



## **Civic Center Events Bringing in Food and Beverage POLICIES & PROCEDURES / RELEASE OF LIABILITY**

The Glendale Civic Center will allow events of 80 people or under to provide their own food and beverage for events held in the Civic Center Annex Building. All vendors must be approved by Glendale Civic Center. No alcohol is allowed unless provided by Arizona Catering.

### **FOOD AND BEVERAGE:**

Clients may provide their own food and non-alcoholic beverages from a licensed City of Glendale business or restaurant. Only restaurant or store-bought food and beverage is permitted. Caterers may provide drop off service only. No food and beverage can be cooked on the premises. No homemade food and beverage is allowed.

As the safety of all guests to the Glendale Civic Center is of our utmost concern, it is imperative that all rules and regulations for food preparation and service set forth by the Maricopa County Department of Health Services be followed. The client is responsible for the safe preparation, delivery & handling and dispensing of the items provided to your guests. This includes food provided by you or dropped off from a local business or licensed caterer. The client assumes all responsibility for the safety of foods during the event or if transferred from the premise and release the City of Glendale from any liability from any injuries or illnesses that may occur as a direct result of your food preparation and the products served to your guests.

There are no refrigerators, ice or ice machines, microwaves, stoves or ovens, warmers, towels, serving containers, beverage vessels, serving utensils, flatware, cups, plates, napkins, towels, cleaning items, lighters or sternos available for use. Warming candle sternos and induction burners are allowed. We recommend that you provide ice chests with beverages already iced down. Glendale Civic Center does not have access to catering equipment.

**ALCOHOL:** Arizona Catering is the Glendale Civic Center's exclusive caterer and holds the TABC Liquor License. No outside alcohol is allowed. Arizona Catering can provide a hosted bar for a minimum of \$2,000.00 plus tax. For 80 people a 4-hour Hosted Full Bar is \$2,156.00 or a 5-hour Hosted Beer and Wine bar is \$2,236.00.

**INSURANCE:** The Glendale Civic Center reserves the right to require a certificate of liability insurance for \$1,000,000.00 thirty days in advance of your event or at contract if event is less than thirty days. (It can be purchased through your homeowner's insurance or at [www.eventhelper.com](http://www.eventhelper.com).)

**SECURITY:** The Civic Center does not provide security for your event. Events with alcohol are required to have security. Please call Sgt. Anthony Brown 623-930-2557 or Sgt. Frank Sankhagowit 623-930-4032 to arrange off duty Police Officers. \$50.00 per hour for a minimum of 4 hours per officer. Two officers required. Payment is made to officers directly.

### **ANNEX BUILDING RENTAL:**

Rental of the Diamond Ballroom includes use of the Plaza Patio and Servery.

Rentals for weddings also include the Jade and Ruby rooms for dressing rooms. A basic room setup consists of seating for 80 people and up to 8 tables, general house lighting, heating and air conditioning, restrooms.

**TABLE LINENS:** You may bring your own linens. Tabletop Linens can be rented from the Civic Center at a charge of \$5.00 each plus tax. Available in Black or White. Linens are highly recommended due to used condition of the event tables. If you are having a bar, floor length linens can be rented from Arizona Catering for \$19.00 and up.

**EVENT TIMES / EVENT CHANGES:** Your Event times are as set forth in your Use Agreement and changes are not permitted day of event. Change requests must be made more than 10 days prior to the event and may or may not be granted based on scheduling. The Glendale Civic Center will not be liable for failure to perform the contract in the event of an act of god, war, labor strike, pandemic, inclement weather or any other occurrence that is beyond our control.

**BASIC SET UP AND ELECTRICAL ACCESS:** The Civic Center provides a basic set up of tables and chairs for up to 80 people, 6 electrical outlets, general house lighting, air conditioning, custodial service and an event attendant. Wedding packages include the above plus two dressing rooms, dance floor, 4 additional electrical outlets and 5 LED up lights. Additional outlets are available for \$40.00 each.

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**EQUIPMENT AND AUDIO – VISUAL RENTALS:** The Civic Center can provide optional equipment and services at additional charges. Podiums, stage risers, projector and screen, wireless microphone, sound mixer, house sound connections, portable sound systems with speakers, VGA cables, easels, additional electrical outlets and tables are available for rent. Optional equipment, services and room layouts must be finalized ten calendar days before your event.

**DEPOSITS AND PAYMENTS:** A non-refundable deposit of 50% of the full contracted amount is due at the time of booking the rental reservation. The remaining balance is due 30 days prior to your event. The full amount is due for events booked less than 30 days prior to the event date and is non-refundable. All payments should be made in the form of check, credit card, money order, or cashier's check and made out to the Glendale Civic Center. We are unable to accept cash payments.

**CANCELLATION AND REFUND POLICY:** Initial 50% deposit is non-refundable. No refunds for events canceled within 30 days. Refunds are not issued for events ending early or unused time.

**VENDORS:** Civic Center will not accept checks to pay outside vendors associated with the function. The client accepts responsibility for the activities and actions of any outside vendors. Deliveries can only be made to the facility during contracted hours. Civic Center is not responsible for storage of flowers, fountains, cakes, etc. All Vendors must be reported to the Civic Center Event Coordinator. Civic Center reserves the right to reject any vendor with whom we have had a previous negative experience.

**CLEANING OF THE FACILITY - EVENT SPACE, LOBBY, PATIO, SERVERY AND DRESSING ROOMS:** Building cleaned of all trash and decorations, all leftover food should be taken home or disposed of. All tables wiped down. Linens removed and/ or placed in Civic Center linen laundry container. Servery Counters wiped down and cleaned, including the floor swept or mopped of any spills or debris, and all food containers removed or disposed in trash receptacles. Any equipment used on the patio, must be moved inside at the end of the event. Facility must be left in good condition. Civic Center Staff will pick up tables and chairs.

**MUSIC / NOISE ORDINANCE:** All music and loud noise outdoors is strictly prohibited after 10:00 pm. A Portable Sound system with wireless microphone and speakers can be rented for \$240.00. Music can be played from laptops, phones or tablets.

**DECORATING:** You may provide your own event decorations. The Civic Center does not own any decorations. Safety should be followed to prevent any injuries, slip or falls during set up, clean up, decorating, and when using electrical cords and ladders. The Civic Center does not provide ladders or electrical extension cords. All electrical cords must be taped down. Candles are allowed within the decorating policy restrictions and contained in glass containers with flame below the rim. The use of streamers, silly string, rice, silk rose petals, confetti, glitter and fireworks and sparklers is strictly prohibited. Only fresh rose petals may be used by flower girls in the ceremonies outdoors in the patio. No pins, nails, staples or similar fasteners are permitted to be used on our walls, doors, tables or chairs. Only masking tape or painter's tape may be used. Please discuss with your Event Coordinator any decorating plans before your event.

**DAMAGE TO BUILDING AND BUILDING CONTENTS:**

Renter is responsible for damage to the facility, furnishings, fixtures or equipment. Renter shall take all precautions to maintain the rented premises in good repair. All vendors and guests are the responsibility of the client. The client must ensure that all guidelines are met and that the building left in the same condition in which it was received. No property may be removed from the Civic Center.

**LOST AND FOUND:** The CIVIC CENTER assumes no responsibility whatsoever for any property left from the event.

**Our policies and procedures are for your protection as well as ours. We want you to enjoy your event with safety forefront of all that we do. I hereby understand and agree to abide by the above-listed policies:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_