



GLENDALE

CIVIC CENTER

623-930-4300



Bridal and Baby Shower Package

Located in Historic downtown Glendale
5750 W. Glenn Drive, Glendale, Arizona
www.glendaleciviccenter.com

Arizona Catering
480-898-8848



Helping You to Understand our Package.

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

The Glendale Civic Center contracts the event space which includes your event coordinator, equipment such as tables, chairs, along with the set up of your event. If you decide to hold your event with us, a non-refundable deposit of half the event space rental is required to hold the date and space. Once your deposit is paid the Glendale Civic Center will block the event space and date and will notify Arizona Catering.

While we will allow you to bring in lite snacks and refreshments for showers, Arizona Catering is our exclusive caterer. All events with meals over 80 people and all alcohol services must be purchased through our caterer as they hold the liquor license for our facility. There is a \$2,000.00 plus applicable taxes catering minimum for all catered events. Our menu includes a sampling of what we can provide. Please contact Arizona Catering for more food and beverage information. Arizona Catering provides the food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff.





GLENDALE CIVIC CENTER



Rental Includes:

- Up to 7 Hours Space Rental to include decorating and clean up.
- Customized Floor plan
- 60 " or 72" Round Tables and Cushioned Banquet Chairs
- All Set Up of equipment
- Up to 2 Electrical Power Outlets
- Plenty of Complimentary Guest Parking
- On Site Event Coordinator

Rental for Showers with our Catering

(Does not include cost of catering)

Color Linens and Color Linen Napkins are included with a catering order

Sapphire or Diamond A	40—50 Guests	\$ 296.00
Sapphire – Emerald or Diamond	60 – 90 Guests	\$ 512.00
Topaz—Onyx	90 – 150 Guests	\$ 570.00
Garnet-Emerald-Sapphire	160 – 200 Guests	\$ 1,030.00
Garden Courtyard (Outdoors)	60 – 100 Guests	\$ 340.00
Fountain Terrace (Outdoors)	100 – 300 Guests	\$ 714.00

Rental without our Catering:

Groups of 80 people or less may provide their own food and beverage for rentals within our Annex Building only. Please refer to our Bring Your Own Food and Beverage Packages listed under the food and Beverage Tab on our website.

Other Rental Equipment:

Indoor Music Sound Hook Up

To play music from your phone, pad or laptop to our house speakers. *\$50.00 plus tax*

Portable Sound System and Speakers

Needed to play music outdoors. Connects to I-Pod, I-Pad, I-Phone, Android Phone, Laptop or Hook-Up to CD Player. Bluetooth Capability. *\$240.00 plus tax*





GLENDALE CIVIC CENTER

Light Catered Refreshment Options

All items are served with quality disposables.

All stations will require a \$150.00 attendant fee.

\$1,700.00 catering minimum plus service charge and tax is required for all catered events.

“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 ++



“Cheesecake Bar”

Scoops of Creamy Traditional Cheesecake served in
Martini Glasses with Hot Fudge,

Fresh Berry Mixed Topping,

Warm Caramelized Bananas,

Toasted Almonds & Whipped Cream.

\$15.95 per person

“High Tea”

Assorted Freshly Baked English Scones Served with Devonshire
Cream, Lemon Curd, Raspberry Preserves & Orange Marmalade

Assorted Tea Sandwiches: Cucumber with Creamery Butter,
Cheddar & Havarti Cheese, Tuna Salad, Smoked Salmon, Cream
Cheese & Cucumber, Peanut Butter & Honey

Assorted Finger Sweets: Lemon Bars Pecan Triangles Double
Fudge Brownie Bites Assorted Bite Sized Cookies

Seasonal Fresh Fruit Display

Specialty Hot Teas: Earl Grey, Chamomile, Orange Pekoe, and
Jasmine Served with Sweeteners and Cream

\$21.95 Per Person ++

“Southwest Munchies”

Tri Colored Tortilla Chips

Served with Chunky Salsa Fresca (Mild)

& Conqueso, Mini Beef Empanadas,

Chicken Taquitos,

Bean & Cheese Chimichangas

Assorted House Baked Cookies

\$20.95 Per Person ++

“Popcorn and Candy Bar”

Gourmet Popped Popcorn with assorted seasonings.

Candy Station with assorted candies

displayed in Glass Pieces

\$15.95 Per Person ++



Cake Options

Specialty Cake

Add a 3 tiered specialty cake to your shower. You will choose your own cake and design at the bakery. We will cut and serve the cake and provide disposable plates, paper napkins and forks.

\$4.75 per person plus tax and service charge.

Bringing in Your Own Cake

You may bring in your own cake provided it is from an Arizona health licensed professional bakery. Please provide a cake box for your left over cake. Cake Cutting Service includes Disposable plates, paper napkins and forks.

\$1.50 per person



Meal Options, Labor Fees, and Catering Information

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

\$150.00 fee required for attendants is required for buffets and stations. For all events, Arizona Catering requires a \$1,700.00 food and beverage minimum cost plus service charge and tax.

Catering Service Time

Reception Time is based on 5 hours. For events that exceed the 5 hour service time, there is a \$250 per hour labor charge

Meal Options

See our Social or General Banquet menus for meal options.

Vegetarian, Allergy Restrictions and Gluten Free Options

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 reception, 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.

Beverage Options

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

Light Refreshment Options do not include beverages, except for High Tea.
Choose one from below.

Self-Serve Soda and Bottled Water Beverages

Assorted Canned Soda and Bottled Water

Glasses and Ice provided

\$3.95 per person

Lemonade

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

To have both Ice Tea and Lemonade available to your guests

Add \$1.00 per person

Self-Serve Ice Tea or Lemonade

Choice of Iced Tea or Lemonade

Spring Water and Freshly Brewed Columbian Coffee

Sweeteners and Creamer

\$2.90 per person

Gourmet Coffee Station

Gourmet Freshly Brewed Columbian Coffee, stationed with Assorted Gourmet Flavored Syrups, Creamer, Chocolate Shavings, Whipped Cream, Candy Swizzle Sticks & 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

Or

Hosted Full Bar	Three Hours	\$21.95 per person
	Each Additional Hour	\$5.00 per person per hour

Linen and Decorative Enhancements through Arizona Catering

All packages include guest linens and sweetheart linen for a table for two.

If you wish to upgrade or have additional linens, then extra rental fees and

A linen delivery charge of \$100.00 will apply.

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 (72" Round Tables)	\$21.00 each
120" Floor Length Linens (60" Round Tables, Sweetheart Table)	\$19.00 each
96" Floor Length Linens (for high cocktail tables)	\$16.00 each
132" Floor Length Linens (for high cocktail tables with ties)	\$25.00 each
Colored 90" Square Overlay (for low cocktail table)	\$13.00 each
Organza Overlay	\$22.50 each
Colored Table Runner	\$9.00 each
90" x 132" Floor Length Banquet Linens (for 6' table)	\$18.00 each
90" x 156" Floor Length Banquet Linens (for 8' table)	\$20.00 each
52" x 114" Lap Length Banquet Linens (for 6' or 8' table)	\$13.00 each
Color Linen Napkins	\$1.55 each
Upgraded Napkin Estimate	\$2.00 each
Charger Plates	\$3.50 each

Specialty Chair Rental

Chiavari Chairs	\$17.25 each
Ghost (Clear) Chairs	\$18.00 each
Helix Chairs	\$17.25 each

Centerpieces

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



Answers to Commonly Asked Questions

HOW MUCH IS NEEDED FOR A DEPOSIT TO HOLD THE ROOM? The Glendale Civic Center requires a NON-REFUNDABLE DEPOSIT OF 50% of the total rental and equipment fees at the time of booking. Rental cost is subject to a 5% service charge and applicable taxes. Once your deposit is paid the date will be reserved and the contract will be sent to you and Arizona Catering will be notified of your event. The balance of your rental charges are 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.

FOOD AND BEVERAGE MINIMUM COST (Applies to all Events): For all events, Arizona Catering requires a \$1,700.00 food and beverage cost plus applicable tax and service charge. Buffets and Stations require an additional fee of \$150.00 to provide additional servers and Personal Protective Equipment due to COVID 19 regulations.

MAY I BRING MY OWN FOOD AND BEVERAGE? Light snacks and beverage may be brought in for shower events only if provided from restaurants, bakeries or grocery chains.. Please be sure to provide your own plates, napkins, flatware, service ware, cups and ice and ice chests. The facility does not have refrigerators, sinks or kitchen for your use. Contact an Event Coordinator for more information.

MAY I BRING IN ANOTHER CATERER? No, only Arizona Catering as our exclusive caterer, may cater at the Glendale Civic Center. Arizona Catering provides all food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff. 50% deposit is due at time of your catering contract. The final payment is due with the final guarantee 10 days 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. Arizona Catering will provide a separate contract for food, beverage, and alcohol.

DO YOU PROVIDE TABLE LINENS? Linens are provided with catered events from Arizona Catering. White or Black tabletop linens are available for rental for \$5.00 per linen from the Glendale Civic Center if you are bringing in your own food.

ROOM ASSIGNMENT, SET UP, EVENT TIMING AND DECORATING: Rooms are assigned and set up according to the guaranteed number of guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Access to the room or space can be done only during contracted hours, as there are often events before and following your event.

We allocate 4 hours for showers to include decorating time. Clients wanting to stay beyond the regular contracted time of 4 hours can do so at 20% of the space rental rate and 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 for candles: All candles must be contained in glass containers and flames must be below the rim per fire code. The use of silly stream, confetti, and glitter is prohibited or subject to a cleaning fee. Please discuss your decorating plans with your Event Coordinator. Sparklers are allowed and must be planned with your Event Coordinator; please understand they are at your own risk and you will be responsible for any replacement cost for any damage resulting from sparklers.

SECURITY ARRANGEMENTS:

The Glendale Civic Center does not provide security for your event, 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 623-930-4032. 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.