



GLENDALE

CIVIC CENTER

623-930-4300



2020—2021

Micro Wedding Packages

Where a little goes a long way...

For 50 people or less

Arizona Catering

arizonacatering.com

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

www.glendaleciviccenter.com

Micro Wedding Ceremony and Reception with purchase of Catering Package Includes:

Garden Ceremony and Reception in same space

For up to 50 guests

One Bridal Dressing Room

Complimentary Rehearsal

White Wood Chairs

72" Round Tables with 6 Chairs per table

With Choice of Color Poly Floor Length Linens

Choice of Color Napkins with Catering Package

60" Cake Table with Color Poly Floor Length Linen

2 - 8' Tables with Color Linens for Gifts and DJ

Customized Agenda and Floor Plan

Complimentary Guest Parking

Personal On Site Wedding Coordinator

All Set Up and Clean Up

Set Up of Your Provided Centerpieces

Set Up of you Decorations and Favors

9 Hour Space Rental

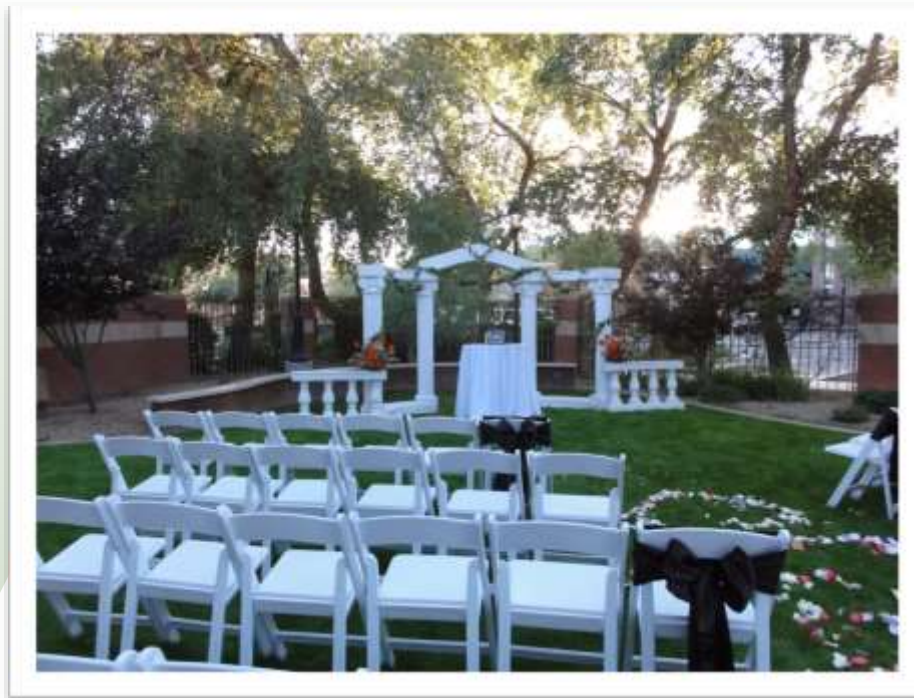
Fountain Terrace \$1,500.00

Garden Courtyard \$1,000.00

Plus the cost of catering

5% Service Charge and Applicable Sales Tax Apply





Garden Minimony only

3 hours rental—One Dressing Room

Fountain Terrace \$1500.00

Garden Courtyard \$1000.00

Ceremony Space for up to 50 guests / No food and beverage allowed

Garden Ceremony and Ballroom Reception with a Bring your own Food and Beverage Option

Please refer to our outside food and beverage package for details

Fountain Terrace and Diamond Ballroom \$3,947.50

Garden Courtyard and Diamond Ballroom \$3,447.50

Up to 50 guests

*The Glendale Civic Center does not guarantee indoor event space in the event of inclement weather
We will make every effort to move the ceremony indoors at no charge if space allows.*

Optional Rentals

Ceremony Sound System

Portable Sound System connects to I-Pod, I-Pad, I-phone, Android Phone or Laptop.
Bluetooth Capability. Please provide someone to cue your own music.

\$240.00

Easels

\$12.00 each

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

Catered Packages

We provide competitive catering exclusively through our caterer, Arizona Catering.



Both Package options below are priced specifically by the wedding menu entrée choice.

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

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

Exquisite

Choose from Exquisite Menu Options – Buffet or Plated
Floor Length Guest Table Linens and Napkins in any color
Floor Length Cake Linen, Gift Table Linen, DJ Linen and
Buffet & Beverage Table Linens with Décor
China, Flatware, Goblets and Champagne Flutes
Cake Cutting Service, China Cake Plates, Forks and White
Paper Napkins

Attentive Banquet Captain and Service Personnel
One Glass of Champagne or Sparkling Cider Toast
Gourmet Coffee, Ice Tea and Spring Water Station

Also includes:

Custom 3-Tiered Wedding Cake
One Hour of Butler Passed Hors D' oeuvres
Chair Covers with Colored Sashes

Starting at \$39.95 and up



Arizona Catering Wedding Menus

Single Micro Wedding Entrées

All Prices below are per person

All Entrees are served with Chef's Steamed Vegetables and Assorted Dinner Rolls with Butter
Freshly Brewed Coffee, Ice Tea and Spring Water

Chicken Sauvignon

Caesar Salad – Romaine Lettuce, Shaved Parmesan
Cheese, & Focaccia Croutons with Basil Cesar Dressing
Sautéed Chicken Breast with White Wine Sauce
Wild Mushroom Risotto
Sautéed Zucchini and Yellow Squash

Exquisite \$39.95

Champagne Chicken

Mixed Greens Salad with Dried Cranberries,
Sugared Pecans, and Garden Vegetables
with Citrus Vinaigrette Dressing
Sautéed Chicken Breast topped
with Champagne Mushroom Sauce
Smoked Gouda Whipped Potatoes
Fresh Steamed Green Beans
with Roasted Red Pepper Strips

Exquisite \$45.95

Slow Roasted Brisket of Beef

Butter Lettuce and Mixed Greens
Tossed in Herb Vinaigrette with Basil,
Marinated Tomatoes and Shaved Cucumbers
Slow Roasted Brisket of Beef
Roasted Garlic Whipped Potatoes
Glazed Carrots and Green Beans

Exquisite \$47.95

Fig Glazed Short Ribs

Harvest Salad - Mixed Greens, Spinach,
Cranberries, Candied Pecans with
Grilled Marinated Vegetables & Maple Dijon Dressing
Fig Glazed Short Ribs
Smoked Gouda Whipped Potatoes
Sautéed Green Beans with Sautéed Mushrooms
& Grilled Red Onions

Exquisite - \$48.95

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

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

Duel Entrées and Duel Sides

All Prices below are per person

Southwest / Mexican Buffet

Fiesta Salad – Field Greens with Fire Roasted Corn, Red Pepper Strips, Black Beans, Tomatoes, & Tortilla Confetti & Jalapeno Ranch Dressing

Choice of Two Entrées

Green Chili Beef
Chicken & Cheese Enchiladas
White Cheese and Spinach Enchiladas
Green Corn Tamales with Tomatillo Salsa

Choice of Two Side Dishes

Traditional Refried Beans
Spanish Rice
White Refried Beans
Black Beans

Includes

Tortilla Chips & Salsa, Corn & Flour Tortillas
Shredded Lettuce, Diced Tomatoes, Onions, & Grated Cheese
Freshly Brewed Coffee, Iced Tea

Exquisite \$45.95

Italian Buffet

Choice of One Salad

Fresh Garden Salad with Balsamic Vinaigrette & Ranch Dressings
Traditional Caesar Salad
Anti- Pasta Display

Choice of Two Entrées

Sicilian Lasagna
Linguine with Tomato-Basil Marinara
Penne with Bolognese Sauce
Chicken Tetrazzini over Fettuccine
Eggplant Parmesan
Meatloaf Italiano
Baked Ziti
Chicken Marsala
Chicken Picatta
Chicken Cacciatore

Choice of Two Sides

Wild Mushroom Risotto
Sautéed Italian Vegetables
Fresh Steamed Carrots
Sautéed Asparagus with Roasted Garlic Cloves
Fresh Steamed Broccoli
Grilled Marinated Vegetables
Spinach Soufflé

Includes

Artisan Baked Bread with Herbed Oil, Freshly Brewed Coffee, Iced Tea, or Lemonade

Exquisite \$49.95

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

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

Design Your Own Crowne Buffet

All Prices below are per person

Choose Two Salads

Caesar Salad – Romaine Lettuce, Shaved Parmesan Cheese & Focaccia
Croutons with Basil Cesar Dressing

Garden Salad – Mixed Greens, Garden Vegetables, & Corn Bread
Croutons with Creamy Ranch Dressing and Balsamic Vinaigrette
Dressing

Fiesta Salad – Field Greens with Fire Roasted Corn, Red Pepper Strips,
Black Beans, Tomatoes, & Tortilla Confetti with Avocado Vinaigrette

Mandarin Salad – Romaine and Boston Bibb Lettuce, Mandarin
Oranges, Sugared Almonds, & Jicama with Citrus Vinaigrette

Strawberry Spinach and Romaine Salad with Mushrooms \Grilled Red
Onions & Candied Pecans with Honey Poppy Seed Dressing

Grilled Marinated Vegetable and Pasta Salad

Choose Two Entrees

- * Champagne Chicken
- * Chicken Chardonnay
- * Chicken Fiesta with Black Corn Salsa
- * Smokey Bone in Chicken with Tamarind Sauce
- * Carolina Gold Barbeque Chicken
- * Bruschetta Chicken
- * Old Fashion Braised Black Angus Pot Roast
- * Southwestern Meatloaf
- * Pork Loin with Apricot Marmalade
- * Coconut Crusted Atlantic Whitefish
- * with Pina Colada Sauce
- * Quinoa filled Bell Pepper with Spicy Tomato Sauce

Choose Two Side Dishes

- * Creamy Mashed Potatoes
- * Smoked Gouda Whipped Potatoes
- * Green Chile Whipped Potatoes
- * Oven Roasted Yukon Gold Potato Wedges
- * Rosemary Roasted Baby Red Potatoes
- * Sautéed Italian Vegetables
- * Wild Rice and Orzo Pilaf
- * Red Beans and Rice
- * Fresh Steamed Broccoli
- * Honey Glazed Carrots
- * Spinach Soufflé
- * Corn O'Brien
- * Couscous
- * Grilled Marinated Vegetables
- * Fresh Steamed Green Beans with Roasted Red Peppers Strips
- * Sautéed Asparagus with Roasted Garlic Cloves
- * Penne with a Tomato Basil Marinara Sauce

Includes Assorted Dinner Rolls with Creamery Butter

Freshly Brewed Coffee, Iced Tea and Spring Water

Exquisite \$49.95

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

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

Wedding Cake Included in Price of Meal

Our Exquisite package includes a custom tiered wedding cake that you choose yourself from one of our bakeries.

We will cut and serve your cake with our meal packages and save the top layer for you to take home.



Dessert Reception Stations

Can be added to the Exquisite package.

Chocolate Fountain

Delicious Belgian Dark Chocolate Flowing From a Fountain.

Served with Freshly Baked Crème Puffs, Fresh Pineapple Chunks, Fresh Strawberries, Marshmallows and Pretzels Rods.

\$7.95 per person (75 Person Minimum)

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.

\$7.95 per person

Mini Bites

Assorted Miniature Desserts including Brownies, Lemon Bars, Cookies, Etc. \$5.95 per person



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

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

Children's Meal Buffet

(Age 10 and under— priced per child)

Carrot & Celery Sticks and Ranch Dipping Sauce

Crispy Chicken Fingers

Macaroni and Cheese

Roll with Sweet Butter

Exquisite \$31.55

Dual Entrees Options

A choice of two entrees per guest may be selected if a plated meal is ordered. Please contact Arizona Catering for pricing

Plated Meals and Offering Your Guests a Choice of Entree

If you would like to provide a choice of entrees for your guests, the higher price of the entrees selected will apply plus \$6.00 to provide a plated meal. The salad, vegetable and starch will be the same on all entrees. We will need an exact count of the number of each entrée chosen. You will need to provide a method such as place cards for our servers to know what each guest has ordered.

Vegetarian, Allergy Restrictions 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 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.

Cultural Menus

For receptions that have a specialized cultural menu that cannot be created by Arizona Catering, a Maricopa County Food Certified chef can be brought to assist in cooking for an additional \$350 kitchen usage charge. All events using this service will have customized menu pricing that includes food product, kitchen labor and service staff. We Can Provide Kosher or East Indian Cuisine. Please contact Arizona Catering for menu pricing

Tastings—have currently been postponed due to COVID 19

Tastings at Glendale Civic Center are normally held in the spring and fall each year and provide a variety of menu items. Please RSVP with Arizona Catering 480-898-8848. A credit card is required to RSVP. There is a cancellation fee of \$15 per person if you RSVP and do not attend. The caterer requires a minimum of 20 people to conduct a tasting.

Catering Service Time

Reception Time is based on 6 hours. For events that exceed the 6 hour service time, additional overtime fees for staff will apply. Contact Arizona Catering for pricing.

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

For all events, Arizona Catering requires a \$2,000.00 food and beverage minimum cost. The \$2,000.00 minimum includes service charge but does not include applicable tax. PPE Charges may apply as Buffets and Stations will now require attendant fees.

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

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 Station

Choice of Iced Tea or Lemonade

Spring Water and Freshly Brewed Columbian Coffee

Sweeteners and Creamer

\$2.90 per person

Gourmet Coffee Station Included with Exquisite Package

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

Champagne or Sparkling Cider Toast

Included with Exquisite Package

Choice of one glass of Champagne or Sparkling Cider served before your toast.

All Pricing is subject to applicable taxes and 20% service charge



Hors d'oeuvres

Passed or Stations

Included with your Exquisite Package. Three chef's choice Hors D' Oeuvres.

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

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

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

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

MICRO WEDDING GUEST COUNT MAXIMUM:

50 people or less

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. 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 wedding. 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. We require that Cash payments be made in the exact amount as we do not have any cash on hand for change.

CATERING:

Arizona Catering is the Glendale Civic Center's exclusive caterer. Alcoholic Beverages can only be provided by our exclusive caterer, Arizona Catering as they hold the Center's liquor license. Arizona Catering provides all food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff. Buffets and food stations will now require a attendant fee. 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.

BRINGING YOUR OWN FOOD AND BEVERAGE:

Outside food and beverage may be provided in the Civic Center Annex Building only for 50 people or less.

No alcohol may be brought in unless provided by Arizona Catering.

Please see our Bringing Your Own Food and Beverage Package for information and policies.

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

For all events, Arizona Catering requires a \$2,000.00 food and beverage minimum cost. The \$2,000.00 minimum includes service charge but does not include applicable tax.

EVENT TIMING:

We allocate 3 hours for ceremonies and 6 hours for receptions. Events beyond the regular contracted time will have additional catering labor charges. Clients wanting to stay beyond the regular contracted time of 6 hours can do so at 20% of the space rental rate (plus Catering staff overtime labor). 2 hours access to dressing room is included with rental. Those wishing to access dressing room space earlier can do so for \$75.00 per hour for a maximum of an additional two hours.

Commonly Asked Questions Continued . . .

ROOM ASSIGNMENT, SET UP 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 / space can be done only during pre-arranged hours, as there are often events before your event.

CHOOSING YOUR OWN VENDORS

You are required to use Arizona Catering for all your food, beverage and alcohol needs, but you are welcome to choose the rest of your vendors, Entertainment, Band, DJ, photographer, rental-companies, decorators, or florist. Please keep us informed and provide us with phone numbers for these vendors so that we may arrange set up times.

DECORATING RESTRICTIONS:

All candles must be contained in glass containers and flames must be below the rim per fire code. The use of streamers, silly stream, rice, confetti, glitter is prohibited or subject to a cleaning fee. Please discuss with your Wedding Event Coordinator all arrangements related to decorating. Sparklers are allowed and must be planned with your wedding 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:

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
Happy Planning !



GLENDALE
CIVIC CENTER