



GLENDALE

CIVIC CENTER

623-930-4300



Pr OM Package

Arizona Catering

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

www.glendaleciviccenter.com

All that's included with the rental price:

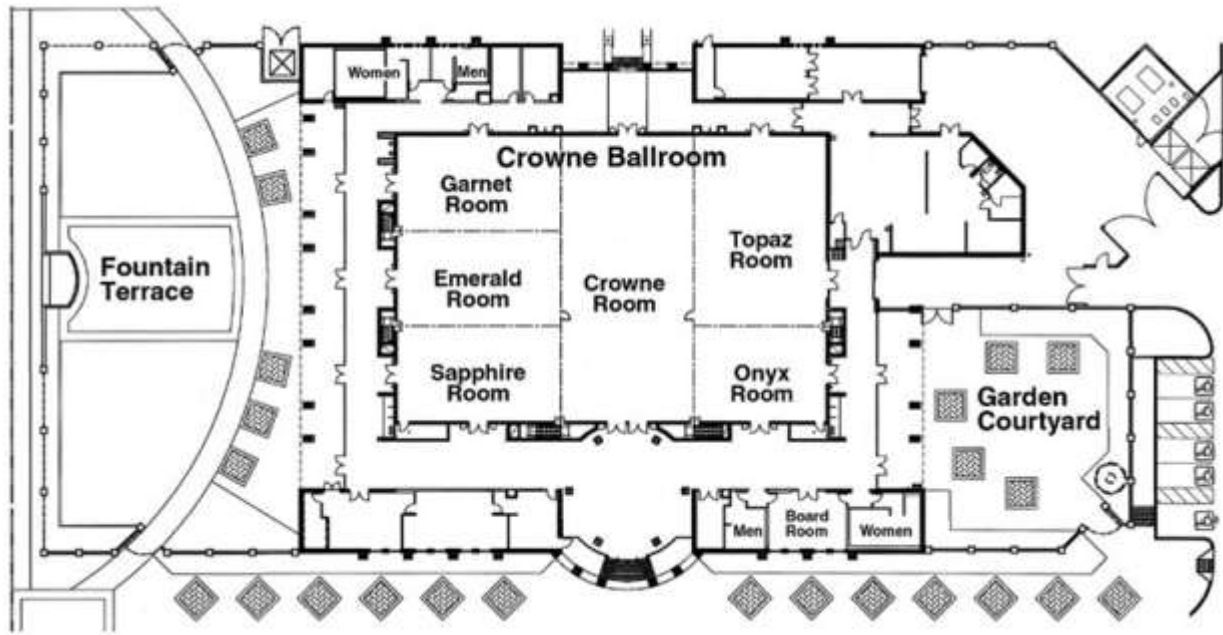
4 Hour Event Time
Classic Ballroom, Fountain Terrace and Garden Courtyard
Hospitality room for prom committee
All Tables and Chairs
12 floor length color Linens of your choice
Floor length linen for DJ Table
Four draped tables for voting, gifts, photographer or check In
8' x 16' x 16' stage for DJ
Six electrical outlets
12 LED Up Lights (14 colors available)
30' x 30' Dance Floor or Dance Area
Complete Detailed Agenda & Customized Set-up
Complete Set Up and clean up of room and equipment
Onsite Planning Event Coordinator and Banquet Captain
Registration/Ticket Desk
Limited WIFI access for staff and DJ
Free Parking



RENTAL RATE

\$8,142.00* minimum rental fee plus 5% service charge and applicable taxes is the minimum cost to rent the Glendale Civic Center. *Snack Attack Package must be ordered for a minimum of half the guest count and the Beverage Package ordered for the full total of guests. The actual cost is based on your intended guest count. Catering contract must meet a minimum of \$3,500.00 plus 20% service charge and applicable taxes. Contact an Event Coordinator for a price quote. Rental is for the maximum hours of 3:00 PM to 1:00 AM and must include Move In, DJ set up, decorating and tear down and move out. We require a non-refundable deposit of \$1,000.00 to reserve the event date.

All prices are per day and subject to 3.4 % tax rate on room rental and 9.2 % tax rate on equipment



Early Set Up and Decorating Option

Early Set Up before 3:00 pm may be available at \$75.00 per hour.

Your Event Coordinator can check and discuss availability and times.

All pricing subject to 5% facility charge and applicable taxes

Linens Rental Prices

Our prom package includes 12 floor length linens with our Prom Rental, however you may decide to have more tables, in that case you will need to rent additional linens. Price depends on size of table. We have 72" banquet round tables, high and low cocktail tables and banquet or white wood chairs available at no charge; however, you must order linens for any additional tables not covered by the starting package. A delivery charge of \$100.00 will apply to additional linens ordered.

132" Round Table Linens	\$ 21.00 each
120" Round Table Linens (low boys)	\$ 19.00 each
96" Round Banquet Linens (60" Round tables)	\$ 16.00 each
132" High Boy Cocktail Linen with Tie	\$ 25.00 each
90" x 132" Banquet Linens (for 6' tables)	\$ 18.00 each
90" x 156" Banquet Linens (for 8' tables)	\$ 20.00 each
Linen Napkins	\$ 1.55 each
Organza Overlays	\$ 22.50 each
Poly Chair Covers & Tie	\$ 8.55 each
Ties or Table Runners	\$ 7.00 each

Arizona Catering Prom Package



Snack Attack Packages

A food package must be ordered for a minimum of half of the guests attending unless dinner is ordered. In addition, a Beverage Package must be ordered for all guests attending. Catering total must meet a food and beverage minimum of \$3,500.00 ++ or more. Price includes (12) table linens in your choice of color and (1) 6' DJ table linen. All items are served with quality disposable plates and cups.

++plus 20% service charge and (10.5%) applicable tax

Must Choose One for a minimum of half the guests attending

"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

Tri Colored Tortilla Chips

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 Bars With Assorted Candies displayed in Glass Pieces

\$15.95 Per Person ++

Must order Beverage Package for everyone in attendance

“Thirst”

Lemonade & Spring Water with Floating Fruit & Disposable Cups

\$2.95 per person++

“Quench”

Assorted Sodas

Bottle Water

\$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 a \$95.00 beverage attendant fee

++Plus Tax & 20% Service Charge





Dinner Under the Stars Package

Dinners are a fun option for your prom and it allows more time at the Prom with your friends. No waiting at crowded restaurants. Price includes china & silverware, glassware, color floor length linens and color linen napkins and choice of meal.

Herb Roasted Chicken

Classic Caesar Salad

Topped with Focaccia Croutons, Shaved Parmesan & Caesar Dressing

Herb Roasted Chicken Breast

Penne Pasta served with Tomato-Basil Marinara

Chef's Choice Seasonal Vegetables

Assorted Dinner Rolls with Creamery Butter

Served with Fruit Punch & Spring Water

\$26.95 Per Person Plus Tax & 20% Service Charge

Slow Roasted Brisket of Beef

Garden Salad

Topped with Carrots, Cucumbers, Tomatoes, Croutons

With a choice of Ranch & Italian Dressing

Slow Roasted Brisket of Beef

Cheddar Whipped Potatoes

Chef's Choice Seasonal Vegetables

Assorted Dinner Rolls

With Creamery Butter

Served with Fruit Punch & Spring Water

\$28.95 Per Person Plus Tax & 20% Service Charge

Dinners are served Buffet style but can be served plated for an additional \$4.50 per person ++

Prom Booking Policies

I. Civic Center will allocate space based on the number of expected attendees and the space available at the time of booking. Glendale Civic Center reserves the right to substitute an alternate room and comparable accommodations for contracted functions in the event the room originally designated should be unavailable or inappropriate in Glendale Civic Center's sole opinion. In all cases, the guest shall be advised of the planned changes. Glendale Civic Center reserves the right to assign room space in the best interest of all clients

II. Event attendance exceeding maximum room capacity or attendance that exceeds the facilities ability to properly service or maintain crowd control will result in the early termination of the event. The termination of any event is at the sole discretion of the Civic Center management or their appointed representative.

III. All food and beverage must be purchased through Glendale Civic Center's exclusive caterer. No outside food or beverage may be brought into the facility. A catering minimum of \$3,500.00 ++ per person applies. Arizona Catering is a full-service caterer offering assistance with linens, flowers, balloons, etc. in addition to the food and beverage.

IV. Liability Insurance: Comprehensive Liability Insurance is required for Proms using the facility.

Insurance policies 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;

Specify the dates applicable inclusive of move-in to move-out and,

Be on file with the Civic Center ten (10) days prior to the start of the event.

Client may be held responsible for any damage to the facility, furnishings, fixtures and/ or equipment, caused by their contracted vendor or guests.

VII. The Glendale Civic Center does not provide security, but requires security at the client's expense for all proms. 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.

VIII. In addition to the above-listed police security, the Glendale Civic Center requires one adult faculty chaperone for every 50 guests. It is the responsibility of the group to introduce these chaperones to the Glendale Civic Center Event Coordinator on duty

IX. Event deposits required shall be made in the form of cash, check or credit card. Checks shall be made payable to the City of Glendale. If the deposit is in the form of cash, the exact amount shall be calculated in advance. The Glendale Civic Center is not equipped to issue change for cash payments. The Glendale Civic Center cannot accept Purchase Orders as deposit for payment.

Commonly Asked Questions

Glendale Civic Center requires a \$1000.00 non-refundable deposit to hold date.

Call for an appointment to view the facility as other events may be in process and the ballroom may not be able to be seen during another event.

No outside Food and Beverage may be brought into the facility. All Proms require the purchase of a food and beverage packages with a minimum of \$3,500.00 ++ from Arizona Catering in addition to rental cost of the facility plus applicable service charges and taxes.

Special arrangements for extensive set up or decorating, must be prearranged at the time of booking the event as availability may not be possible later. Extra fees will apply. Open Flames and Lighted Candles are not allowed for Proms. DJ water based fog machines, cold spark machines and confetti drops must be planned with the coordinator. Extra fees may apply. All Vendors must have all their equipment picked up at the end of the evening. The Glendale Civic Center is not responsible for anything left in the building after the end of the event.

Glendale Civic Center Decorating Policies & Guidelines

We would like to make your event decorating an easy and stress free experience. Keep in mind that the Glendale Civic Center Ballrooms have the classic beauty of top-rated resorts. Our grand neo-classical entrance with its beautiful limestone columns, imported marble floors and domed ceiling sets the tone for an elegant affair.

Decorating Times - Access to the room/ space can be done only during pre-arranged hours, as there are often events before your event.

Centerpieces – You may provide your own centerpieces. They should be pre-arranged before your arrival, so that they may be easily set in the center of each table.





Balloons- Helium tanks cannot be stored at the Civic Center. Tanks may be used and removed. All balloons must be deflated at the conclusion of the event by the group.

Restricted Décor Accessories - No candles allowed unless battery operated. Glitter, confetti, or Mylar tinsel is not permitted at the Glendale Civic Center. Additional cleaning fees will be applied if used. Any items adhered to the wall must be done so only with the use of masking tape. Please inform your event coordinator of any details related to decorations.

Special Effects Requirements – *Cold Spark Machines and Confetti blasts must be approved by your Civic Center Event coordinator.* Water based Fog or theatrical smoke machines, flames, pyrotechnics are not allowed unless the following is provided; a special permit is required from the Fire Marshal due to their possible effect on the fire sprinkler and alarm system. To provide that type of entertainment the fire alarm system will require the smoke detectors being de-activated, by a reputable fire alarm company at your expense, additionally a fire inspector watch will be required at an hourly fee. Please inform your event coordinator on the use of any special effects and for current rates for permits, de-activation and inspectors.

