



# GLENDALE

CIVIC CENTER

623-930-4300



## MEETING AND CONFERENCE Package

Arizona Catering

480-898-8848

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

Glendale Civic Center

5750 W. Glenn Drive, Glendale, Arizona

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



The Glendale Civic Center is an ideal location for your next meeting or day conference.  
Contact our Event Coordinator for a custom quote.

## DYNAMIC MEETING WITH AUDIO-VISUAL PACKAGE



Includes the following:

- |  |                                     |
|--|-------------------------------------|
| Part Day Room Rental until 5:00 pm             | (3) Audio Visual Carts              |
| Registration Check-In Desk                     | Laptop Connection to House Sound    |
| 12' x 16' x 16" Speakers Stage                 | VGA Cables                          |
| Premium Floor to Ceiling Velour Pipe and Drape | WIFI Access                         |
| Round Tables with Linens and Chairs            | Audio-Visual Technician On-site for |
| Podium with Wireless Microphone                | Hands off assistance when needed    |
| (2) 9' x 12' Rear Screens with Drape Kits      | (4) LED Up Lights                   |
| (2) 4000 Lumen LCD Projectors                  | Event Coordinator                   |
| Digital Amplifier                              | Free Parking                        |
| Audio Sound Mixer                              |                                     |

### Dynamic Meeting Package Pricing

Based on General Session with Crescent Rounds of 8 people per table

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

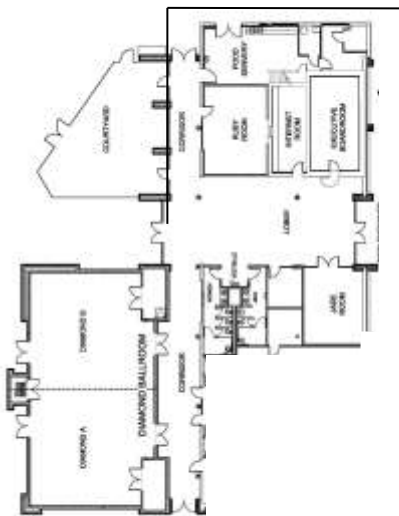
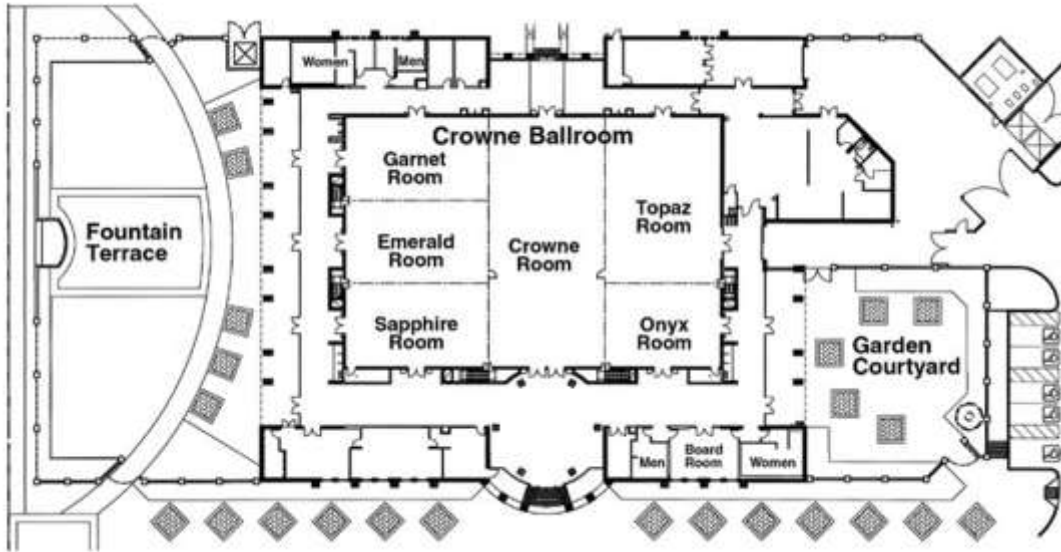
	Room Rental	w/o meal	w/meal*
Up to 296 people	Crowne-Topaz	\$5,118.50	\$4,471.00
Up to 320 people	Crowne, Topaz, Onyx	\$5,448.50	\$4,643.00
Up to 448 people	Crowne, Garnet, Emerald, Sapphire	\$5,737.00	\$4,802.00
Up to 704 people	Crowne Ballroom	\$7,007.00	\$5,753.00

\*Discount applies for catering purchase of \$25.00 plus per person.  
Discounts are also available for non profit 501(c)(3), County and State agencies.



# GLENDALE CIVIC CENTER

## Glendale Civic Center Floorplan



<i>Civic Center</i>	<i>Sq. Ft.</i>
Boardroom	414
Onyx	1312
Emerald	1617
Garnet	1617
Sapphire	1617
Topaz	2666
Sapphire - Emerald	3233
Emerald - Garnet	3233
Topaz - Onyx or Crowne	3956
Garnet Emerald Sapphire	4876
Crowne Topaz Onyx	7958
Crowne GES	8832
Crowne Ballroom	12788
<i>Annex</i>	
Vault Boardroom	378
Jade	374
Ruby	425
Diamond B	1172
Diamond A	1172
Diamond Ballroom	2345



# GLENDALE CIVIC CENTER

## ESSENTIAL MEETING WITH AUDIO-VISUAL PACKAGE

Everything needed for Large Meeting and Conference General Sessions



Includes the following:

Part Day Room Rental until 5:00 pm  
 Registration Check-In Desk  
 8' x 16' x 16" Speakers Stage  
 8' High Stage Pipe and Drape  
 Round Tables with Linens and Chairs  
 Podium with Wireless Microphone  
 (2) 10' x 10' Cradle Screens  
 (2) DPL Short Throw Projectors  
 Digital Amplifier

Audio Sound Mixer  
 (3) Audio Visual Carts  
 Laptop Connection to House Sound  
 VGA Cables  
 WIFI Access  
 Audio-Visual Technician On-site for  
 Hands off assistance when needed  
 Event Coordinator  
 Free Parking

### Essential Meeting Package Pricing

Crescent Rounds of 8 people per table

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

	Room Rental	w/o meal	w/ meal *
Up to 296 people	Crowne-Topaz	\$2,807.50	\$2,160.00
Up to 320 people	Crowne, Topaz, Onyx	\$3,137.50	\$2,332.00
Up to 448 people	Crowne, Garnet, Emerald, Sapphire	\$3,426.00	\$2,491.00
Up to 704 people	Crowne Ballroom	\$4,076.00	\$2,822.00

Discounts are available for non profit 501(c)(3), County and State agencies.

\*Discount applies for catering purchase of \$25.00 or more per person.



## BREAK OUT MEETING WITH AUDIO-VISUAL PACKAGE

Includes the following:

Part Day Room Rental until 5:00 pm  
One Draped Materials Table  
(1) 10' x 10' Screen or 8' x 8' Screen  
(1) LCD Projector  
Audio Sound Mixer

Laptop Sound Connected to House Sound  
VGA Cables  
Hands Off Audio-Visual Initial Set Up Assistance  
Limited WIFI Access (or included with General Session)

### Theatre Style Seating

Up to 120 People — Sapphire, Garnet, or Emerald \$835.00 per room  
Up to 78 People — Diamond A or Diamond B (Annex Building) \$738.00 per room



### Classroom Seating (table linens included)

Up to 72 People — Sapphire, Garnet, or Emerald \$898.00 per room  
Up to 42 People — Diamond A or B (Annex Building) \$780.00 per room



### Crescent Rounds of 8 (table linens included)

Up to 64 People — Sapphire, Garnet, or Emerald \$859.50 per room  
Up to 48 People — Diamond a or B (Annex Building) \$759.00 per room



## **BREAK OUT MEETING ROOM BRING YOUR OWN AUDIO-VISUAL**

Includes the following:

Part Day Room Rental until 5:00 pm  
 One Draped Materials Table  
 (1) 10' x 10' Screen or 8' x 8' Screen  
 (1) LCD Projector  
 Audio Sound Mixer

Laptop Sound Connected to House Sound  
 VGA Cables  
 No Audio-Visual Assistance  
 Limited WIFI Access (or included with General Session)

### **Theatre Style Seating**

Up to 120 People — Sapphire, Garnet, or Emerald	\$360.00 per room
Up to 78 People — Diamond A or Diamond B (Annex Building)	\$288.00 per room



### **Classroom Seating** (table linens included)

Up to 72 People — Sapphire, Garnet, or Emerald	\$423.00 per room
Up to 42 People — Diamond A or B (Annex Building)	\$330.00 per room



### **Crescent Rounds of 8** (table linens included)

Up to 64 People — Sapphire, Garnet, or Emerald	\$384.50 per room
Up to 48 People — Diamond A or B (Annex Building)	\$309.00 per room



# GLENDALE CIVIC CENTER - ANSWERS TO COMMONLY ASKED QUESTIONS

**EVENT PRICE:** Package Rates are based on standard package equipment. Price may vary depending on required stage size, actual equipment and audio equipment needs. Event Coordinators can provide you with an actual quote for your event.

**DEPOSITS/PAYMENTS:** The Glendale Civic Center requires a NON-REFUNDABLE DEPOSIT equal to 50% of the total rental and equipment fees due with signed contract. Balance of all 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. See also the deposit information/requirements for Arizona Catering. Purchase Orders do not constitute payment.

**FOOD & BEVERAGE:** The rights to all catering, alcohol beverage and concessions are the exclusive rights of Arizona Catering. **No food may be brought into or consumed in the facility, unless provided by Arizona Catering.** Any excess food or beverage from an event may not leave Glendale Civic Center premises. Client is responsible for insuring that all guests adhere to this policy. \$2,000.00 minimum including service charge is required plus tax. **Please contact Arizona Catering @ 480-898-8848** to discuss all food and beverage needs. Menus are online at [glendaleciviccenter.com](http://glendaleciviccenter.com)

**PUBLIC LIABILITY INSURANCE REQUIRED:** Comprehensive Liability Insurance is required for all events with 250 people without full catering. Insurance certificates 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. 5. Be on file with the Civic Center (30) days prior to the start of the event.

**TAX AND LICENSE:** All Promoters will be required to have a Transaction Privilege Tax (TPT) license issued by the Arizona Department of Revenue in order to rent vendor space. All Vendors selling goods, food or beverage must have a valid Transaction Privilege Tax (TPT) license issued by the Arizona Department of Revenue. All vendors selling or displaying goods for future sales with a physical location in Glendale are required to hold a City of Glendale Business License. For tax and license questions please contact City of Glendale Tax and License Department at 623-930-2216. The current state and city combined Retail tax rate is 9.2 %.

**ELECTRICAL RENTAL:** All electrical outlets need to be ordered during the planning process of the event through your Event Coordinator. Electrical outlets are available at \$40.00 plus tax per outlet.

**PACKAGE POLICY:** All boxes shipped to and from the Civic Center are subject to a \$6.00 per package service charge and may be delivered no more than 2 days prior to the event. The Glendale Civic Center does not have a dock or pallet jack; the delivery truck must have a lift gate for loading and unloading. Size and weight limitations may apply.

***Please mail all packages to:***

Glendale Civic Center  
Hold For: (Date and Name of Event)  
Contact Person: xxx  
5750 W. Glenn Dr.  
Glendale, AZ 85301

**ROOM ASSIGNMENT & OTHER EVENTS:** Rooms are assigned based on availability, square foot needed and anticipated number of vendors or guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the show promoter. These events may be scheduled and take place during the same hours as your event.

**EVENT TIMES:** Times are restricted to those times set forth in your Use Agreement and include Move In and Move Out. Overtime fees will be assessed at the rate of 20% of the applicable room rate per hour delay of vacancy. The Glendale Civic Center reserves the right to begin setting areas for the next scheduled event. Glendale Civic Center generally has scheduled events following your event.

**WIFI AND HARDWARE ACCESS:** WIFI is password protected and must be arranged in advance of your event. Hardwire fees are included with packaged rates. Hardwire connections are available at \$100.00 per connection. WIFI -10 Mbps download /5 Mbps upload. Hard Wire - 1000 Mbps download / 20 Mbps upload.

**AUDIO/VISUAL EQUIPMENT RENTAL:** Glendale Civic Center can supply additional audio/visual equipment for a fee. The client may bring in their own audio-visual equipment or contract with an audio-visual company to accommodate their audio-visual needs; however, an audio-visual support package fee will apply.

**EVENT PROMOTION:** The Glendale Civic Center directs all inquiries from the public regarding your event to the phone number provided by the show promoter. All media inquiries will be directed to the show promoter. Advertising, published materials and registration information should have the show promoter's phone number listed, not the Glendale Civic Center's phone number.

**SIGNS:**

Exterior - Glendale City Ordinance prohibits the display of any directional, display signs, sandwich boards or A-frames to be placed along sidewalks or streets in Glendale. Any signs found will be confiscated by the City of Glendale Code Compliance Department and subject to fines. No signs may be placed on any exterior windows or walls. No signs may be displayed on the exterior property of the Civic Center.

Interior - Signs may be attached to interior walls, with the use of masking tape or gaffers tape. All other types of tape are prohibited on our walls and floors. If you find it necessary to tape down or secure a line to the floor, you may purchase special tile or carpet tape from an Event Coordinator or Civic Center employee. Carpet tape is \$22.50 per roll. The Glendale Civic Center prohibits the use of staples, nails, tacks, etc. on any surfaces, including walls and tables. Signs, posters, pictures, etc. may not be attached to any interior glass surface, mirror or wood surface.

**BANNERS:**

Outdoor - Banners may be displayed above the south entrance of the Civic Center pending approval of the City of Glendale. A banner permit must be obtained in advance of your event from the City of Glendale Development Services Center. Your Event Coordinator must apply for the permit one month in advance of your event. The fee is \$106.67 and includes our staff to hang and remove each banner. Banners must have grommets across both the top and the bottom, so it can be secured against the wind and elements. It is necessary that Civic Center staff hang the banner.

Indoor - Any banners displayed on the interior of the Civic Center will be subject to the approval of the Event Coordinator. Banners must be hung with masking or gaffers tape only. As large banners do not always adhere well to our walls, a self-standing banner holder must be used. We can provide Pipe and Drape to display these large signs at \$5.00 per foot. Banners must have grommet holes along the top in order to hang.

**DAMAGE TO BUILDING OR CONTENTS:** Meeting Client is responsible for damage to the facility, furnishings, and/or equipment, whether caused by an exhibitor, contractor, guests, or show promoter and staff.

**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 623-930-3464. Off Duty City of Glendale Police Officers are \$50.00 per hour per officer with a minimum of 3 hours. Two officers minimum required. 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.