



**GLENDALE**

CIVIC CENTER

623-930-4300



## *After-Service Luncheons*

Located nearby in the Heart of Historic Downtown Glendale

5750 W. Glenn Drive, Glendale, Arizona

Arizona Catering

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

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



**GLENDALE**  
CIVIC CENTER



## Helping you to Understand our Facility.

The Glendale Civic Center and Arizona Catering work as a team to service your event in order to make it easy and stress free for you and your family. We are a full service rental and catering venue for groups of 75 people or more. Three days or more are required to give us time to prepare for your event.

The Glendale Civic Center contracts the event space which includes your event coordinator, equipment such as tables and chairs, along with the set up and clean-up of your event.

Arizona Catering, as our exclusive caterer, contracts the food and beverage service. A catering minimum cost of \$1,700.00 (before Tax and Service Charge) is required for all events. All prices are per person. Arizona Catering will provide the food, beverage, alcohol, table linens, plates, flatware, cups and wait staff. (No outside food, beverage, alcohol or caterers are allowed.) Payment is due in full for both contracts before the date of the luncheon.

You will get two separate invoices and contracts if you choose to book our facility.

Our menu includes a sampling of what we can provide. You may contact Arizona Catering directly for additional food and beverage options and information.

We will be happy to provide you with a tour of the space and prepare a quote based on your selections.



## **Ballroom Reception Pricing**— Minimum 4 hours (Does not include cost of catering)

Space is based on date availability. Please contact an event coordinator for more details.

A 5% Service Charge and Applicable Sales Tax apply to all event space rental prices.

|                                   |                  |             |
|-----------------------------------|------------------|-------------|
| Sapphire – Emerald, or Diamond    | 75 – 90 Guests   | \$ 432.00   |
| Topaz – Onyx                      | 100 – 160 Guests | \$ 490.00   |
| Garnet, Emerald, Sapphire         | 160 – 200 Guests | \$ 648.00   |
| Crowne, Topaz, Onyx               | 201 – 350 Guests | \$ 950.00   |
| Crowne, Garnet, Emerald, Sapphire | 351 – 500 Guests | \$ 1,109.00 |
| Crowne Ballroom                   | 501 – 650 Guests | \$ 1,440.00 |

## **Outdoor Reception Pricing**— Minimum 4 hours (Does not include cost of catering)

|                   |                  |           |
|-------------------|------------------|-----------|
| Fountain Terrace* | 100 – 300 Guests | \$ 634.00 |
| Garden Courtyard* | 100 – 150 Guests | \$ 260.00 |

\*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.

## **Audio—Visual Equipment** (For background music or videos with music)

Applicable Sales Tax apply to all event space rental prices.

|   |           |
|---|-----------|
| Portable Sound System and Speakers— Connects to your own iPod, iPad, iPhone, Android Phone, Laptop or to CD Player. Bluetooth Capability. Please provide someone to cue your own music. | \$ 240.00 |
| 10' x 10' Screen  | \$ 175.00 |
| Projector   | \$ 200.00 |
| Sound Patch for Videos with Sound   | \$ 50.00  |

# Light Plate Lunches

A food and beverage minimum cost of \$1,700.00 (before tax and service charge) is required for all events.

All prices are per person.

Beverage Service includes Spring Water, Iced Tea and Freshly Brewed Columbian Coffee

## **Fiesta Chicken Salad**

Mixed Greens, Charbroiled Ancho Chicken, Fire Roasted Corn, Green Beans, Tomatoes, Red Peppers and Sweet Corn Bread Croutons with Jalapeno Ranch Dressing. Served with a Sourdough Roll and Creamery Butter

\$17.95 per person

## **Chicken Caesar Salad**

Grilled Chicken Tenders, Romaine Lettuce, Shaved Parmesan Cheese and Focaccia Croutons with House Made Caesar Dressing. Served with a Sourdough Roll and Creamery Butter

\$17.95 per person

## **Caprese Sandwich**

Buffalo Mozzarella, Sliced Tomato and Fresh Basil drizzled with Balsamic Reduction, served on a French Baguette. Sun Dried Cranberry and Almond Slaw, Fresh Fruit Garnish

\$17.95 per person

## **Turkey Croissant**

Smoked Turkey Breast, Sliced Havarti Cheese and Cranberry Chutney, served on a Croissant. House Made Signature Baked Potato Salad, Fresh Fruit Garnish

\$17.95 per person

## **Green Chile Chicken**

Grilled Breast of Chicken topped with Roasted Green Chilies and Pepper Jack Cheese, served on a Soft Kaiser Roll. Jicama, Fire Roasted Corn, Black Bean and Hominy Salad, Fresh Fruit Garnish

\$18.95 per person

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Light Plated Lunches served with Freshly Baked Cookies on a plate (1 per table)

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

# Luncheon Buffets

A food and beverage minimum cost of \$1,700.00 (before Tax and Service Charge) is required for all events.

All prices are per person.

All Luncheon buffets include Beverage Station with Spring Water, Iced Tea, Freshly Brewed Columbian Coffee

## Wrap Selections

Fresh Salad of Mixed Field Greens and Garden Vegetables, Peppercorn Ranch Dressing and Champagne Vinaigrette.  
Roasted Turkey and Cheddar Wrap, Southwestern Chicken Wrap, Roasted Vegetable Wrap.  
Cheese Tortellini and Grilled Marinated Vegetable Pasta Salad, Assorted Chips. Appropriate Condiments

\$16.95

## Deli and More

Fresh Garden Salad of Mixed Greens and Garden Vegetables, Choice of Dressing. Deli Display with Sliced Roasted Turkey Breast, Medium Rare Roast Beef, Honey Baked Ham, Cheddar, Provolone and Swiss Cheese Slices, Sliced Tomatoes, Red Onions, Romaine Lettuce and Dill Pickles. Potato Salad, Tri-Colored Tortilla Chips and Chunky Salsa Fresco.  
Appropriate Condiments. Freshly Baked Rolls with Creamery Butter

\$17.95

## Picnic BBQ

Pulled Barbecue Pork Sandwiches, Shredded Barbecue Chicken, Sliced Tomatoes, Lettuce, Pickles, Pepperoncini and Red Onions, Freshly Baked Buns. Loaded Spud topped with your favorite's: Sour Cream, Chives, Cheddar Cheese and Butter. Bacon and Brown Sugar Baked Beans, Corn Cobettes with Butter

\$19.95

## That's Amore

Traditional Caesar Salad, Sicilian Lasagna with Seasoned Ground Beef, Italian Sausage Pasta with Tomato-Basil Marinara Sauce. Sautéed Italian Vegetable Medley with Squash and Zucchini.  
Fresh Grated Parmesan Cheese, Garlic Bread

\$19.95

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

## Luncheon Buffets, continued...

### **Italian Buffet**

Garden Salad with Sliced Cucumbers, Fresh Tomatoes, Choice of Ranch or Italian Dressing.  
Pasta served with choice of Tomato Basil Marinara or Pesto Alfredo Sauce, Fresh Grated Parmesan Cheese.  
Chicken Marsala, Roasted Italian Vegetable Medley, Garlic Bread Sticks

\$20.95

### **Taste of the Border**

Tri-Colored Tortilla Chips served with Chunky Salsa Fresca, Taco Bar featuring: Shredded Tequila Chicken and Machaca Beef, Flour Tortillas, Guacamole, Sour Cream, Salsa, Cheese, Green Onions, Shredded Lettuce and Diced Tomatoes. Chunky Refried Beans and Spanish Rice

\$18.95

### **Pilgrim's Delight**

Mixed Greens with Grilled Marinated Vegetables, Sweet Cornbread Croutons, Maple Dijon Vinaigrette. Sliced Herb Roasted Turkey Breast, Mashed Potatoes and Gravy, Old Fashioned Stuffing, Green Beans with Red Pepper Strips.  
Freshly Baked Rolls with Creamery Butter

\$19.95

### **Deep South**

Fresh Garden Salad with Vegetables, Ranch Dressing and Balsamic Vinaigrette. Southern Fried Chicken with Honey Pecan Sauce, Whipped Potatoes, Creamy Coleslaw, and Spiced Apples.  
House Baked Biscuits with Creamery Butter

\$19.95

## **Choice of One Dessert**

House Made Bread Pudding served with Vanilla Sauce, Freshly Baked Assorted Cookies,  
New York Style Cheesecake with Strawberry Sauce, Apple Pie with Cinnamon Sugar Whipped Cream,  
Assorted Brownies and Cookies

**More Dessert Options available, Contact Arizona Catering for Choices.**

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

A food and beverage minimum cost of \$2,000.00 (before tax and service charge) is required for all events.

# Beverage Options

## **Beverages**

All meal packages include iced tea, spring water and coffee.

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

Assorted Canned Soda and Bottled Water

Glasses and Ice provided

\$3.95 per person

### Self-Serve Iced Tea or Lemonade Station

Choice of Iced Tea or Lemonade

\$2.90 per person

### Lemonade

Lemonade may be substituted in our packages for Iced Tea at no charge.

To have both Iced Tea and Lemonade available to your guests,

Add \$1.00 per person

### Gourmet Coffee Station

Gourmet Freshly Brewed Columbian Coffee, stationed with Assorted Gourmet Flavored Syrups, Creamer, Chocolate Shavings, Whipped Cream, Candy Swizzle Sticks and 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 Pricing is subject to applicable taxes and 20% service charge



# 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.

### Cash Bar and Set Up Fee (When your guests pay for their own drinks)

\$200.00 set up charge per Bartender for a maximum of 6 Hours. A \$300.00 minimum in sales required plus tax and 20% service charge.

If The Minimum Is Not Met, Additional Charge Will Apply.

Full Bar Set Up includes:

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

|                           |                        |
|---------------------------|------------------------|
| 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 (When you wish to pay for your guests drinks)

You may put down an amount of your choice and run the bar until the funds are used, or host per the hourly rate options below.

A \$200.00 set up charge per bartender for a maximum of 6 hours will apply for hosted amounts under \$1,000.00.

A \$300.00 minimum in sales (hosted amount plus cash bar sales) required plus tax and 20% service charge. If the minimum is not met, additional charge will apply. For any hosted amount \$1,000.00 or over, the \$200.00 set up charge per bartender will be waived.

|                               |                      |                            |
|-------------------------------|----------------------|----------------------------|
| Hosted Beer & Wine & Soda Bar | Three Hours          | \$19.95 per person         |
|                               | Each Additional Hour | \$4.00 per person per hour |
| <b>OR</b>                     |                      |                            |
| Hosted Full Bar               | Three Hours          | \$21.95 per person         |
|                               | Each Additional Hour | \$5.00 per person per hour |



## Additional Meal Options, Labor Fees, and Catering Information

### Catering Service Time

Luncheon time is based on 4 hours. For events that exceed the 4 hour service time, there is a \$250 per hour labor charge.

### Food and Beverage Minimum Cost (Applies to all Events):

Arizona Catering requires a \$1,700.00 minimum (plus tax and service charge).

### Table Linens:

Tabletop White Linens and Paper Napkins and Plastic Cups are included with your menu choice. Linen upgrades are available upon request. See next page for pricing.

### Allergy Restrictions, Vegetarian, 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 event, 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.



# Linen and Decorative Enhancements

All packages include guest linens.

If you wish to upgrade or have additional linens, extra rental fees and a linen delivery charge of \$100.00 will apply.

|   |              |
|---|--------------|
| Table Runners installed                                       |              |
| 132" Floor Length Linens (72" Round Tables)                   | \$7.00 each  |
| 120" Floor Length Linens (60" Round Tables, Sweetheart Table) | \$21.00 each |
| 96" Floor Length Linens (for high cocktail tables)            | \$19.00 each |
| 132" Floor Length Linens (for high cocktail tables with ties) | \$16.00 each |
| Colored 90" Square Overlay (for low cocktail table)           | \$25.00 each |
| Organza Overlay   | \$13.00 each |
| Colored Table Runner  | \$22.50 each |
| 90" x 132" Floor Length Banquet Linens (for 6' table)         | \$9.00 each  |
| 90" x 156" Floor Length Banquet Linens (for 8' table)         | \$18.00 each |
| 52" x 114" Lap Length Banquet Linens (for 6' or 8' table)     | \$20.00 each |
| Color Linen Napkins   | \$13.00 each |
| Upgraded Napkin Estimate                                      | \$1.55 each  |
|   | \$2.00 each  |

## Centerpieces

|  |              |
|--|--------------|
| Glass Votive Candles   |              |
| Small Square Glass Centerpieces: <i>with choice of floating candles or floating fresh flowers</i>                | \$2.50 each  |
| Medium Bubble Bowl: <i>with color glass marbles and floating fresh flower on mirror with four votive candles</i> | \$9.50 each  |
|  | \$18.00 each |

You may also add on other specialty items and services through Arizona Catering.

Officiant Services, DJ Services, Decorating, Flowers, Photography, and More.

Contact Arizona Catering for pricing.

# Answers to Commonly Asked Questions

The Glendale Civic Center and Arizona Catering work as a team to facilitate your event.

We have two separate contracts. The Glendale Civic Center contract is for the event facility rental, and Arizona Catering contract is for food, beverage, and alcohol.

## **FOOD AND BEVERAGE MINIMUM COST (Applies to all Events):**

For all events, Arizona Catering requires a \$1,700.00 food and beverage minimum cost. Plus applicable tax and service charge. If you have under 80 people and would like to provide your own food please see our Bring your own food and beverage package,

## **ARIZONA 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. Catering minimum of \$2,000.00 plus tax and service charge will apply. This package menu includes a sampling of what we can provide. Please contact Arizona Catering for more food and beverage options. Arizona Catering provides all food, beverage, alcohol, table linens, plates, flatware, cups and wait staff. The final payment is due with the finalized contract 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.

## **GLENDALE CIVIC CENTER PAYMENTS:**

The Glendale Civic Center requires full payment of the total rental and equipment fees at the time of contract. Rental cost is subject to a 5% service charge and applicable taxes. Payment should be made in the form of Check, Credit Card, Money Order, or Cashier's Check. (We do not accept Discover Card.)

## **EVENT TIMING:**

We allocate 4 hours for luncheons. Events beyond the regular contracted time will have additional catering labor charges. Those wishing to access the space earlier for decorating can do so for \$75.00 per hour, for a maximum of an additional two hours.

## **DECORATING RESTRICTIONS:**

All candles must be contained in glass containers and flames must be below the rim per fire code. Please discuss all arrangements related to decorating with your Event Coordinator.

## **SECURITY:**

The Glendale Civic Center does not provide security, but requires security at the client's expense for all events with alcohol served. The 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.



***Thank you for considering the Glendale Civic Center for your event***