



GLENDALE

CIVIC CENTER

623-930-4300



MEETING AND CONFERENCE Package

Arizona Catering

480-898-8848

www.arizonacatering.com

Glendale Civic Center

5750 W. Glenn Drive, Glendale, Arizona

www.glendaleciviccenter.com



The Glendale Civic Center is an ideal location for your next meeting or day conference.
 Contact our Event Coordinator for a custom quote.

DYNAMIC MEETING WITH AUDIO-VISUAL PACKAGE



Includes the following:

- | | |
|--|--|
| Part Day Room Rental until 5:00 pm | Laptop Connection to House Sound |
| Registration Check-In Desk | VGA Cables |
| 12' x 16' x 16" Speakers Stage | WIFI Access |
| Premium Floor to Ceiling Velour Pipe and Drape | Audio-Visual Technician On-site for |
| Round Tables with Linens and Chairs | Hands off assistance when needed |
| Podium with Wireless Microphone | (4) 110 Volt 20 Amp Electrical Outlets |
| (2) 9' x 12' Rear Screens with Drape Kits | Extension Cords and Power Strips |
| (2) 4000 Lumen LCD Projectors | (4) LED Up Lights |
| Digital Amplifier | Event Coordinator |
| Audio Sound Mixer | Free Parking |
| (3) Audio Visual Carts | |

Dynamic Meeting Package Pricing

Based on General Session with Crescent Rounds of 8 people per table

Packaged rates are subject to a Service Charge and 3.4% tax rate on room rental and 9.2% tax rate on equipment.

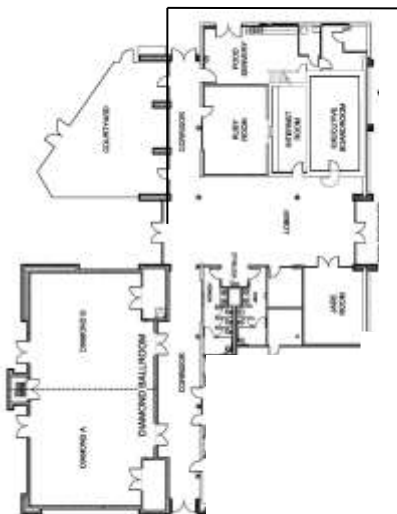
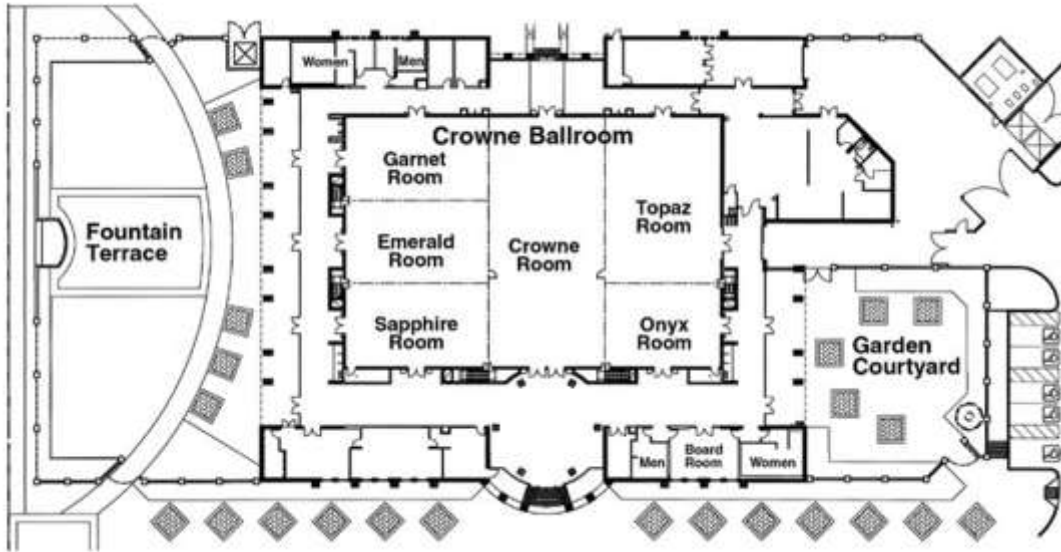
	Room Rental	w/o meal	w/meal*
Up to 296 people	Crowne-Topaz	\$5,198.50	\$4,551.00
Up to 320 people	Crowne, Topaz, Onyx	\$5,528.50	\$4,723.00
Up to 448 people	Crowne, Garnet, Emerald, Sapphire	\$5,817.00	\$4,882.00
Up to 704 people	Crowne Ballroom	\$7,087.00	\$5,833.00

*Discount applies for catering purchase of \$25.00 plus per person.
 Discounts are also available for non profit 501(c)(3), County and State agencies.



GLENDALE CIVIC CENTER

Glendale Civic Center Floorplan



<i>Civic Center</i>	<u>Sq. Ft.</u>
Boardroom	414
Onyx	1312
Emerald	1617
Garnet	1617
Sapphire	1617
Topaz	2666
Sapphire - Emerald	3233
Emerald - Garnet	3233
Topaz - Onyx or Crowne	3956
Garnet Emerald Sapphire	4876
Crowne Topaz Onyx	7958
Crowne GES	8832
Crowne Ballroom	12788
<i>Annex</i>	
Vault Boardroom	378
Jade	374
Ruby	425
Diamond B	1172
Diamond A	1172
Diamond Ballroom	2345



GLENDALE
CIVIC CENTER

ESSENTIAL MEETING WITH AUDIO-VISUAL PACKAGE

Everything needed for Large Meeting and Conference General Sessions



Includes the following:

- Part Day Room Rental until 5:00 pm
- Registration Check-In Desk
- 8' x 16' x 16" Speakers Stage
- 8' High Stage Pipe and Drape
- Round Tables with Linens and Chairs
- Podium with Wireless Microphone
- (2) 10' x 10' Cradle Screens
- (2) DPL Short Throw Projectors
- Digital Amplifier
- Audio Sound Mixer
- (3) Audio Visual Carts

- Laptop Connection to House Sound
- VGA Cables
- WIFI Access
- Audio-Visual Technician On-site for
Hands off assistance when needed
- (4) 110 Volt 20 Amp Electrical Outlets
- Extension Cords and Power Strips
- Event Coordinator
- Free Parking

Essential Meeting Package Pricing

Crescent Rounds of 8 people per table

Packaged rates are subject to a 5% Service Charge on rental and 3.4% tax rate on room rental and 9.2% tax rate on equipment

	Room Rental	w/o meal	w/ meal *
Up to 296 people	Crowne-Topaz	\$2,887.50	\$2,240.00
Up to 320 people	Crowne, Topaz, Onyx	\$3,217.50	\$2,412.00
Up to 448 people	Crowne, Garnet, Emerald, Sapphire	\$3,506.00	\$2,571.00
Up to 704 people	Crowne Ballroom	\$4,156.00	\$2,902.00

Discounts are available for non profit 501(c)(3), County and State agencies.

*Discount applies for catering purchase of \$25.00 or more per person.

SMALL MEETINGS OR BREAK OUT SESSION WITH AUDIO-VISUAL PACKAGE

Includes the following:

Part Day Room Rental until 5:00 pm
 One Draped Materials Table
 (1) 10' x 10' Screen or 8' x 8' Screen
 (1) LCD Projector
 Audio Sound Mixer
 Laptop Sound Connected to House Sound

VGA Cables
 Hands Off Audio-Visual Initial Set Up Assistance
 (2) 110 Volt 20 Amp Electrical Outlets
 Extension Cords and Power Strips
 Limited WIFI Access (or included with General Session)

Seating Type Determines Rental Rate

Theatre Style Seating

Up to 120 People — Sapphire, Garnet, or Emerald \$835.00 per room
 Up to 78 People — Diamond A or Diamond B (Annex Building) \$738.00 per room



Classroom Seating (table linens included)

Up to 72 People — Sapphire, Garnet, or Emerald \$898.00 per room
 Up to 42 People — Diamond A or B (Annex Building) \$780.00 per room



Crescent Rounds of 8 (table linens included)

Up to 64 People — Sapphire, Garnet, or Emerald \$859.50 per room
 Up to 48 People — Diamond a or B (Annex Building) \$759.00 per room



AUDIO-VISUAL SUPPORT PACKAGE

Required if you would like to provide your own audio-visual equipment.

Includes the following:

Draped Audio-Visual Table

(2) 110 Volt 20 Amp Electrical Outlets

(1) Extension Cord and One Powerstrip

Audio-Visual Technician On-Site for
Hands off assistance when needed

Sound Mixer and Laptop Sound Hook Up to
House Sound

Carpet Tape to secure all cords



PRICES

Bring your own screen \$180.00

Room with 8' x 8' screen \$225.00

Room with 10' x 10' screen \$305.00

AUDIO-VISUAL BUY OUT FEE

Required if you like to provide your own audio-visual company:

\$250.00 to \$500.00

See Event Coordinator for actual price for your event.



GLENDALE
CIVIC CENTER

ARIZONA CATERING DAY MEETING CATERING PACKAGE

Other catering options are available. See our menus online at www.GlendaleCivicCenter.com

Option 1:

Executive Continental Breakfast
Luncheon Buffet with Salad Station
All Day Beverage Station
Afternoon Break Snack and Beverage Station

\$42.95 Per Person

Plus tax and service charge

Option 2:

All American Hot Breakfast Buffet
Luncheon Buffet with Salad Station
All Day Beverage Station
Afternoon Break Snack and Beverage Station

\$48.95 Per Person

Plus tax and service charge

Pricing based on a 100 person minimum

Groups 51 to 99 people Add \$75.00 Labor Fees

Groups under 50 People Add \$125.00 Labor Fees

Breakfast Menu

Choice of One

Option One:

Executive Continental Breakfast

Selection of Sweet Breads, Muffins, and Croissants
Freshly Baked Bagels (Toaster Available)
Served with Cream Cheese, Creamery Butter & Preserves
Seasonal Fruit Display and Assorted Low Fat Yogurts
Assorted Juices
Freshly Brewed Columbian Coffee, Decaffeinated Coffee,
Hot Tea Selection & Spring Water

Option Two:

All American Hot Breakfast Buffet

Selection of Sweet Breads, Muffins, and Croissants
Served with Creamery Butter & Preserves
Seasonal Fresh Fruit Display
Scrambled Eggs and Crisp Bacon
Seasoned Breakfast Potatoes
Assorted Juices
Freshly Brewed Columbian Coffee, Decaffeinated Coffee,
Hot Tea Selection & Spring Water



All Day Beverage Station

Assorted Soft Drinks and Bottled Waters

Freshly Brewed Columbian Coffee, Decaffeinated Coffee, and Hot Tea

Luncheon Salad Selections

Choice of One

Traditional Garden Salad

Mixed Greens with Garden Vegetables,
Sweet Corn Bread Croutons
Choice of Creamy Ranch Dressing
or Citrus Vinaigrette

Fiesta Salad

Mixed Field Greens with Fire Roasted Corn,
Red Pepper Strips, Black Beans, Tomatoes,
Tortilla Confetti
Jalapeno Ranch Dressing

Mandarin Salad

Fresh Romaine and Boston Bibb Salad
tossed with Mandarin Oranges,
Sugared Almonds and Jicama
Citrus Vinaigrette Dressing

Classic Caesar Salad

Romaine Lettuce,
Shaved Parmesan Cheese
and Focaccia Croutons
Traditional Caesar Dressing

Wedge Salad

Quartered Iceberg Wedges
With Chopped Bacon,
Crumbled Bleu Cheese,
Diced Tomatoes (on side)
Served with Choice of House Made
Bleu Cheese Dressing
and Ranch Dressing

Summer Slaw

Shredded Cabbage tossed with Sliced Almonds,
Dried Cranberries &
House Made Cranberry Vinaigrette

Luncheon Buffets

(Choice of One)

Buffet # 1

Old Fashioned Braised Black Angus Beef Pot Roast

Slow Roasted and Served with a Savory Brown Gravy

Herb Roasted Turkey Breast With Homestyle Gravy

Tender Breast of Turkey, Herb Roasted
and served with a Traditional Gravy
Homemade Mashed Potatoes
Honey Glazed Carrots
Fresh Rolls, Sweet Cream Butter

Buffet # 2

Chicken Picatta

Lightly Seared Breast of Chicken
in Lemon Caper Sauce

Vegetarian Penne Pasta

Served with Tomato Basil Marinara
Sautéed Italian Vegetable Medley
Italian Bread Sticks

Buffet # 3

Stir Fried Sweet Chili Chicken Stir Fried Hoisin Beef Sweet & Sour Pork

Stir-Fry Vegetables and Fried Rice
Steamed Rice and Fortune Cookies

Buffet # 4

Brown Sugar & Orange Glazed Pork Loin Chicken Chardonnay

Tender Breast of Chicken in a Light Cream Sauce
Rice Pilaf and Seasonal Vegetables
Fresh Rolls, Sweet Cream Butter

Buffet # 5

Green Chile Beef

Southwestern-Style Shredded

Green Chile Beef and Chicken Fajitas

Tender Julienne Strips of Chicken Breast
Sautéed with Sweet Onions and Green,
Red and Yellow Bell Peppers

Pork Adobo

Seasoned Cubed Pork Loin with Rice

Spinach and White Cheese Enchiladas

Traditional Flour Tortillas filled with Spinach,
Mild Peppers and Monterrey Jack Cheese
Served with Refried Beans, Guacamole
Fire Roasted Tomato Salsa
Warm Flour Tortillas

Buffet # 6

Barbeque Chicken

Coca Cola Brined Barbeque Chicken Quarters

BBQ Brisket of Beef

Mashed Potatoes
Bacon and Brown Sugar Baked Beans
Corn Cobbettes with Butter
Fresh Rolls, Sweet Cream Butter

Buffet # 7

Smoked Gouda and Spinach Stuffed Chicken

Tender Breast of Chicken filled with
Smoked Gouda and Spinach
Topped with Roasted Pepper Couli

Southwestern Meatloaf

Tender Meatloaf Seasoned with
Authentic Southwestern Spices
Served with a Mushroom Demi-Glace
Smoked Gouda Mashed Potatoes
Seasoned Fresh Vegetables
Fresh Rolls, Sweet Cream Butter

Buffet # 8

Champagne Chicken

Tender Breast of Chicken with
A Creamy Mushroom Sauce

Slow Roasted Brisket of Beef

Tender Beef Brisket Sliced and served Au Jus
Smoked Gouda Mashed Potatoes
Seasonal Fresh Vegetables
Fresh Rolls, Sweet Cream Butter

Desserts

(Choice of Two)

Homemade Bread Pudding served with Warm Vanilla Sauce

Selection of Gourmet Dessert Bars & House Baked Cookies

Chocolate Layered Cake

Warm Apple Crisp Served with Fresh Whipped Cream

Southern Pecan Pie

House Baked Apple Pie with Cinnamon Sugar Whipped Cream

New York Style Cheesecake with Strawberry Sauce

Carrot Cake

Afternoon Break Snack Options

(Choice of one salty and one sweet snack)

Salty

Tortilla Chips

With Fire Roasted Tomato Salsa

Potato Chips with French Onion Dip

Warm Soft Pretzels

Hot Mustard

Pita Chips

Traditional Hummus

Sweet

Assorted Freshly Baked Cookies and Chocolate Brownies

Rice Crispy Treats

Granola Bars

Churros

M & M's, Hershey Miniatures

ADDITIONAL MEETING ACCOMPANIMENTS

Water Unit Station

5 Gallon Bottle of Spring Water with Chilling Unit

8 oz. plastic cups

\$50.00 per chilling unit, per day

includes one-5 gallon bottle of water

\$15.00 for each additional 5 gallon Bottle of Water

Meeting Water Service

Pitchers of Ice Water with Glassware Placed at Tables

\$2.50 per person

ARIZONA CATERING POLICIES

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 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.

There is a \$2,000.00 minimum cost including service charge required for all catered events.

Deposits and Payment Policies

In order to properly secure confirmation 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.

- 25% 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 Catering Guarantees

The final guaranteed minimum guest count is due ten business days prior to the event. Catering charges will be for the guaranteed guest count, if actual guest attendance is greater than the guaranteed guest count, then the greater number will be charged for food, beverages and rentals. Package pricing is based on a 100 person minimum.

Labor Charges: (Minimum \$2,000.00 cost still applies to groups under 100 people.)

51—99 people \$75.00

Under 51 people \$125.00

Linen

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

GLENDALE CIVIC CENTER - ANSWERS TO COMMONLY ASKED QUESTIONS

EVENT PRICE: Package Rates are based on standard package equipment. Price may vary depending on required stage size, actual equipment and audio equipment needs. Event Coordinators can provide you with an actual quote for your event.

DEPOSITS/PAYMENTS: The Glendale Civic Center requires a NON-REFUNDABLE DEPOSIT equal to 50% of the total rental and equipment fees due with signed contract. Balance of all 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. See also the deposit information/requirements for Arizona Catering. Purchase Orders do not constitute payment.

FOOD & BEVERAGE: The rights to all catering, alcohol beverage and concessions are the exclusive rights of Arizona Catering. **No food may be brought into or consumed in the facility, unless provided by Arizona Catering.** Any excess food or beverage from an event may not leave Glendale Civic Center premises. Client is responsible for insuring that all guests adhere to this policy. \$2,000.00 minimum including service charge is required plus tax. **Please contact Arizona Catering @ 480-898-8848** to discuss all food and beverage needs. Menus are online at glendaleciviccenter.com

PUBLIC LIABILITY INSURANCE REQUIRED: Comprehensive Liability Insurance is required for all events with 250 people without full catering. Insurance certificates 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. 4. Specify the dates applicable inclusive of move-in to move-out. 5. Be on file with the Civic Center (30) days prior to the start of the event.

TAX AND LICENSE: All participants are required to hold either an Occasional Sales Permit or a City of Glendale PTL license in order to sell goods at your event. Please contact the City of Glendale Tax and License Department at 623-930-3109 for more information. All rentals are subject to the current state and city combined tax rates, currently 3.4% on facility rental and 9.2% on equipment rentals. Tax rates are subject to change.

ELECTRICAL RENTAL: All electrical outlets need to be ordered during the planning process of the event through your Event Coordinator. Electrical outlets are available at \$40.00 plus tax per outlet.

PACKAGE POLICY: All boxes shipped to and from the Civic Center are subject to a \$6.00 per package service charge and may be delivered no more than 2 days prior to the event. The Glendale Civic Center does not have a dock or pallet jack; the delivery truck must have a lift gate for loading and unloading. Size and weight limitations may apply.

Please mail all packages to:

Glendale Civic Center
Hold For: (Date and Name of Event)
Contact Person: xxx
5750 W. Glenn Dr.
Glendale, AZ 85301

ROOM ASSIGNMENT & OTHER EVENTS: Rooms are assigned based on availability, square foot needed and anticipated number of vendors or guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the show promoter. These events may be scheduled and take place during the same hours as your event.

EVENT TIMES: Times are restricted to those times set forth in your Use Agreement and include Move In and Move Out. Overtime fees will be assessed at the rate of 20% of the applicable room rate per hour delay of vacancy. The Glendale Civic Center reserves the right to begin setting areas for the next scheduled event. Glendale Civic Center generally has scheduled events following your event.

WIFI AND HARDWARE ACCESS: WIFI is password protected and must be arranged in advance of your event. Hardwire fees are included with packaged rates. Hardwire connections are available at \$100.00 per connection. WIFI -10 Mbps download /5 Mbps upload. Hard Wire - 1000 Mbps download / 20 Mbps upload.

AUDIO/VISUAL EQUIPMENT RENTAL: Glendale Civic Center can supply additional audio/visual equipment for a fee. The client may bring in their own audio-visual equipment or contract with an audio-visual company to accommodate their audio-visual needs; however, an audio-visual support package fee will apply.

EVENT PROMOTION: The Glendale Civic Center directs all inquiries from the public regarding your event to the phone number provided by the show promoter. All media inquiries will be directed to the show promoter. Advertising, published materials and registration information should have the show promoter's phone number listed, not the Glendale Civic Center's phone number.

SIGNS:

Exterior - Glendale City Ordinance prohibits the display of any directional, display signs, sandwich boards or A-frames to be placed along sidewalks or streets in Glendale. Any signs found will be confiscated by the City of Glendale Code Compliance Department and subject to fines. No signs may be placed on any exterior windows or walls. No signs may be displayed on the exterior property of the Civic Center.

Interior - Signs may be attached to interior walls, with the use of masking tape or gaffers tape. All other types of tape are prohibited on our walls and floors. If you find it necessary to tape down or secure a line to the floor, you may purchase special tile or carpet tape from an Event Coordinator or Civic Center employee. Carpet tape is \$22.50 per roll. The Glendale Civic Center prohibits the use of staples, nails, tacks, etc. on any surfaces, including walls and tables. Signs, posters, pictures, etc. may not be attached to any interior glass surface, mirror or wood surface.

BANNERS:

Outdoor - Banners may be displayed above the south entrance of the Civic Center pending approval of the City of Glendale. A banner permit must be obtained in advance of your event from the City of Glendale Development Services Center. Your Event Coordinator must apply for the permit one month in advance of your event. The fee is \$106.67 and includes our staff to hang and remove each banner. Banners must have grommets across both the top and the bottom, so it can be secured against the wind and elements. It is necessary that Civic Center staff hang the banner.

Indoor - Any banners displayed on the interior of the Civic Center will be subject to the approval of the Event Coordinator. Banners must be hung with masking or gaffers tape only. As large banners do not always adhere well to our walls, a self-standing banner holder must be used. We can provide Pipe and Drape to display these large signs at \$5.00 per foot. Banners must have grommet holes along the top in order to hang.

DAMAGE TO BUILDING OR CONTENTS: Meeting Client is responsible for damage to the facility, furnishings, and/or equipment, whether caused by an exhibitor, contractor, guests, or show promoter and staff.

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.