



GLENDALE

CIVIC CENTER



PROM and HOMECOMING EVENT VENUE RENTAL

5750 W. Glenn Drive, Glendale, Arizona

623-930-4300

www.glendaleciviccenter.com

Prom and Homecoming

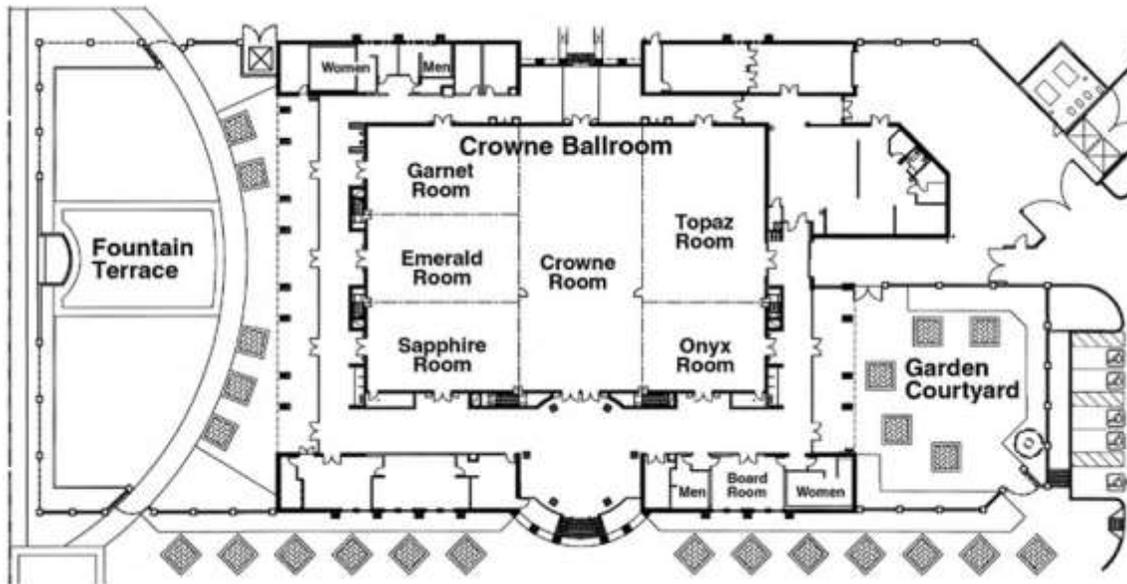
Crowne Ballroom, Fountain Terrace and Garden Courtyard
Hospitality room for prom committee
3:00 PM—12:00 AM to include set up, decorating and tear down
Round tables and chairs
Up to (4) draped tables for voting, gifts, DJ, photographer, etc....
Check in desk
8' x 16' x 16" stage for DJ
(6) electrical outlets
12 LED up lights (14 colors available)
30' x 30' dance floor or dance area
Detailed agenda & customized set-up
Limited WiFi access for staff and DJ
Free Parking

VENUE RENTAL RATE: \$5,000.00

Rental Rates do not include the cost of catering.

Please contact Arizona Catering 480-898-8848 for menu options..

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



Optional Rental Equipment

All equipment and audio—visual rental are subject to applicable taxes

4' x 8' Stage Risers \$18.00 ea.

8' Pipe and Drape \$5.00 per ft.

10' x 10' Screens \$125.00 ea.

4000 Lumens Projector \$350.00 each (needed for larger rooms or rear screens)

Additional Bare Top Tables \$6.00

Additional Electrical Outlets \$40.00 per outlet

All Linens are provided by Arizona Catering



Answers to Commonly Asked Questions

Thank you for considering the Glendale Civic Center. We work together with Arizona Catering as a team to facilitate your event. We have two separate contracts. The Glendale Civic Center contracts for the event venue rental and Arizona Catering contracts for food and beverage.

DEPOSITS/PAYMENTS:

The Glendale Civic Center requires a \$1,000.00 non-refundable deposit 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. We do not accept cash payments.

LIABILITY INSURANCE:

Comprehensive Liability Insurance is required for Proms and Homecomings using the facility. 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;
Specify the dates applicable inclusive of move-in to move-out and,
Be on file with the Civic Center ten (10) days prior to the start of the event.
Client may be held responsible for any damage to the facility, furnishings, fixtures and/ or equipment, caused by their contracted vendor or guests.

CATERING:

Our exclusive caterer, Arizona Catering, provides food and beverage for 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:

Access to the room / space can be done only during pre-arranged hours, as there are often events before your event. Clients wanting to access the facility before or after the regular contracted hours can do so at 20% of the space rental rate per hour. Events extending beyond the regular contracted time will also have additional catering labor charges. All Vendors must tear down the evening of your event as events may be taking place the next morning. Special arrangements may be possible.

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.

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.



Answers to Commonly Asked Questions Continued....

DECORATING RESTRICTIONS:

Decorating may only be done during your contracted times. No open flames, sparklers or fireworks are allowed. The use of battery operated candles are recommended. The use of streamers, silly string, rice, confetti, glitter is prohibited. Additional cleaning fees will be assessed if used. Please discuss with your Event Coordinator all arrangements related to decorating. Any items adhered to walls must be done with masking tape. Helium tanks cannot be stored at the Civic Center. Tanks may be used and removed. All balloons must be deflated at the conclusion of the event by the group.

SPECIAL EFFECTS REQUIREMENTS – Cold spark machines, fog machines and confetti blasts must be approved by your Civic Center Event Coordinator. Before use in our facility. Theatrical smoke machines, flames, pyrotechnics are not allowed unless the following is provided; a special permit is required from the Fire Marshal due to their possible effect on the fire sprinkler and alarm system. To provide that type of entertainment the fire alarm system will require the smoke detectors being de-activated, by a reputable fire alarm company at your expense, additionally a fire inspector watch will be required at an hourly fee. Please inform your event coordinator on the use of any special effects and for current rates for permits, de-activation and inspectors.

SECURITY AND CHAPERONES:

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 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.

In addition to the above-listed police security, the Glendale Civic Center requires one adult chaperone for every 50 guests. It is the responsibility of the group to introduce these chaperones to the Glendale Civic Center Event Coordinator on duty.

