2. One catering package must be ordered. Choose the one that best fits your style:

For Dance Parties (No Meal), skip to Page 10

For Dinner Parties: Choose from Simply Divine, Luxurious or Exquisite Package

## Dinner Reception Catering Packages

### Simply Divine

- ♥ Choose from Simply Divine Menu Options - Buffet Meal Service Only
- ♥ Lap Length Guest Table Linens in Limited Select Colors
- ♥ 3 Lap Length Linens for Tables for Gifts, DJ, etc...
- ♥ Buffet & Beverage Table Linens with Décor & Accent
- ♥ Quality Disposal Plates and Utensils
- ♥ Cake Cutting Service Disposal Plates, Forks and White Paper Napkins
- ♥ Attentive Banquet Captain and Service Personnel
- ♥ Ice Tea and Spring Water Station



### Luxurious

- ♥ Choose from Luxurious Menu Options - Buffet Meal Service
- ♥ Floor Length Guest Table Linens and Napkins in any color
- ♥ 3 Floor Length Linens for Tables for Gifts, DJ, etc...
- ♥ Buffet & Beverage Table Linens with Décor & Accent
- ♥ China, Flatware, Goblets & Champagne Flutes
- ♥ Cake Cutting Service, China Cake Plates, Forks and White Paper Napkins
- ♥ Attentive Banquet Captain and Service Personnel
- ♥ One Glass of Champagne or Sparkling Cider Toast
- ♥ Coffee, Ice Tea and Spring Water Station



### Exquisite

- ♥ Choose from Exquisite Options - Buffet or Plated Service
- ♥ Floor Length Guest Table Linens and Napkins in any color
- ♥ 3 Floor Length Linens for Tables for Gifts, DJ, etc...
- ♥ Buffet & Beverage Table Linens with Décor & Accent
- ♥ China, Flatware, Goblets and Champagne Flutes
- ♥ Cake Cutting Service, China Cake Plates, Forks and White Paper Napkins
- ♥ Attentive Banquet Captain and Service Personnel
- ♥ One Glass of Champagne or Sparkling Cider Toast
- ♥ Custom Specialty Cake and Cake Cutting Service
- ♥ One Hour of Butler Passed Hors D'oeuvres
- ♥ Chair Covers with Colored Sashes
- ♥ Gourmet Coffee, Ice Tea and Spring Water Station





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3. If you chose *Simply Divine* then make choices from this page. Go on to next page for *Luxurious* and *Exquisite* options.

## Simply Divine Buffet Menu Choices

Fresh Garden Salad Topped with Fresh Vegetables  
Choice of Ranch Dressing & Balsamic Vinaigrette

### Choice of One Entrée

- Chardonnay Chicken
- Chicken Picatta
- Braised Beef Pot Roast
- Southwestern Meat Loaf
- Herb Roasted Sliced Turkey
- Pork Loin Medallions topped with Cranberry Apple Chutney

### Choice of One Side Item

- Garlic Whipped Potatoes
- Roasted Baby Potatoes
- Baked Potatoes Served with Creamery Butter, Grated Cheese & Sour Cream
- Rice Pilaf
- Wild Mushroom Risotto
- Penne Pasta with Tomato Basil Marinara

### Includes

- Seasonal Vegetable Medley
- Dinner Rolls Served with Creamery Butter
- Spring Water & Ice Tea Station

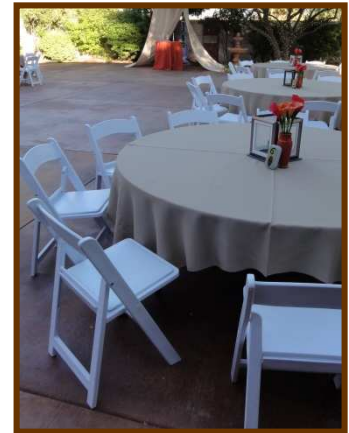
\$24.95 Per Person

All catering pricing is subject to applicable taxes and 20% service charge

Additional labor charges will apply to parties under 100 guests.

Labor Charges listed on Page 9.

Some photos shown with chair cover upgrades listed on page 14.





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4. If you chose Luxurious or Exquisite select one from pages 7 through 10.

## Luxurious and Exquisite Menu Choices

### Single Entrees

All Entrees are served with Chef's Steamed Vegetables and Assorted Dinner Rolls with Butter  
Freshly Brewed Coffee, Ice Tea and Spring Water

#### Chicken Sauvignon

Caesar Salad – Romaine Lettuce, Shaved Parmesan  
Cheese, & Focaccia Croutons with Basil Cesar Dressing  
Sautéed Chicken Breast with White Wine Sauce  
Wild Mushroom Risotto  
Sautéed Zucchini and Yellow Squash  
**Luxurious \$ 27.95      Exquisite \$ 39.95**

#### Champagne Chicken

Mixed Greens Salad with Dried Cranberries,  
Sugared Pecans, and Garden Vegetables  
with Citrus Vinaigrette Dressing  
Sautéed Chicken Breast topped  
with Champagne Mushroom Sauce  
Smoked Gouda Whipped Potatoes  
Fresh Steamed Green Beans  
with Roasted Red Pepper Strips  
**Luxurious \$ 31.95      Exquisite \$ 45.95**

#### Grilled Flank Steak

Rustic Salad of Romaine Lettuce,  
Cannellini Beans, Diced Red Peppers,  
Shaved Parmesan Cheese,  
& Creamy Garlic Dressing  
Char Grilled Flank Steak  
With Molasses Sauce  
Oven Roasted Yukon Gold Potato Wedges  
Topped With Cheddar, Chives and Bacon  
Grilled Marinated Vegetables  
**Luxurious \$ 35.95      Exquisite \$ 49.95**

#### Fig Glazed Short Ribs

Harvest Salad - Mixed Greens, Spinach,  
Cranberries, Candied Pecans, Grilled  
Marinated Vegetables & Maple Dijon Dressing  
Fig Glazed Short Ribs  
Smoked Gouda Whipped Potatoes  
Sautéed Green Beans with  
Sautéed Mushrooms & Grilled Red Onions  
**Luxurious - \$34.95      Exquisite - \$48.95**

#### Slow Roasted Brisket of Beef

Butter Lettuce and Mixed Greens  
Tossed in Herb Vinaigrette with Basil,  
Marinated Tomatoes and Shaved Cucumbers  
Slow Roasted Brisket of Beef  
Roasted Garlic Whipped Potatoes  
Glazed Carrots and Green Beans  
**Luxurious \$ 33.95      Exquisite \$ 47.95**

#### Grilled Sea Bass

Cucumber Ribbons, Mixed Greens,  
Vegetables and Heirloom Peppers With a  
Lemon Herb Vinaigrette  
Grilled Sea Bass with Watermelon Salsa  
or Orange Cilantro Salsa  
Rice Pilaf  
Fresh Steamed Broccoli with Roasted  
Red Pepper Strips  
Cinnamon Scented Butternut Squash  
**Luxurious \$ 35.95      Exquisite \$ 51.95**



All catering pricing is subject to applicable taxes and 20% service charge  
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9.



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## Design Your Own Buffets

### Crowne Buffet

#### Choose Two Salads

- Caesar Salad – Romaine Lettuce, Shaved Parmesan Cheese, & Focaccia Croutons with Basil Cesar Dressing
- Garden Salad – Mixed Greens, Garden Vegetables, & Corn Bread Croutons with Creamy Ranch Dressing and Balsamic Vinaigrette Dressing
- Fiesta Salad – Field Greens with Fire Roasted Corn, Red Pepper Strips, Black Beans, Tomatoes, & Tortilla Confetti with Avocado Vinaigrette
- Mandarin Salad – Romaine and Boston Bibb Lettuce, Mandarin Oranges, Sugared Almonds, & Jicama with Citrus Vinaigrette
- Strawberry Spinach and Romaine Salad with Mushrooms Grilled Red Onions & Candied Pecans with Honey Poppy Seed Dressing
- Grilled Marinated Vegetable and Pasta Salad

#### Choose Two Side Dishes

- |   |                              |
|---|------------------------------|
| Creamy Mashed Potatoes                                    | Wild Mushroom Risotto        |
| Smoked Gouda Whipped Potatoes                             | Wild Rice and Orzo Pilaf     |
| Green Chile Whipped Potatoes                              | Red Beans and Rice           |
| Oven Roasted Yukon Gold Potato Wedges                     |                              |
| Rosemary Roasted Baby Red Potatoes                        | Couscous                     |
| Sautéed Italian Vegetables                                | Fresh Steamed Broccoli       |
| Fresh Steamed Green Beans with Roasted Red Peppers Strips | Spinach Soufflé              |
| Sautéed Asparagus with roasted Garlic Cloves              | Grilled Marinated Vegetables |
| Penne with a Tomato Basil Marinara Sauce                  | Corn O’Brien                 |
|   | Honey Glazed Carrots         |

#### Choose Two Entrees

- |  |   |
|--|---|
| Champagne Chicken                          | Old Fashion Braised Black Angus Pot Roast                 |
| Chicken Chardonnay                         | Southwestern Meatloaf                                     |
| Chicken Fiesta with Black Corn Salsa       | Pork Loin with Apricot Marmalade                          |
| Smokey Bone In Chicken with Tamarind Sauce | Coconut Crusted Atlantic Whitefish with Pina Colada Sauce |
| Carolina Gold Barbeque Chicken             | Quinoa filled Bell Pepper with Spicy Tomato Sauce         |
| Bruschetta Chicken                         | Grilled Vegetable and Tofu Napoleon                       |

Includes Assorted Dinner Rolls with Creamery Butter  
Freshly Brewed Coffee, Iced Tea and Spring Water

**Luxurious \$ 35.95**

**Exquisite \$49.95**

All catering pricing is subject to applicable taxes and 20% service charge  
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9.



## Southwest / Mexican Buffet

Fiesta Salad – Field Greens with Fire Roasted Corn, Red Pepper Strips, Black Beans, Tomatoes, & Tortilla Confetti & Jalapeno Ranch Dressing

### Choice of Two Entrées

|   |                     |
|---|---------------------|
| Green Chili Beef                        | Shredded Adobo Pork |
| Chicken & Cheese Enchiladas             | Chicken Mole        |
| White Cheese and Spinach Enchiladas     | Chicken Fajitas     |
| Green Corn Tamales with Tomatillo Salsa | Beef Fajitas        |
| Southwestern Meatloaf                   | Snapper Veracruz    |

### Choice of Two

|                           |              |
|---------------------------|--------------|
| Traditional Refried Beans | Spanish Rice |
| White Refried Beans       | Black Beans  |

### Includes

Tortilla Chips & Salsa  
Corn & Flour Tortillas  
Shredded Lettuce, Diced Tomatoes, Onions, & Grated Cheese  
Freshly Brewed Coffee, Iced Tea

**Luxurious \$ 32.95**

**Exquisite \$45.95**

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## Italian Buffet

### Choice of One Salad

Fresh Garden Salad with Balsamic Vinaigrette & Ranch Dressings  
Traditional Caesar Salad  
Anti-Pasta Display

### Choice of Two Entrée

|                                     |                    |
|-------------------------------------|--------------------|
| Sicilian Lasagna                    | Meatloaf Italiano  |
| Linguine with Tomato-Basil Marinara | Baked Ziti         |
| Penne with Bolognese Sauce          | Chicken Marsala    |
| Chicken Tetrazzini over Fettuccine  | Chicken Picatta    |
| Eggplant Parmesan                   | Chicken Cacciatore |

### Choose Two Side Dishes

|                            |   |
|----------------------------|---|
| Wild Mushroom Risotto      | Grilled Marinated Vegetables                              |
| Sautéed Italian Vegetables | Sautéed Asparagus with Roasted Garlic Cloves              |
| Fresh Steamed Carrots      | Fresh Steamed Green Beans with Roasted Red Peppers Strips |
| Fresh Steamed Broccoli     |   |
| Spinach Soufflé            |   |

### Includes

Artisan Baked Bread with Herbed Oil, Freshly Brewed Coffee, Iced Tea, or Lemonade

**Luxurious \$ 34.95**

**Exquisite \$49.95**

All catering pricing is subject to applicable taxes and 20% service charge  
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9 .



## 5. Other Meal Options, Labor Fees and Catering Information.



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### Children's Meal Buffet

(Age 10 and under)

Carrot & Celery Sticks and Ranch Dipping Sauce

Crispy Chicken Fingers

Macaroni and Cheese

Roll with Sweet Butter

Simply Divine \$14.95   Luxurious \$ 16.95   Exquisite\$ 31.55

### Dual Entrees Options

A choice of two entrees per guest may be selected if a plated meal is ordered. Please contact Arizona Catering for pricing

### Plated Meals and Offering Your Guests a Choice of Entree

If you would like to provide a choice of entrees for your guests, the higher price of the entrees selected will apply plus \$6.00 to provide a plated meal. The salad, vegetable and starch will be the same on all entrees. We will need an exact count of the number of each entrée chosen. You will need to provide a method such as place cards for our servers to know what each guest has ordered.

### Vegetarian, Allergy Restrictions and Gluten Free Meals

We are happy to customize a menu to your taste or theme.

We offer Vegetarian, Vegan and Gluten Free options and can accommodate any dietary restriction or allergy.

All vegetarian entrees will be decided by the Executive Chef on the day of the reception, dependent on what is seasonally available.

All entrees are based on a main protein selection which can include Tofu, Quinoa, Polenta or Lentils.

Number of specialty meals must be specified and pre- ordered at time of guarantee.

Contact Arizona Catering For a Personalized Menu.

### Cultural Menus

For receptions that have a specialized cultural menu that cannot be created by Arizona Catering, a Maricopa County Food Certified chef can be brought to assist in cooking for an additional \$350 kitchen usage charge. All events using this service will have customized menu pricing that includes food product, kitchen labor and service staff. We Can Provide Kosher or East Indian Cuisine.

Please contact Arizona Catering for menu pricing

### Tastings

Tastings at Glendale Civic Center are held several times a year and provide a variety of menus items.

The cost is \$2.50 per person. Please RSVP with Arizona Catering 480-898-8848.

The caterer requires a minimum of 20 people to conduct a tasting.

### Catering Service Time

Reception Time is based on 6 hours. For events that exceed the 6 hour service time, there is a \$250 per hour labor charge plus tax and service charge.

### Labor Fees

Additional labor charges will be applied to all parties under 100 guests as follows:

|                  |          |
|------------------|----------|
| Under 25 guests: | \$450.00 |
| 26- 50 guests:   | \$325.00 |
| 51-75 guests:    | \$250.00 |
| 76-99 guests:    | \$175.00 |



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6. Dance Reception Snack Packages

Snack Attack Packages

A meal, customized menu or snack attack package must be ordered for all guests in attendance.  
In addition a Beverage Package must be ordered for all the guests attending  
All items are served with quality disposables

“Sweet”

Selection of Assorted Petite Sweets to include:  
Gourmet Dessert Bars, Lemon Diamonds,  
Chocolate Dipped Pretzels, Cream Puffs,  
Chocolate Brownies, Freshly Baked Cookies  
\$14.95 Per Person ++

“Wicked”

Silky Milk Chocolate  
flowing from a large Chocolate Fountain  
Served with Strawberries, Pineapple, Sliced Bananas,  
Marshmallows, Pretzel Rods & Rice Crispy Treats  
\$14.95 Per Person ++

“Hot”

Nacho Station of Tri Colored Tortilla Chips  
Served with Warm Nacho Cheese Sauce, Salsa, Sliced Jalapenos &  
Sour Cream  
\$14.95 Per Person ++

“Sugar Crush”

Kettle Corn  
Popped from an Old Fashioned Cart  
Candy Station with assorted candies displayed in Glass Pieces  
\$15.95 Per Person

“Midnight Munchies”

Tri Colored Tortilla Chips  
Served with Chunky Salsa Fresca (Mild) & Conqueso  
Mini Beef Empanadas, Chicken Taquitos,  
Bean & Cheese Chimichanga  
Assorted House Baked Cookies  
\$19.95 Per Person ++

Must Order a Beverage Package for everyone in attendance

“Thirst”

Lemonade & Spring Water with  
Floating Fruit with Plastic Cups  
\$2.95 Per Person ++

“Quench”

Assorted Sodas  
Bottled Water  
Cups and Ice  
\$4.25 Per Person ++

“Rush”

Coffee House  
Gourmet Freshly Brewed Columbian Coffee  
Stationed with Assorted Gourmet Flavored Syrups, Creamer,  
Chocolate Shavings,  
Whipped Cream, Candy Swizzle Sticks & Sweetener  
\$2.95 Per Person Plus Tax & 20% Service Charge

All catering pricing is subject to applicable taxes and 20% service charge  
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9 .

## 7. Dessert Options

### Specialty Cake

Our Exquisite package includes a custom tiered or specialty cake.  
You may add a cake to the Simply Divine, Luxurious,  
Dessert and Hors D oeuvres Reception Packages for \$4.75 per person.

### Bringing in Your Own Cake

You may bring in your own cake providing it is from a  
licensed bonded professional bakery per Arizona health code.  
We will cut and serve your cake with our meal packages. Please provide a cake box.

### Cake Cutting Service (when not ordering a meal package)

Cake Cutting Service for Dessert or Hors D oeuvres Receptions  
Includes disposable plates, paper napkins and forks.  
\$1.50 per person ++



## Dessert Reception Stations

Three stations must be ordered if not ordering a meal. Dessert reception price does  
not include linens, champagne toast, cake, cake cutting service or beverages.

### Chocolate Fountain

Delicious Belgian Dark Chocolate Flowing From a Fountain. Served with Freshly  
Baked Crème Puffs, Fresh Pineapple Chunks, Fresh Strawberries, Marshmallows  
and Pretzels Rods.  
\$7.95 per person (75 Person Minimum)



### Cheesecake Bar

Scoops of Creamy Traditional Cheesecake served in Martini Glasses with Hot Fudge,  
Fresh Berry Mixed Topping, Warm Caramelized Bananas, Toasted Almonds &  
Whipped Cream.  
\$7.95 per person

### Candy Station

Jars of Assorted Candy to match your theme colors or tastes  
Displayed in Glass Cylinders and Squares with Small Logo Boxes for Guests.  
\$7.95 per person



### Mini Bites

Assorted Miniature Desserts including Pecan Bars, Chocolate Mousse Cups, Cookies, Etc  
\$5.95 per person

All catering pricing is subject to applicable taxes and 20% service charge  
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9.

More Dessert Options available, Contact Arizona Catering for Choices.

8. Additional Beverage Options

## Beverages

All meal packages include iced tea and spring water and some include coffee. These are additional choices.

### Self-Serve Soda and Bottled Water Beverage Station

Assorted Canned Soda and Bottled Water  
Glasses and Ice provided  
\$3.95 per person



### Lemonade

Lemonade may be substituted in our packages for Ice Tea at no charge.  
To have both Ice and Tea and Lemonade available to your guests add  
\$1.00 per person

### Self-Serve Ice Tea or Lemonade Beverage Station

Choice of Iced Tea or Lemonade  
Spring Water and Freshly Brewed Columbian Coffee  
Sweeteners and Creamer  
\$2.90 per person



### Gourmet Coffee Station

Gourmet Freshly Brewed Columbian Coffee, stationed with  
Assorted Gourmet Flavored Syrups, Creamer, Chocolate Shavings,  
Whipped Cream, Candy Swizzle Sticks & Sweeteners  
\$2.90 per person  
Add \$150.00 for beverage attendant

### Champagne or Sparkling Cider Toast

Choice of one glass of Champagne or Sparkling Cider  
\$3.25 per person ++



All catering pricing is subject to applicable taxes and 20% service charge



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## 9. Hors D'oeuvre Reception Options

### Buffet or Passed Hors D'oeuvres Options

#### Hors D'oeuvre Reception Price

Hors D'oeuvre reception price does not include the cost of linens, champagne, cake or cake cutting service.

- Choice of 4 - \$28.95 Per Person
- Choice of 5 - \$32.95 Per Person
- Choice of 6 - \$35.95 Per Person
- Choice of 7 - \$38.95 Per Person
- Choice of 8 - \$42.95 Per Person
- Choice of 9 - \$46.95 Per Person

#### Hors D'oeuvre Price When Accompanying Dinner

- Choice of 3 - \$11.75 Per Person
- Choice of 4 - \$13.95 Per Person
- Choice of 5 - \$15.95 Per Person

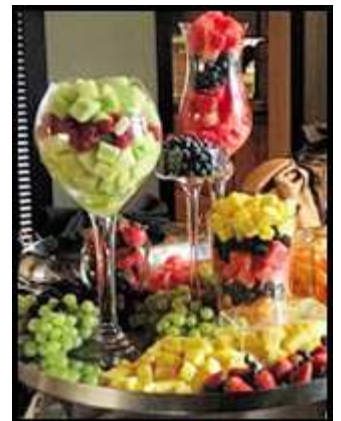
- Individual Deep Fried Raviolis with a Grey Goose Sauce
- Pulled Barbecued Pork, Fire Roasted Corn, Black Beans & Cilantro on Corn Bread Rounds
- Miniature Grilled Cheese Garnished Tomato Soup Shot
- Sweet Corn Cake With Cilantro Sour Cream and Pancetta
- Coconut Crusted Chicken Bites with Grilled Pineapple Salsa
- Strawberries Stuffed With Mascarpone Cheese and Drizzled with a Balsamic Reduction
- Grilled Serano Ham & Manchego Cheese Crostini
- Asian Peanut Chicken Won Tons With Sweet & Sour Sauce
- Smoked Turkey and Spiced Walnut Won Tons with a Raspberry Jalapeno Sauce
- Maple Pecan Chicken Skewers
- Miniature Hoisin Beef Tacos
- \*\*Coconut Rum Battered Shrimp with a Mango Salsa
- \*\*Barbecued Shrimp Lollipops
- \*\*Thinly Sliced Medium Rare Filet Mignon on Sourdough Crostini with a Dollop of Horseradish Sauce

Many more selections available – inquire with Caterer

\*\*Items have an additional \$3.95 per person plus tax and a 20% service charge

Labor Charges apply for receptions under 100 guests.

All prices are subject to Applicable Tax and 20% Service Charge





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## 10. Bar and Alcohol Information

### Alcoholic Beverages

No outside alcohol may be brought into Glendale Civic Center. Arizona Catering provides all alcoholic beverages. A variety of beverage packages are available to suit any event. From Signature Drinks to strawberry lemonade, Arizona Catering will meet any beverage need. Contact us for your special request.

### Bar and Set Up Fee

\$200.00 set up charge per Bartender for a maximum of 4 Hours

Full Bar Set Up includes:

|         |            |                 |           |
|---------|------------|-----------------|-----------|
| Vodka   | Chardonnay | Margarita Mix   | Sprite    |
| Rum     | Cabernet   | Bloody Mary Mix | Coke      |
| Bourbon | Heineken   | Juices          | Diet Coke |
| Tequila | Budweiser  | Tonic           |           |
| Gin     | Bud Light  | Club Soda       |           |
| Scotch  |            | Bottled Water   |           |



### Cash Bar

\$300.00 minimum in sales required plus tax and 20% service charge

If The Minimum Is Not Met, Additional Charge Will Apply

|                           |                        |
|---------------------------|------------------------|
| Premium Liquor \$6.50 ea. | House Wine \$6.00 ea.. |
| Bottled Water \$2.50 ea.  | Soda \$2.50 ea.        |
| Domestic Beer \$4.50 ea.  | Import Beer \$5.50 ea. |



### Host Bar

You may put down the dollar amount of your choice.

Bartender Set Up Fee will be waived for Full Service Hosted Bar equal to \$1000.00 or over

|                               |                      |                             |
|-------------------------------|----------------------|-----------------------------|
| Or                            |                      |                             |
| Hosted Beer & Wine & Soda Bar | Three Hours          | \$19.95 per person          |
|                               | Each Additional Hour | \$ 4.00 per person per hour |
| Or                            |                      |                             |
| Hosted Full Bar               | Three Hours          | \$21.95 per person          |
|                               | Additional Hours     | \$ 5.00 per person          |



**11. Linen and Decorative Upgrade Options**

All packages include guest linens and sweetheart linen for a VIP table for two.  
If you wish to upgrade or have additional linens, extra fees and delivery charge will apply.

## Linen and Decorative Enhancements

A \$100.00 delivery will be added to orders with additional or upgraded linens.

|   |                        |
|---|------------------------|
| Chair Covers and Tie Sashes                                   | \$ 7.50 each installed |
| Tie Sashes or Table Runners                                   | \$ 5.00 each installed |
| 132" Floor Length Linens (72" Round Tables,                   | \$18.00 each           |
| 120" Floor Length Linens (60" Round Tables, Sweetheart Table) | \$16.00 each           |
| 96" Floor Length Linens (for high cocktail tables)            | \$16.00 each           |
| 132" Floor Length Linens (for high cocktail tables with ties) | \$18.00 each           |
| Colored 90" Square Overlay (for low cocktail table)           | \$12.00 each           |
| Organza Overlay   | \$22.50 each           |
| Colored Table Runner  | \$ 7.00 each           |
| <br>  |                        |
| 90" x 132" Floor Length Banquet Linens (for 6' table)         | \$18.00 each           |
| 90" x 156" Floor Length Banquet Linens (for 8' table)         | \$19.00 each           |
| 54" x 90" Lap Length Banquet Linens (for 6' or 8' table)      | \$12.00each            |
| Color Linen Napkins   | \$ 1.00 each           |
| Upgraded Napkin Estimate                                      | \$ 2.00 each           |
| <br>  |                        |
| Glass Votives with Candles                                    | \$ 1.00 each           |
| Centerpieces (Floating Candles or Floating Fresh Flower)      | \$ 7.50 each & up      |
| Charger Plates  | \$ 2.00 each           |
| <br>  |                        |
| <b>Specialty Chair Rental</b>                                 |                        |
| Chiavari Chairs   | \$ 9.00 each           |
| Fusion Chairs   | \$ 9.50 each           |
| Flex Clear Chairs   | \$32.00 each           |

You may also add on other specialty items and services through Arizona Catering.  
DJ Services, Decorating, Flowers, Photography, and More.  
Contact them for pricing.





## GLENDALE CIVIC CENTER

### 12. Additional Information.

#### **ANSWERS TO COMMONLY ASKED QUESTIONS**

##### **EVENT TIMING:**

We allocate 6 hours for receptions. Most Friday and Saturday evenings may not begin before 5:00 pm, though some exceptions are possible and are based on your date and size of guest list.

##### **DEPOSITS/PAYMENTS:**

The Glendale Civic Center requires a NON-REFUNDABLE DEPOSIT OF 50% of the total rental and equipment fees at the time of booking. Rental cost is subject to a 5% service charge and applicable taxes. Once your deposit is paid the date will be reserved and the contract will be sent to you. The balance of your rental charges are due 30 days prior to the event. All deposits and final payments should be made in the form of Check, Credit Card, Money Order, or Cashier's Check. We require that Cash payments be made in the exact amount as we do not have any cash on hand for change.

##### **CATERING:**

Food and beverage can only be provided by our exclusive caterer, Arizona Catering. No outside food and beverage or caterers are allowed at The Glendale Civic Center. A catering minimum of 100 guests must be met or labor charges will apply. The final payment is due with the final guarantee 10 days prior to the event.

Arizona Catering accepts cash, check or Master Card and VISA. When paying for catering by credit card a 3% charge will be applied.

##### **ROOM ASSIGNMENT, SET UP AND DECORATING:**

Rooms are assigned and set up according to the guaranteed number of guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Decorating and set up times will be set up one month prior to the event based on our event schedule.

##### **CHOOSING YOUR OWN VENDORS**

You are required to use Arizona Catering for all your food, beverage and alcohol needs, but you are welcome to choose the rest of your vendors, Entertainment, Band, DJ, photographer, rental-companies, decorators, or florist. Please keep us informed and provide us with phone numbers for these vendors so that we may arrange set up times.

##### **DECORATING RESTRICTIONS:**

All candles must be contained in glass containers and flames must be below the rim per fire code. The use of streamers, silly stream, rice, confetti, glitter is prohibited or subject to a cleaning fee. Please discuss with your Event Coordinator all arrangements related to decorating.

##### **SECURITY:**

The Civic Center requires, at the Client's expense, security personnel for events with alcohol or as may be determined necessary by the Civic Center. City of Glendale off duty Police officers or CBI Security are the only approved security options.

##### **SECURITY ARRANGEMENTS:**

The Glendale Civic Center does not provide security for your event and reserves the right to require security for any event at the client's expense. Client assumes full responsibility for damages to Glendale Civic Center or the loss of any personal property left in the center prior to, during and following the event. Arrangements for Police can be made by contacting Sgt. Bayer at 623-930-4032 or Sgt. Brown at 623-930-3495 for off duty police officer at \$40.00 per hour for a minimum of 3 hours. One (1) Officer is required for 150 people.