



# GLENDALE

CIVIC CENTER



## Meetings, Gatherings & EVENTS

BRING YOUR OWN FOOD AND  
Non Alcoholic BEVERAGE

5750 W. Glenn Drive, Glendale, Arizona

623-930-4300

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

### Reception Rental includes

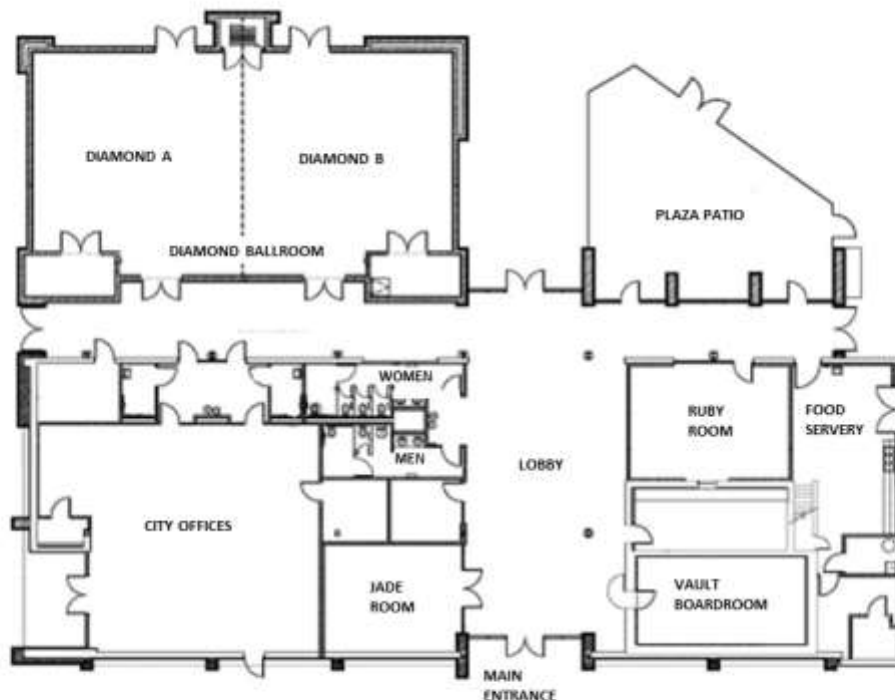
- Up to 8 hour access to include set up time, event and clean up
- Customized Floorplan with Seating up to 80 People
- Up to Five 6' or 8' Tables for Food, Beverage, Check In or Materials
- Access to Six Electrical Outlets
- Event Attendant
- Includes Plenty of free guest parking (excluding holidays)

## Rental Rates

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

Discounts are available for Glendale citizens

Diamond Ballroom	\$978.40
Diamond A or Diamond B	\$590.40
Ruby	\$397.40
Jade	\$397.40
Vault Boardroom	\$397.40



Visit our virtual tour at [GlendaleCivicCenter.com](http://GlendaleCivicCenter.com)

# Optional Equipment

*All equipment is subject to applicable taxes*

Additional Tables \$6.00 ea.

Easel \$12.00 ea.

Table Top Linens \$5.00 each (Choice of White or Black)

Portable Sound System Speakers and Wireless Microphone \$240.00

Wireless Microphone \$100.00 ea.

8' x 8' Screen \$75.00 ea.

10' x 10' Screen \$125.00 ea.

Projector \$200.00 ea.

Sound Mixer \$80.00 ea.

House Sound Connection \$50.00 ea.

VGA Cable \$10.00 ea.

AV Technician \$45.00 per hour

Additional LED Up lights \$22.50 ea.

Additional Electrical \$40.00 per outlet



## Civic Center Events Bringing in Food and Non-Alcoholic Beverage

### POLICIES & PROCEDURES

The Glendale Civic Center will allow events in the Civic Center Annex of 80 people or less to provide their own food and non—alcoholic beverage. All vendors must be approved by Glendale Civic Center. No alcohol is allowed unless provided by Arizona Catering.

**FOOD AND BEVERAGE:** Clients may provide their own food and non-alcoholic beverages from a licensed City of Glendale business or restaurant. Only food from commercial licensed caterers, restaurants and bakery/delis are permitted and bottled and canned non-alcoholic beverages. No food and beverage can be cooked on the premises. No homemade food and beverage is allowed.

As the safety of all guests to the Glendale Civic Center is of our utmost concern, it is imperative that all rules and regulations for food preparation and service set forth by the Maricopa County Department of Health Services be followed. The client is responsible for the safe preparation, delivery & handling and dispensing of the items provided to your guests.

We recommend that you provide ice chests with canned and bottled beverages already iced down, as there are no refrigerators, ice or ice machines available. We do not provide microwaves, stoves or ovens, warmers, serving containers, beverage vessels, serving utensils, flatware, cups, plates, napkins, towels, cleaning items, or lighters.

**ALCOHOL:** Arizona Catering is the Glendale Civic Center’s exclusive caterer and holds the TABC Liquor License. No outside alcohol is allowed. Contact Arizona Catering 480-898-8848 for bar services.

**INSURANCE:** The Glendale Civic Center reserves the right to require insurance for all events.

**DAMAGE TO BUILDING AND BUILDING CONTENTS:** Renter is responsible for damage to the facility, furnishings, fixtures or equipment. Renter shall take all precautions to maintain the rented premises in good repair. All vendors and guests are the responsibility of the client. The client must ensure that all guidelines are met and that the building left in the same condition in which it was received. No property may be removed from the Civic Center.

**SECURITY:** The Civic Center does not provide security for your event. Security is required for events with alcohol service. Please call Sgt. Anthony Brown 623-930-2557 or Sgt. Frank Sankhagowit 623-930-4032 to arrange off duty Police Officers. \$50.00 per hour for a minimum of 4 hours per officer. Payment is made to officers directly.

**TABLE LINENS:** You may bring your own linens. Tabletop Linens can be rented from the Civic Center at \$5.00 each plus tax. Available in Black or White. Linens are highly recommended due to used condition of the event tables.

**EVENT TIMES / EVENT CHANGES:** Your Event times are as set forth in your Use Agreement and changes are not permitted day of event. Change requests must be made more than 10 days prior to the event and may or may not be granted based on scheduling. The Glendale Civic Center will not be liable for failure to perform the contract in the event of an act of god, war, labor strike, pandemic, inclement weather or any other occurrence that is beyond our control.

**DEPOSITS AND PAYMENTS:** A non-refundable deposit of 50% of the full contracted amount is due at the time of booking the rental reservation. The remaining balance is due 30 days prior to your event. The full amount is due for events booked less than 30 days prior to the event date and is non-refundable. All payments should be made in the form of check, credit card, money order, or cashier’s check and made out to the Glendale Civic Center. We are unable to accept cash payments.

**CANCELLATION AND REFUND POLICY:** Initial 50% deposit is non-refundable. No refunds for events canceled within 30 days. Refunds are not issued for events ending early or unused time.

**VENDORS:** Employees of the Civic Center will not accept checks to pay outside vendors associated with the function. The client accepts responsibility for the activities and actions of any outside vendors. Deliveries and set ups can only be made to the facility during contracted your hours. Civic Center is not responsible for storage of flowers, cakes, etc. All Vendors must be reported to the Civic Center Event Coordinator. Civic Center reserves the right to reject any vendor with whom we have had a previous negative experience.

**CLEANING OF THE FACILITY:** Building cleaned of all trash and decorations, all leftover food should be taken home or disposed of. Facility must be left in good clean condition.

**DECORATING:** Bring your own event decorations, Civic Center does not supply decorations. Candles are allowed in glass containers with flames below the rim. The use of streamers, silly string, rice, silk rose petals, confetti, glitter and fireworks is strictly prohibited. Use of sparklers can be arranged with your Event Coordinator.

Safety should be followed to prevent any injuries, slip or falls during set up, clean up, decorating, and when using electrical cords and ladders. The Civic Center does not provide ladders. All electrical cords must be taped down.

No pins, nails, staples or similar fasteners are permitted to be used on our walls, doors, tables or chairs. Only masking tape or painter's tape may be used. Please discuss with your Event Coordinator any decorating plans before your event.

**LOST AND FOUND:** The CIVIC CENTER assumes no responsibility for any property left from the event.

