

CELEBRATION OF LIFE SERVICE & RECEPTION VENUE PRICING



5750 WEST GLENN DRIVE
GLENDALE, AZ 85301
623.930.4300
GLENDALECIVICCENTER.COM



GLENDALE
CIVIC CENTER

SERVICE



<u>Number of Guests</u>	<u>MAIN BUILDING</u>	<u>Rental Amount</u>
287 to 300 Guests	Topaz Onyx or Crowne Room	\$ 1,519.00
301 to 500 Guests	Crowne Topaz Onyx	\$ 2,287.00
	<u>OUTDOOR SPACE</u>	
Up to 200 Guests	Garden Courtyard	\$ 455.00
150 to 400 Guests	Fountain Terrace	\$ 1,079.00

The Glendale Civic Center does not guarantee indoor space in the event of inclement weather when contracting an outdoor event. We will make every effort to move the event indoors at no charge if space allows.

Includes

All Chairs

Up to 3 additional draped 6' or 8' tables for your use

Podium, Wireless Microphone and Sound Mixer

One 10'x 10 Screen & Projector Package

Sound Patch to play music from your equipment

Customized Floorplan

Free Guest Parking and 3 hour space rental

Taxes, Service Charge and Facility Charge applicable to all venue rentals

AFTER SERVICE RECEPTION



MAIN BUILDING

Up to 170 Guests	Topaz Onyx or Crowne Room	\$ 1,520.00
211 to 400 Guests	Crowne Topaz Onyx	\$ 2,480.00

OUTDOOR SPACE

Up to 150 Guests	Garden Courtyard	\$ 1,040.00
150 to 300 Guests	Fountain Terrace	\$ 1,820.00

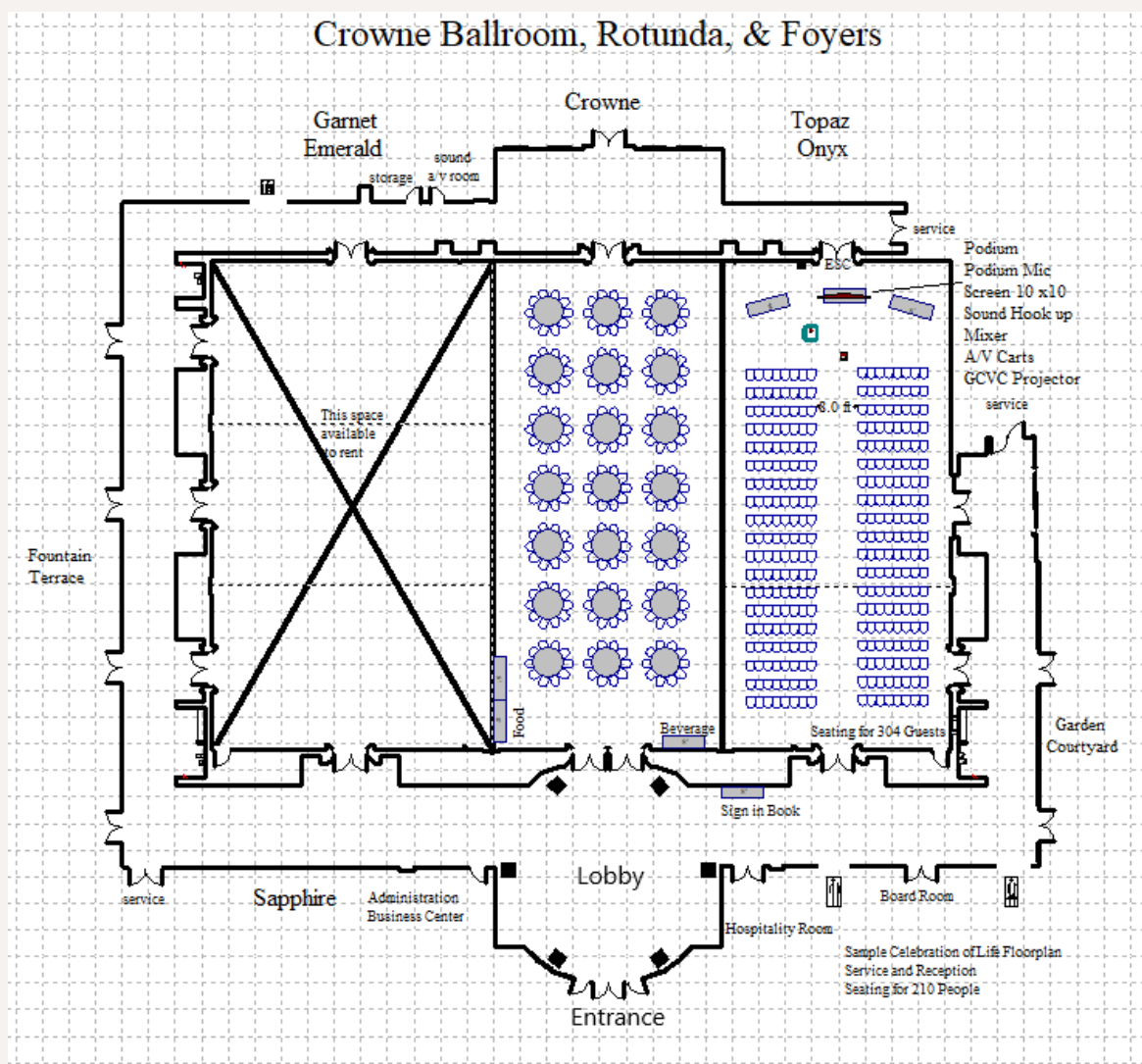
The Glendale Civic Center does not guarantee indoor space in the event of inclement weather when contracting an outdoor event. We will make every effort to move the event indoors at no charge if space allows.

Linens are not provided. Caterer can provide linens.

Rental Includes
6' Round Tables and Chairs
Buffet and Beverage Tables
Customized Floorplan
Free Guest Parking and 6 hour space rental

Taxes, Service Charge and Facility Charge applicable to all venue rentals

SAMPLE



AUDIO – VISUAL PACKAGES

One 8' x 8' Screen and Projector Package	\$ 480.00
One 10' x 10' Screen and Projectors Package	\$ 680.00
One 9' x 12' Screen and Projectors Package	\$ 1,100.00

All packages include: Screen(s), projector(s), wireless microphone, podium, sound patch, mixer, cable lots, electrical and tech support.

Applicable Taxes apply to all rental equipment

EQUIPMENT A LA CARTE



4' x 8' Stage Risers	\$ 18.00 ea.
Wireless Microphones	\$100.00 ea.
Sound Hook Up to House Speakers	\$ 50.00 per device
Color LED Up Lights	\$ 22.50 ea.
8' Black Pipe and Drape	\$ 6.00 per ft.
8' x 20' White Drape with White Twinkle Lights	\$100.00
Floor to Ceiling Velour Pipe and Drape	\$ 15.00 per ft
AV Technician	\$ 75.00 per hr.
Draped Tables	\$ 23.00 ea.
Additional Tables (6' and 8')	\$ 6.00 ea.
Dance Floor	\$300.00 to 600.00
Electrical Outlets	\$ 40.00
Hardwire Internet Connection	\$ 125.00
WiFi	\$ 125.00

Applicable Taxes apply to all rental equipment



ANSWERS TO COMMONLY ASKED QUESTIONS

DEPOSITS/ PAYMENTS: The Glendale Civic Center requires a non-refundable deposit of 50% of the total rental and equipment fees unless the event is less than 30 days away then full payment is due at time of booking. Rental cost is subject to a \$5.00 facility fee, 5% service charge and applicable taxes. Once your deposit is paid and your contract is signed, your date will be secured. The balance of your rental charges is due 30 days prior to your event. All deposits and final payment should be made in the form of check, credit card, money order, or cashiers check. We do not accept cash payments.

PREFERRED FOOD AND BEVERAGE VENDORS: The Glendale Civic Center has several Preferred Caterers that can provide a variety of food choices. Please refer to our Preferred Vendor List under the Preferred Food and Beverage Vendors Tab on our website.

ACOHOLIC BEVERAGES: Pour Masters is our exclusive Bartending Service. All alcohol service must be discussed and provided through them. Hosted Bars are permitted, however Cash Bars can only be provided with a charitable organization receiving 25% or more and a Special Event Permit approved by the City of Glendale and the AZ Liquor Board. Special Event applications are available through the Event Coordinator. Security must be provided for events with alcohol.

OUTSIDE VENDORS: It is important to keep your event coordinator informed of your outside vendors delivering to the facility. You are welcome to bring your own Entertainment, Band, DJ, Photographer, Rental Companies, Florist and Decorators.

LINENS: Table Linens are not provided with rental and should be rented through your caterer or you would need to provide them.

ADDITIONAL TIME: Clients desiring access to the facility before or after the regular contracted hours can do so at 20% of the space rental per hour.

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.

DECORATING RESTRICTIONS: All decorating must be done within your contract times. 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. Sparklers are allowed and must be preplanned with your Event 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 may require security at the client's expense for all events with alcohol. The Civic Center recommends the use of City of Glendale's off-duty police officers.