



GLENDALE
CIVIC CENTER



Holiday Social Event Venue Pricing

5750 W. Glenn Drive, Glendale, Arizona

623-930-4300

www.glendaleciviccenter.com



GLENDALE
CIVIC CENTER

Ballroom Rental

- 6' Round Tables and Chairs
- 3 - Additional Tables for your use
- Customized Agenda and Floor Plan
- LED Color Up Lighting
- Complimentary Guest Parking
- 6 Hour Space Rental

	<u>With Dance Floor</u>	<u>Without Dance Floor</u>
Up to 60 guests	\$ 875.00	\$ 725.00
61 – 90 guests	\$ 1,175.00	\$ 875.00
100 – 150 guests	\$ 1,575.00	\$ 1175.00
151 – 200 guests	\$ 1,675.00	\$ 1275.00
201 – 300 guests	\$ 2,175.00	\$ 1575.00
301 – 500 guests	\$ 2,375.00	\$ 1775.00
500 – 650 guests	\$ 2,675.00	\$ 2075.00



Outdoor Rental

Dance floor is not available outdoors.

Fountain Terrace \$1,500.00

Up to 300 guests

Garden Courtyard \$1,000.00

Up to 100 guests



The Glendale Civic Center does not guarantee indoor event space in the event

of inclement weather when contracting outdoor event space.

We will make every effort to move the event

indoors at no charge if space allows.

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 to all rental prices.

Optional Rental Equipment

All equipment and audio—visual rental are subject to 9.2% tax

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

Additional Wireless Microphone \$100.00 ea.

Sound Hook Up to House Speakers \$50.00

Additional LED Up Lights \$22.50 ea.

8' Pipe and Drape \$5.00 per ft.

Floor to Ceiling Velour Drape \$14.39 per ft.

10' x 10' Screens \$125.00 ea.

4000 Lumens Projector \$350.00 each VGA Cable \$10.00 ea.

AV Technician \$75.00 (Senior) to \$45.00 (Junior) per hour

Additional Draped Tables \$23.00

Additional Electrical Outlets \$40.00 per outlet*

*Electrical charges are subject to 3.4% tax



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

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 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.

In some cases, we allow outside catering to be brought into our Annex building. Please see our Bring Your Own Food and Non-Alcoholic Beverages Venue Pricing for more information.

ADDITIONAL TIME:

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 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 string, rice, confetti, glitter is prohibited. Please discuss with your 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.