



GLENDALE

CIVIC CENTER

623-930-4300



Graduation Package

Arizona Catering

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

www.glendaleciviccenter.com

Package Includes

Complete Detailed Agenda & Customized Graduation Ceremony Set-up
Graduation Planning Event Coordinator
12' x 24' x 18" Presentation Stage with US & AZ Flags
Pipe and Drape for your School Banner across Stage back
Four Accent Stage LED Up Lights in your Choice of Colors
Enhanced Spotlights
White Wood Graduate Chairs for Graduates (Up to 300)
Banquet Chairs for Guest Seating
One Podium with One Wireless Microphone
Sound Mixer with i-Pod or Laptop Sound Hook Up
Three Draped Tables for Diplomas and Check In
Includes Plenty of Free Guest Parking (excluding holidays)

RENTAL RATES

The following rates are based on day and time needed.

Packaged rates are subject to a Service Charge and 3.4 % tax rate on room rental and 9.2 % tax rate on equipment

Part Day Rates

Any Day Graduations accessing the facility between the hours of 8 am – 3 pm

Sunday thru Thursday graduations with access after 6:00 pm

Number of people includes graduates

Up to 1,200 people	Crowne Ballroom	\$3,002.00
Up to 683 people	Crowne, Garnet, Emerald, & Sapphire	\$2,450.00
Up to 624 people	Crowne, Topaz & Onyx	\$2,186.00
Up to 409 people	Garnet, Emerald & Sapphire	\$1,682.00
Up to 248 people	Sapphire & Emerald	\$1,322.00

Full Day or Premium Evening Rates

Extended Full Day for rehearsals and graduations accessing the facility past 3 pm or

Extended Full Day for rehearsals and graduations wanting access before 3 pm and extending into the evening

Number of people includes graduates

Up to 1,200 people	Crowne Ballroom	\$3,602.00
Up to 683 people	Crowne, Garnet, Emerald, & Sapphire	\$2,912.00
Up to 624 people	Crowne, Topaz & Onyx	\$2,528.00
Up to 409 people	Garnet, Emerald & Sapphire	\$1,898.00
Up to 248 people	Sapphire & Emerald	\$1,448.00

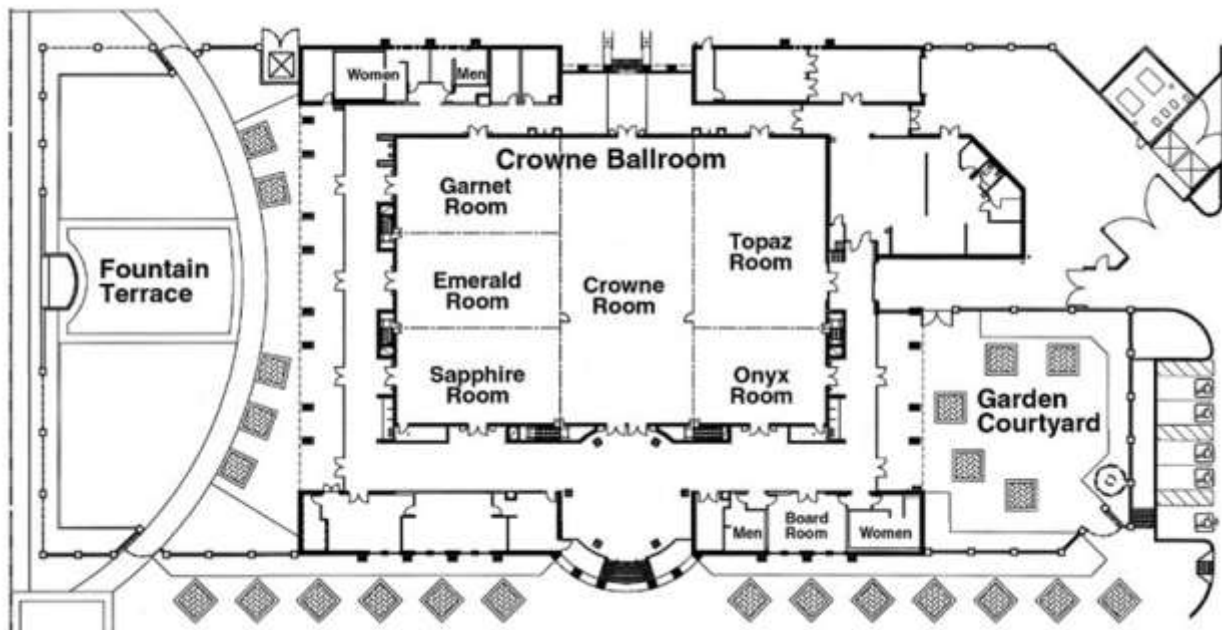


Garden Reception Space

Beautiful Garden Space for Pre or Post Graduation Activities, Photos and Gatherings

Fountain Terrace	\$1,056.00
Garden Courtyard	\$ 432.00

Facility Layout



Optional Audio-Visual Rental Equipment

All equipment is subject to applicable taxes

Additional Wireless Microphone \$100.00 each

9' x 12' Rear Screens with Dress Kit \$200.00 each

4000 Lumens Projector \$400.00 each (needed for larger rooms or rear screens)

VGA Cable \$35.00

AV Technician \$70.00 per hour

Additional Draped Tables \$23.00

Additional LED Up Lights \$22.50 ea.

GLENDALE CIVIC CENTER - ANSWERS TO COMMONLY ASKED QUESTIONS

EVENT PRICE:

Package Rates are based on standard package equipment. Price may vary depending on required stage size, actual equipment and audio equipment needs. Event Coordinators can provide you with an actual quote for your graduation.

ROOM ASSIGNMENT & OTHER EVENTS: Rooms are assigned based on availability, square foot needed and anticipated number of guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the client. These events may be scheduled and take place during the same hours as your graduation.

EVENT TIMING: Event Times are based on your Use Agreement and include personal time for set up, rehearsals and move out. Events must end by midnight or additional rental charges and catering labor charges will apply.

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. Balance of all charges is 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. See also the deposit information/requirements for Arizona Catering. Purchase Orders do not constitute payment.

TAX: The current state and city combined tax rate is 9.2 % on equipment rentals. The tax rate on room rental is 3.4%. Tax rates are subject to change.

PUBLIC LIABILITY INSURANCE REQUIRED: Comprehensive Liability Insurance is required for all public events using the facility. Insurance certificates must meet the following conditions: 1. Provide at least \$1 million combined single limit per occurrence of Comprehensive Liability Insurance from an insurance company acceptable to the Civic Center Manager and the City Risk Manager. 2. If an Aggregate Policy, the combined limit must be at least \$2 million. 3. Name the City of Glendale and the Civic Center as additional insured. 4. Specify the dates applicable inclusive of move-in to move-out. 5. Be on file with the Civic Center (30) days prior to the start of the event.

CATERING: All food and beverage must be provided by our exclusive caterer, Arizona Catering. No outside food and beverage may be brought into the Glendale Civic Center. A catering deposit of 50% is required at the time of the catering contract. When paying for catering by credit card a 3% charge will be applied. The final payment is due 10 days prior to the event when the final meal guarantee is given. **Please contact Arizona Catering @ 480-898-8848 to discuss all food and beverage needs.**

CHOOSING YOUR OWN VENDORS: You are required to use Arizona Catering for all your food, beverage and alcohol needs. However, you are welcome to select your own vendors such as a band or a DJ for entertainment, photographer, rental-companies, decorators and florists. Please keep your Event Coordinator informed of each vendor you are using for your event and provide any pertinent information related to their activities.

BANNERS:

Outdoor— Banners may be displayed above the south entrance of the Civic Center pending approval of the City of Glendale. A banner permit must be obtained in advance of your event from the City of Glendale Development Services Center. Your Event Coordinator must apply for the permit one month in advance of your event. The fee is \$31.67. The labor fee to hang and remove each banner is \$75.00 and for safety reasons, must be performed by Civic Center Staff. Banners must have grommets across both the top and the bottom, so it can be secured against the wind and elements.

Indoor - Any banners displayed on the interior of the Civic Center will be subject to the approval of the Event Coordinator. We can provide Pipe and Drape to display these; fees do apply depending on size and height. However, banners must have grommet holes or sleeves along the top in order to hang.

WIFI / INTERNET ACCESS: WIFI is password protected. There is a fee required to activate the WIFI service. Hard Wired Internet Access is also available for a fee. Please inform your event coordinator in advance if you would like to activate this service.

SECURITY: The Glendale Civic Center does not provide security, but requires security at the client's expense for all graduations. Schools may utilize their own SRO Police Officers associated with their school. Otherwise, the Glendale Civic Center recommends the use of City of Glendale's off-duty police officers. Arrangements can be made by contacting Sergeant Anthony Brown at 623-930-2557 or Sergeant Frank Sankhagowit 623-930-3464. Off Duty City of Glendale Police Officers are \$50.00 per hour per officer with a minimum of 3 hours. Two officers minimum required. Client agrees to assume full responsibility for the conduct of its guests, members, employees or other parties hired by the client in full compliance with applicable laws, regulations, and Glendale Civic Center Rules.

LOST & FOUND: The Glendale Civic Center assumes no responsibility for personal items, equipment, signs or decorations left in the room at the conclusion of the event. All items left will be held for a period of 30 days. If not claimed in 30 days, the items will be sent to the City of Glendale Materials Management department for disposal.