

CONFERENCE - MEETING EVENT VENUE PRICING



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

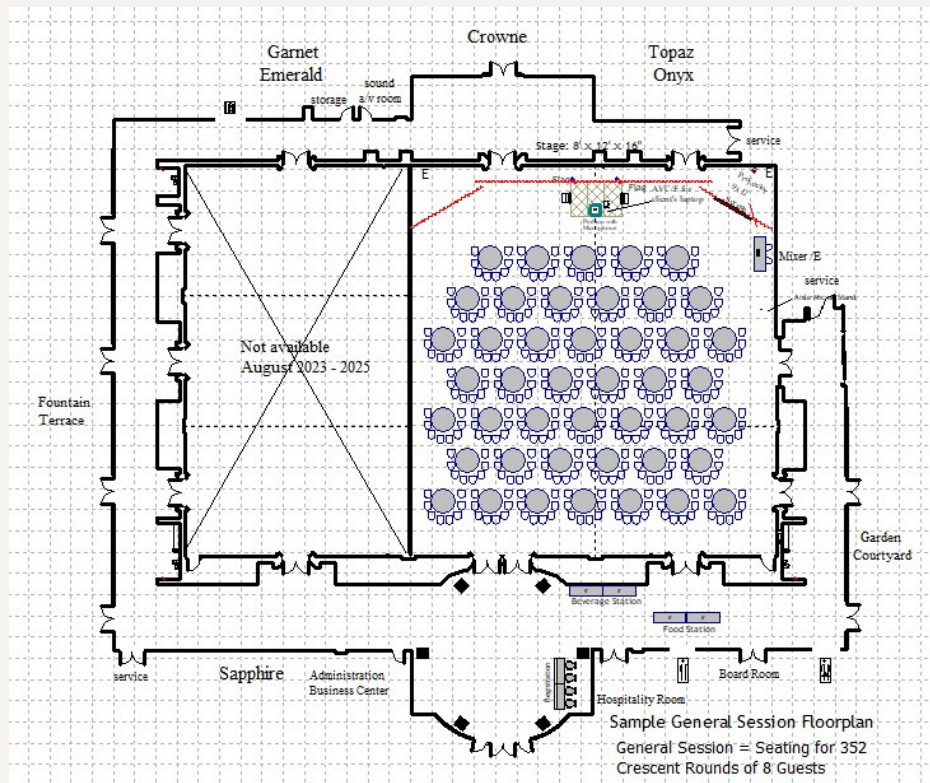




GENERAL SESSION PRICING

Set with Crescent Rounds of 8 people per table

Up to 168 Guests	Crowne (leaving additional space for Two Breakouts)	\$ 1,341.50
169-to 288 Guests	Crowne -Topaz (leaving addtl space for One Breakout)	\$ 1,918.50
289 to 360 Guests	Crowne, Topaz, Onyx (leaving No Breakout Space)	\$ 2,245.00



BREAKOUT SESSION PRICING

THEATRE

Topaz	Up to 192 Guests	Starting at \$528.00
Onyx	Up to 96 Guests	Starting at \$288.00

CLASSROOM:

Topaz	Up to 84 Guests	Starting at \$626.00
Onyx	Up to 36 Guests	Starting at \$330.00

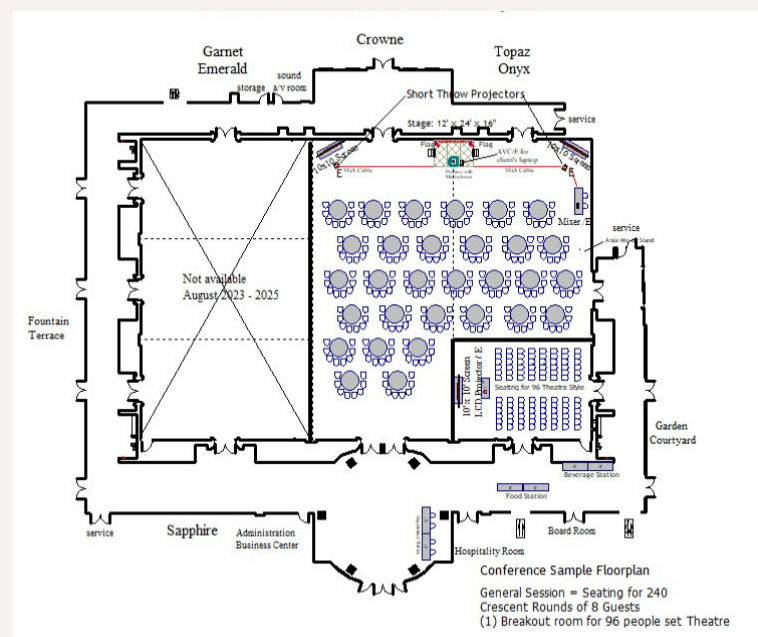
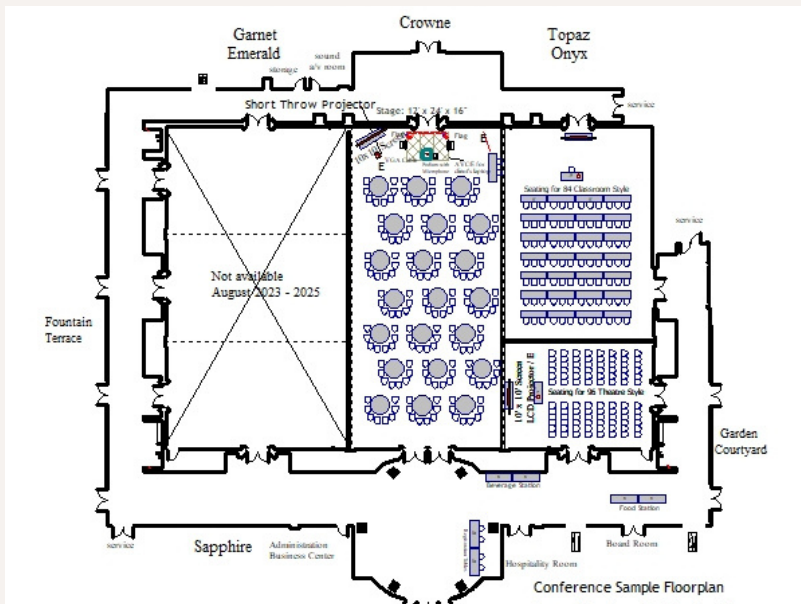
ROUNDS:

Topaz	Up to 96 Guests	Starting at \$570.00
Onyx	Up to 48 Guests	Starting at \$309.00

Prices based on conferences ending by 5:00 pm Taxes, Service Charge and Facility Charge applicable



SAMPLE SETS





AUDIO – VISUAL PACKAGES

Two 10' x 10' Screens and Projectors Package \$ 1,250.00

Two 9' x 12' Screens and Projectors Package \$ 1,965.00

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 \$ 1,030.00

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

AUDIO – VISUAL SUPPORT PACKAGES

Provide own projector(s) - All packages include: Screen(s), sound patch, mixer, cable lots, electrical.

One 8' x 8' Screen Package \$ 265.00

One 10' x 10' Screen Package \$ 315.00

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' Stage Pipe and Drape \$ 6.00 per ft.

Floor to Ceiling Velour Pipe and Drape \$ 15.00 per ft

AV Technician \$ 75.00 per hr.

Draped Tables \$ 23.00 ea.

Additional Tables \$ 6.00 ea.

Electrical Outlets \$ 40.00 ea.

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 at the 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.

OUTSIDE FOOD AND BEVERAGE: Is generally not allowed, but may be considered on a case by case basis. No homemade food and beverage is allowed.

There are additional requirements if allowed to do so:

1. We will require a Copy of the caterer's permit to operate
2. We will require a Certificate of Insurance in the requirements defined by your Use Agreement.:
3. Additional fees apply for events requiring the use of our kitchen, ice machine and refrigerator.

Please discuss with your Event Coordinator.

ACOHOLIC BEVERAGES: No Cash Bars are allowed without a Special Event Liquor License. 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 as our facility is not open 24/7. You are welcome to bring your own Entertainment, Band, DJ, Photographer, Rental Companies, Florist and Decorators.

LINENS: Linens should be rented through your caterer or brought in by the client.

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.

ANSWERS TO COMMONLY ASKED QUESTIONS CONTINUED

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. Arrangements can be made by contacting Sgt. Anthony Brown at 623-930-2557 or Sgt. 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.

