



**GLENDALE**

CIVIC CENTER

623-930-4300



**HOLIDAY Package**

Arizona Catering

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

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

### Package Includes

- Large Dance Floor
- 72" Round Table Seating for 10 guests per table
- Accent LED Up Lights in your Choice of Colors
- 6 Hour Event Time
- Up to Four Power Outlets
- Enhanced Ballroom Lighting
- Complete Detailed Agenda & Customized Floorplan and Set-up
- Event Coordinator
- Free Guest Parking (excluding holidays)

## RENTAL RATES

Rental Rates are discounted based on the purchase of a meal. Catering minimum of \$2,000.00 is required.

Rental Rates are subject to a 5% Service Charge and 3.4 % tax rate on room rental and 9.2 % tax rate on equipment.

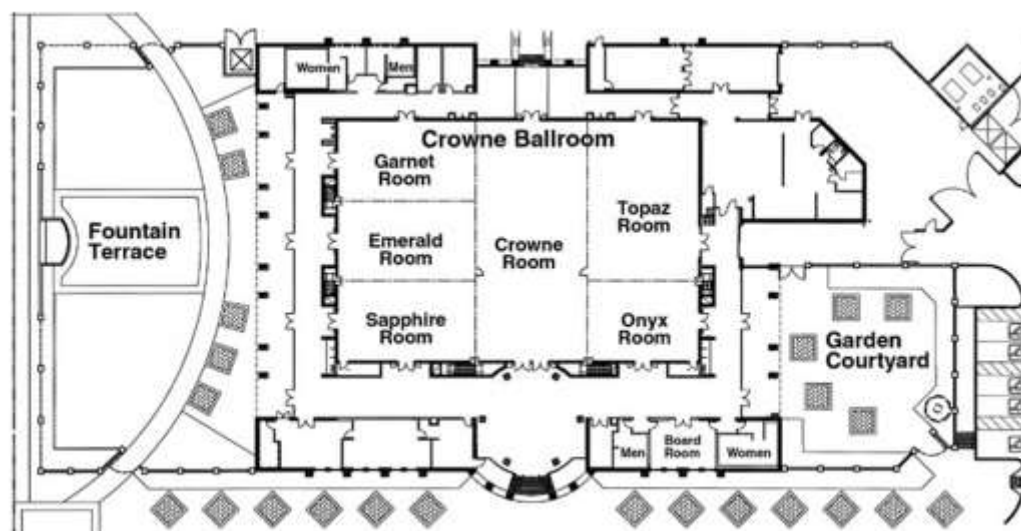
Catering Rates are subject to 20% Service Charge and 10.2% tax.

All food and beverage must be provided by our exclusive caterer.

Up to 650 people	Crowne Ballroom	\$2,500.00
351 - 500 people	Crowne, Garnet, Emerald, & Sapphire	\$2,150.00
201 - 350 people	Crowne, Topaz & Onyx	\$2,000.00
160 - 200 people	Garnet, Emerald & Sapphire	\$1400.00
100 - 150 people	Topaz—Onyx	\$1,250.00
60 - 80 people	Diamond Ballroom—Annex Building	\$1,150.00
100 - 300 people	Fountain Terrace*	\$1,300.00
100 - 150 people	Garden Courtyard*	\$800.00

\*Designates Outdoor Space—Dance Floor is not available outdoors.

The Glendale Civic Center does not guarantee indoor event space in the case of inclement weather when contracting outdoor event space. We will, however, make every effort to move the event indoors at no charge if space allows..



# **HOLIDAY DINNER BUFFETS**

**Menu Designed for Two Hours of Service**

## **Traditional Christmas Dinner**

Fresh Green Tossed Salad with Iceberg, Romaine, and Leaf Lettuce

Cucumbers, Croutons and Tomatoes

Choice of Creamy Ranch & Cranberry Vinaigrette Dressing

Sliced Honey-Baked Ham

Sliced Roasted Turkey Breast with Gravy

Old Fashioned Stuffing

Herbed Whipped Potatoes

Fresh Steamed Green Beans with Red Pepper Strips

Cranberry Chutney

Fresh Baked Rolls

with Sweet Creamery Butter

Holiday Dessert Buffet to include

Home Made Apple Crisp

with Cinnamon Sugar Whipped Cream

Holiday Bread Pudding

served with Warm Vanilla Sauce

Spring Water, Iced Tea

Freshly Brewed Columbian Coffee Station

**\$34.95 per person**

**Option:** Whole Roasted Carved Turkey and Whole Carved Honey Baked Ham

Additional \$2.95 per person / One Carving Attendant per 100 Guests Served

**All prices are per person plus 10.2% Tax & 20% Service Charge**

**All Prices & Menu Items are Subject to Change**

**Any menu substitution, additions and changes are subject to price increase**



## HOLIDAY MENUS

The following menus include:

Dinner Buffet

Beverage Station with Coffee, Iced Tea and Water

White Lap Length Table Linens

White China, Flatware, and Glassware

Choice of Holiday Colored Linen Napkin (Based on Availability)

We are also happy to assist you with any “extras” you may require such as a DJ, Band, Specialty Linen Cloths, Chair Covers, Ice Sculpture, Upgraded China Service, etc...



## "Holiday Spirit"

Mixed Field Greens tossed with Walnuts,  
Cranberries and Goat Cheese  
Drizzled with Balsamic Vinaigrette

Prime Rib

Slow Roasted, Served Medium Rare

*Carved Tableside by a Uniformed Chef*

Served with Horseradish Sauce, and Bordelaise Sauce

Herb Roasted Turkey

Served with Gravy

Classic Mashed Potatoes

Sweet Cornbread Stuffing

Candied Yam Medallions

Topped with Spiced Baked Nuts

Sautéed Asparagus Spears with Roasted Garlic Cloves

Fresh Baked Tuscan Breads on a Cutting Board  
with Sweet Cream Butter

Holiday Dessert Buffet of Assorted Holiday Petite Sweets  
and Holiday Bread Pudding served with a Warm Vanilla Sauce  
Spring Water, Iced Tea, Freshly Brewed Colombian Coffee Station

**\$46.95 per person\***

**\*Includes Chef Attended Carving Station. All prices are per person plus 10.2% Tax & 20% Service Charge**

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## "Delights of December"

Grilled Bread Salad

Fresh Greens tossed with Grilled Bread

Baked Roma Tomatoes, Herbed Grilled Winter Squashes

Tossed with Garlic Infused Olive Oil

Old Fashioned Braised Black Angus Beef Pot Roast

*Slow Roasted & Served with a Savory Brown Gravy*

Herb Roasted Turkey Breast

*with Gravy*

Garlic Mashed Potatoes

Candied Yams

Fresh Steamed Green Beans with Red Pepper Strips

Honey Glazed Carrots

Fresh Baked Tuscan Breads on a Cutting Board

with Sweet Cream Butter

Holiday Dessert Buffet of Apple Crisp with Cinnamon Whipped Cream, Chocolate Mousse Cups

and Holiday Bread Pudding served with a Warm Vanilla Sauce

Spring Water, Iced Tea, Freshly Brewed Colombian Coffee Station

**\$35.95 per person\***

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# Holiday Dinner Options

**75 Person Minimum Required**

**Groups of 50 to 74 Guests.....Add \$95.00**

**Groups under 50 Guests .....Add \$175.00**

All entrée selections include choice of one salad, one starch, chef's selection of seasonal vegetables, freshly baked dinner rolls, one dessert and gourmet coffee station

## Choice of One Salad

### **Winter Salad**

Mixed Greens Dried Cranberries, Pecans, and Garden Vegetables

Creamy Ranch Dressing & Citrus Vinaigrette

### **Holiday Harvest Salad**

Mixed Greens and Spinach tossed with Candied Pecans,

Grilled Marinated Vegetables, Cranberries

Maple Pecan Dijon Vinaigrette Dressing

### **Caesar Salad**

Caesar Salad with Basil Caesar Dressing

Cucumber, Tomato, Olives, Focaccia Croutons and Crumbled Feta Salad

### **Traditional Garden Salad**

Garden Vegetable Salad with Mixed Greens

Ranch Dressing and Balsamic Vinaigrette

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## **Single Entrée Dinner**

The selections listed below can be served from a buffet or served as a plated dinner

All Buffet Entrée Choices are accompanied by beverage station with iced tea and spring water and dessert station

All Plated Entrée Choices include beverage service of iced tea and spring water, preset salad and dessert service

### **Choice of One Entrée**

#### **Old Fashioned Braised Black Angus Beef**

##### **Traditional Slow-Roasted Pot Roast**

Buffet: \$29.95    Plated: \$33.95

#### **Champagne Chicken**

Roasted Chicken Breast with Champagne Mushroom Sauce

Buffet: \$29.95    Plated: \$34.95

#### **Sautéed Chicken Breast**

Chicken Breast Sautéed in Olive Oil with Mushrooms and Herbs de Provence

Buffet: \$31.95    Plated: \$36.95

#### **Hazelnut Crusted Chicken Breast**

Topped with Apple Cranberry Relish

Buffet: \$34.95    Plated: \$39.95

#### **Pork Loin**

Carved by a Uniformed Chef with Apricot Cranberry Chutney

Buffet: \$33.95, plus a \$150 Carving Chef Charge    Plated: \$38.95

#### **Slow Roasted Short Ribs**

Beef Short Ribs Slow Roasted with Fig Molasses sauce

Buffet: \$36.95 Plated: \$41.95

#### **Prime Rib of Beef**

Served Medium Rare & Carved by a Uniformed Chef, Served with Horseradish Sauce

Buffet: \$45.95, plus a \$150 Chef Carving Charge

Plated: \$49.95

*Vegetarian Options: can be made either Vegan or Gluten Free*

*Please inquire about menu options, predetermined number of meals required*

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### **Choice of One Starch**

Buttery Mashed Potatoes  
Garlic Whipped Potatoes  
Smoked Gouda Whipped Potatoes  
Rosemary Roasted Potato Wedges  
Wild Mushroom Risotto  
Sweet Cornbread Stuffing

### **Choice of One Dessert**

Buffet dinner selections will have dessert station  
Plated dinner selections will have plated dessert service

House Baked Holiday Bread Pudding with Vanilla Sauce

Hazelnut Chocolate Mousse

Fresh Fruit Cobbler

Chocolate Lava Cake

Southern Pecan Pie

Apple Pie

Pumpkin Pie

New York Style Cheesecake with Strawberry Sauce

Tiramisu

Pumpkin Cheesecake

Carrot Cake

### **Gourmet Coffee Station**

Gourmet Freshly Brewed Columbian Coffee, stationed with Assorted Gourmet Flavored Syrups,  
Creamer, Chocolate Chips, Whipped Cream, Candy Canes & Sweeteners

Included with dinner selection

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## Upgraded Dessert Stations

(must accompany a dinner of your choice)

### Assortment of Miniature Desserts

Strawberries Filled with Cheesecake and Topped with Graham Cracker Crust Crumbs  
Pecan Bars  
Fresh Fruit Tarts  
Chocolate Mousse Cups  
Assorted Petite Sweets  
**\$11.95**

### Chocolate Station

Double Chocolate Mousse Cake  
Chocolate Tulip Cup Filled with White Chocolate Mousse and Fresh Berries  
Petite Chocolate Berry Pastries  
**\$10.95**

### Bananas Foster & Crepes

With Bananas Foster and Crepes Suzette, prepared tableside by a Uniformed Chef  
Toppings of Apples & Cinnamon, Wild Berry, Nutella, Hot Fudge, Powdered Sugar  
**\$9.95**

### Chocolate Fountain

Chocolate Fountain  
With Plain and Marble Pound Cake, Fresh Fruit, Pretzel Sticks, Marshmallows, Shortbread Cookies,  
Assorted Pepperidge Farm Cookies, Macaroons, Rice Krispy Treat Strips and Oreos  
**\$9.95**

### Fondue River

A River of Fondue Surrounded by Glass Block With  
Fresh Fruit and Pound Cake Fondue With:  
White Chocolate and Grand Marnier  
Chocolate with Peanut Butter  
**\$7.95 per person**

### Tiered Candy Station

Assortment of Candy to match your theme colors or tastes  
Displayed in Glass Cylinders and Squares  
**\$8.95 per person**

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## **Hors d'oeuvres Reception**

Cocktail linens are included at 1 linen per 10 guests

### **Build your own Hors D'oeuvre Buffet**

**\*\*Seared Ahi Tuna and Grape Fig Relish Spoons**

**\*\*Asian Spoon Beef Tenderloin with Horseradish Apple Sauce**

Ancho Seared Chicken served on Grilled Cornbread with Chipotle Mayonnaise

Hoisin Duck Pizza with Hoisin Sauce, Red and Yellow Peppers and Mozzarella Cheese

Miniature Grilled Cheese with Garnished Tomato Soup Shot

Coconut Crusted Chicken Bites with Grilled Pineapple Salsa

Pulled Barbecued Pork, Fire Roasted Corn, Black Beans & Cilantro on Corn Bread Rounds

Crispy Seasoned Chicken Salad with Chipotle & Avocado in a Blue Tortilla Cup

**\*\*Coconut Rum Battered Shrimp with Mango Salsa**

Smoked Turkey and Spiced Walnut Won Tons with Raspberry Jalapeno Sauce

Caramel Apple Brie

Cream Cheese, Pesto, & Sun Dried Tomato Torte Served with European Table Crackers

Thinly Sliced Roast Beef, Caramelized Onions, Wild Mushrooms & Fresh Thyme on Focaccia Bread

Honey Baked Ham & Cranberry Relish served on Dollar-size Corn Muffins

Crab Dip with House Made Yukon Gold Chips, Toast Points & French Bread

Maple Pecan Chicken Skewers

Wild Mushroom, Chorizo & Caramelized Sweet Onion on a Tortilla Crisp

Green Chile and Three Cheese Quesadillas

Sweet and Sour Meatballs

Epicurean Cucumber Rounds Filled with Curried Chicken

Miniature Smoked Salmon Cheesecakes

Baby Red New Potatoes Filled with Spinach and Goat Cheese

Crudit  Display of Fresh Vegetables & Warm Artichoke Parmesan Dip

**\*\*Garlic Shrimp presented on a Passing Fork**

Miniature Chicken Quesadillas served with Spicy Mushroom Sauce

Individual Deep Fried Raviolis with Grey Goose Sauce

**\*\*Jumbo Shrimp with Horseradish Cocktail Sauce**

Pesto Rubbed Char-Grilled Meatballs in Wild Mushroom Sauce

Southwestern Spring Rolls with Santa Fe Sauce

Voodoo Chicken Skewers with Sweet Chili Sauce

### **Soup Shooters**

(Choice of One): Wild Mushroom Bisque, Tomato-Basil Soup,  
Corn Chowder, Butternut Squash Soup, or Gazpacho

Pricing next page

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### **Gourmet Coffee Station**

Gourmet Freshly Brewed Columbian Coffee,  
stationed with Assorted Gourmet Flavored Syrups,  
Creamer, Chocolate Chips, Whipped Cream, Candy  
Canes & Sweeteners  
Included with dinner selection



### Build your own Hors D'oeuvre Buffet Pricing

Price is per person and based on a minimum of 75 guests.

\*\* Denotes Additional Charge for Seafood and Tenderloin Options - \$3.25 per person

#### When Accompanying Dinner

Choice of 3 - \$15.95

Choice of 4 - \$18.95

Choice of 5 - \$21.95

#### Hors D'oeuvre Reception Only

*(includes Gourmet Coffee Station)*

Choice of 4 - \$34.95

Choice of 5 - \$35.95

Choice of 6 - \$39.95

Choice of 7 - \$43.95

Choice of 8 - \$47.95

**All prices are per person plus 10.2% Tax & 20% Service Charge**

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# Beverage Packages

Arizona Catering provides all alcoholic beverages

No outside alcohol may be brought into Glendale Civic Center

A variety of beverage packages are available to suit any event. From Signature Drinks such as Strawberry Lemonade to Sangria, Arizona Catering will meet any beverage need.

Contact us for your special requests.

Up to 100 guests: 1 bartender

101 – 199 guests: 2 bartenders

200 – 299 guests: 3 bartenders

300 – 399 guests: 4 bartenders

## Full Bar Bartender Fee

\$200.00 per Bar Set up charge for a maximum of 4 Hours

Full Bar Set Up includes:

Vodka	Gin
Rum	Tequila
Scotch	Bourbon
Chardonnay	Cabernet
Domestic Beer	Import Beer
Coke	Diet Coke
Sprite	Tonic
Bottled Water	Garnish
Margarita Mix	Club Soda
Bloody Mary Mix	Juices

Hosted Full Bar for Three Hours      \$21.95 per person

Hosted Beer & Wine Bar Three Hours      \$19.95 per person

## Cash Bar and Consumption Bar

There is a \$200.00 Bar set up fee per Bar and \$500.00 minimum in sales, per bartender plus tax and 20% service charge. If bar charges are less than \$500.00 (per bartender), the client will be responsible for the difference plus tax and 20% service charge or \$150 per bartender, whichever is less.

Premium Liquor \$7.50 ea.

Domestic Beer \$5.00 ea.

Soda \$2.75 ea.

House Wine \$6.50 ea.

Import Beer \$6.00 ea.

Bottled Water \$2.75 ea.

# Linen and Decorative Enhancements

Poly Chair Covers and Tie Sashes installed	\$8.55 each
Lamour Chair Covers and Tie Sashes installed	\$9.55 each
Tie Sashes or Table Runners installed	\$7.00 each
132" Floor Length Linens (for 72" round tables)	\$21.00 each
120" Floor Length Linen (for 60" rounds or sweetheart table)	\$19.00 each
96" Floor Length Linen (for high cocktail table)	\$16.00 each
132" Floor Length Linen with Tie (for high cocktail table)	\$25.00 each
Colored 90" Square Overlay (for Low Cocktail linens)	\$13.00 each
Organza Overlay	\$22.50 each
Colored Table Runner	\$9.00 each
90" x 132" Banquet Linens (for 6' table)	\$18.00 each
90" x 156" Banquet Linens (for 8' table)	\$20.00 each
60" x 120" Banquet Linens	\$13.00 each
Color Linen Napkins	\$1.55 each
Upgraded Napkin Estimates	\$2.00 each
Charger Plates	\$3.50 each

## Specialty Tables and Chair Rental

Chiavari Chairs	\$17.25 each
Ghost Chairs	\$18.00 each
Helix Chairs	\$17.25 each

## Centerpieces

Glass Votives with Candles	\$2.50 each
Centerpieces	\$9.50 each & up

Other Specialty items and services are available upon request through Arizona Catering: DJ Services, Decorating, Flowers, Photography, and More. Contact them for pricing.



## **GLENDALE CIVIC CENTER - ANSWERS TO COMMONLY ASKED QUESTIONS**

### **EVENT TIMING:**

We allocate 6 hours for events including personal time for decorating / set up and move out. Early decorating times may be available at \$75.00 per hour. Events must end by midnight or additional rental charges and catering labor charges will apply. See your Event Coordinator for details.

### **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.

### **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. Catering minimum is \$2,000.00 including service charge and plus applicable taxes. Additional labor charges will apply for groups less than 100 people. 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.

**Split Entrees:** If you would like to provide a choice of entrees for your guests, the higher price of the entrees selected will apply. The salad, vegetable and starch will be the same on all entrees. A final count of each entrée selection is due to the caterer (10) days before the event.

### **BAR SERVICE:**

Events with bar and/or alcohol service must also purchase a catered meal.

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

Rooms are assigned and set up according to the number of guests guaranteed for your event. The Glendale Civic Center reserves the right to assign and re-assign event space.

### **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.

### **DECORATING RESTRICTIONS:**

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

### **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.

# Arizona Catering

Arizona Catering is committed to providing the highest level of excellence in service and cuisine. Through individual attention we create a unique culinary experience that caters to the needs of our diverse clientele. Our name must represent quality and respect for our clients, our community, our profession and ourselves. We are dedicated to providing exceptional quality food and beverage and impeccable service. You will find no one more committed to providing you with the highest quality, comprehensive food and beverage program than Arizona Catering. Our professional event & culinary staff will be happy to create specialized menus to meet your individual needs including Vegetarian, Vegan, Kosher, Gluten-Free and other personal or Ethnic requirements.

## Policies

### Minimum Catering Requirement

A minimum catering order of \$2,000.00 before tax and service charge is required.

### Deposits and Payment Policies

In order to properly confirm your reservation of catering services, Arizona Catering requests deposits and payments as follows:

A non-refundable deposit is required to confirm your function on a definite basis.

- 50% of estimated food and beverage deposit required with signed contract
- 25% additional deposit 60 days from event date (*50% deposit if booking is 60 days or less*)
- Full balance 10 days prior to event

### Attendance Guarantees

The final guaranteed minimum guest count is due seven business days prior to the event.

Charges will be for the guaranteed guest count, unless actual guest attendance is greater than the guaranteed guest count, then the greater number will be charged for food, beverages and rentals.

### Cancellation/Deposit Policy

If a client cancels their event, the following deposit return schedule will be followed:

60 Days or Greater – 75% of Deposit

59 Days or Less - 50% of Deposit

### Linen Service

All tables are dressed with standard house white linen and napkins. One (1) linen for every 10 guests is included in the price of the meal. If additional linens are needed, additional charges will apply. Specialty linen is available. Please discuss options and costs with your Event Professional.