



# GLENDALE

CIVIC CENTER



## MICRO WEDDING VENUE RENTAL PRICING

for 50 people or less

Where a little goes a long way...

5750 W. Glenn Dr., Glendale, AZ

623-930-4300

[www.glendaleciviccenter.com](http://www.glendaleciviccenter.com)

# Micro Wedding Ceremony and Reception

with purchase of Catering Package



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

60" Cake Table

Two - 8' Tables for Gifts and DJ

Access to Two Electrical Outlets

Customized Agenda and Floor Plan

Complimentary Guest Parking

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 \$2,000.00***

***Garden Courtyard \$1,500.00***

Rental Rates do not include the cost of catering, but are discounted rental rates based on having a catering contract with Arizona Catering.

5% Service Charge and Applicable Sales Tax Apply



## Garden Minimony only

3 hours rental—One Dressing Room

Fountain Terrace	\$1,500.00
Garden Courtyard	\$1,000.00
Plaza Patio	\$ 500.00

*Ceremony Space for up to 50 guests*



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

*Please refer to our outside food and beverage package for policies and information*

<b>Fountain Terrace &amp; Diamond Ballroom</b>	<b>\$3,947.50</b>
<b>Garden Courtyard &amp; Diamond Ballroom</b>	<b>\$3,447.50</b>
<b>Plaza Patio &amp; Diamond Ballroom</b>	<b>\$2,947.50</b>

*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.*

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

# Answers to Commonly Asked Questions

Thank you for considering The Glendale Civic Center. We work with Arizona Catering as a team to facilitate your wedding and reception. We have two separate contracts. The Glendale Civic Center contract is for the event venue rental and Arizona Catering contract s 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 do not accept cash payments.

## **CATERING:**

Our exclusive caterer, Arizona Catering provides food and beverage for our facility. Please see their wedding packages for food and beverage information. Alcoholic Beverages can only be provided by our exclusive caterer, Arizona Catering as they hold the Center's liquor license. For all events, Arizona Catering requires a minimum cost of \$2000.00 food and beverage to include service charge. Applicable tax is additional.

In some cases, we allow catering for groups under 80 people to be brought into our Annex building. Please see our Bring your Own food and Non-alcoholic Beverage Wedding Venue pricing for more information.

## **ADDITIONAL TIME:**

Clients wanting to access the facility before or after their regular contracted hours can do so at 20% of the space rental rate per hour. Events extending beyond the regular contracted time will have additional catering labor charges.

## **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 welcome to bring in your own 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 623-930-4032. Off Duty City of Glendale Police Officers are \$50.00 per hour per officer with a minimum of 3 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.