



GLENDALE

CIVIC CENTER



GRADUATION VENUE RENTAL RATES

5750 W. Glenn Drive, Glendale, Arizona

623-930-4300

www.glendaleciviccenter.com

Graduation Ceremony

Detailed Agenda & Customized Set-Up

12' x 24' x 16" Stage with US & AZ Flags

8' High Pipe and Drape at back of Stage for your School Banner

Four LED Up Lights in your Choice of Colors

White Wood Chairs for Graduates (Up to 300)

Banquet Chairs for Guest

One Podium with One Wireless Microphone

Sound Mixer with i-Pod or Laptop Sound Hook Up for Client's Provided Music

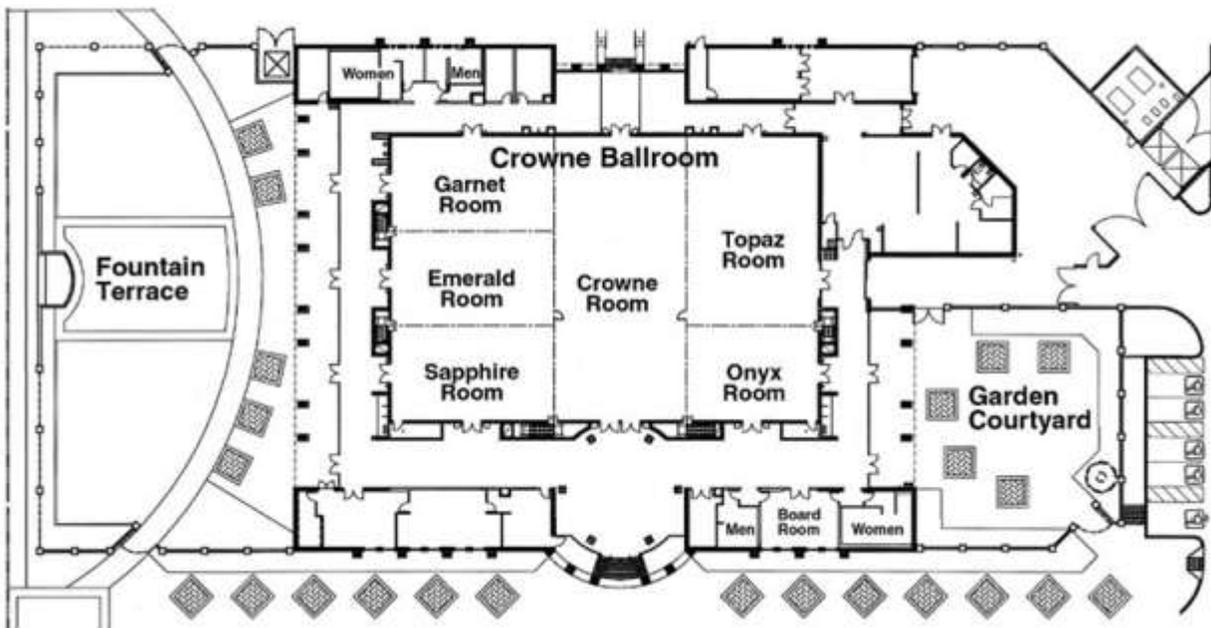
10' x 10' Screen

4000 Lumens Projector with AV Cart

Two Draped Tables for Diplomas and Check In

WiFi for Staff Only

Up to 1,200 people	Crowne Ballroom	\$4,150.00
Up to 683 people	Crowne, Garnet, Emerald, & Sapphire	\$3,450.00
Up to 624 people	Crowne, Topaz & Onyx	\$3,125.00
Up to 409 people	Garnet, Emerald & Sapphire	\$2,500.00



Rates are subject to a 5 % Service Charge, and applicable taxes

Optional Rental Equipment

Additional Wireless Microphone \$100.00 ea.

Additional 4000 Lumens Projector \$350.00 ea.

Additional 10' x 10' Screen \$125.00 ea.

9' x 12' Rear Screens with Dress Kit \$200.00 ea.

Floor to Ceiling Black Velour Pipe and Drape:
North Wall \$
East Wall \$

VGA Cables \$35.00 ea.

Additional LED Up Lights \$22.50 ea.

AV Technician \$45.00 per hr.

Additional Draped Tables \$23.00 ea.



Rates are subject to a 5 % Service Charge, and applicable taxes

Answers to Commonly Asked Questions

DEPOSITS/PAYMENTS:

The Glendale Civic Center requires a 50% non-refundable deposit at the time of booking. Rental cost is subject to a 5% service charge and applicable taxes. 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 do not accept cash payments.

LIABILITY INSURANCE:

Comprehensive Liability Insurance is required for Graduations using the facility. Client may be held responsible for any damage to the facility, furnishings, fixtures and/ or equipment, caused by their contracted vendor or guests.

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.
4. Specify the dates applicable inclusive of move-in to move-out and.
5. Be on file with the Civic Center ten (10) days prior to the start of the event.

CATERING:

Our exclusive caterer, Arizona Catering, provides food and beverage for our facility. No outside food and beverage may be brought into our facility. Please see their menus for food and beverage information. For all events, Arizona Catering requires a minimum cost of \$2,000.00 food and beverage to include service charge. Applicable tax is additional. Contact Arizona Catering for pricing. 480-898-8848.

ADDITIONAL TIME:

Event Times are based on your Use Agreement and will include set up time, rehearsal, decorating, event time, etc...and move out time. Clients are responsible for making sure that all of their vendors are completely moved out by the Move Out time as stated in the Use Agreement. Clients wanting to access the facility before or after the regular contracted hours may do so based on availability at 20% of the space rental rate per hour and must be pre-arranged with your Event Coordinator. Events extending beyond the regular contracted time will also have additional catering labor charges.

ROOM ASSIGNMENT:

The Glendale Civic Center reserves the right to assign and re-assign event space. Rooms are assigned and set up according to the guaranteed number of guests. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the client. These events may be scheduled and take place during the same hours as your graduation.

CHOOSING YOUR OWN VENDORS:

You are welcome to bring in your own 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.

SECURITY:

The Glendale Civic Center does not provide security, but requires security at the client's expense for all events. Schools may utilize their own SRO Police Officers associated with their school. 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 4 hours. 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.

STAFFING:

The Glendale Civic Center does not provide staff to usher, take or sell tickets, direct, seat or maintain your guests. It is your responsibility to provide enough staff to facilitate your event.