

# GRADUATION VENUE PRICING



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



# GRADUATION RENTAL PRICING

\$3,000.00

Pricing includes:

Full Day Rental of Crowne-Topaz-Onyx Ballroom

Seating up to 646 guests

12' x 24' x 16" Stage with US & AZ Flags

86' of Wall to Wall Ceiling to Floor Black Velour Pipe and Drape

LED Up Lights in your Choice of Colors

White Wood Chairs for Graduates (Up to 200)

Banquet Chairs for Guests and Staff

One Podium with One Wireless Microphone

8 Channel Sound Mixer

I-Pod or Laptop Sound Hook Up for Client's Provided Music

One 9' x 12' Screen with 4000 Lumens Projector

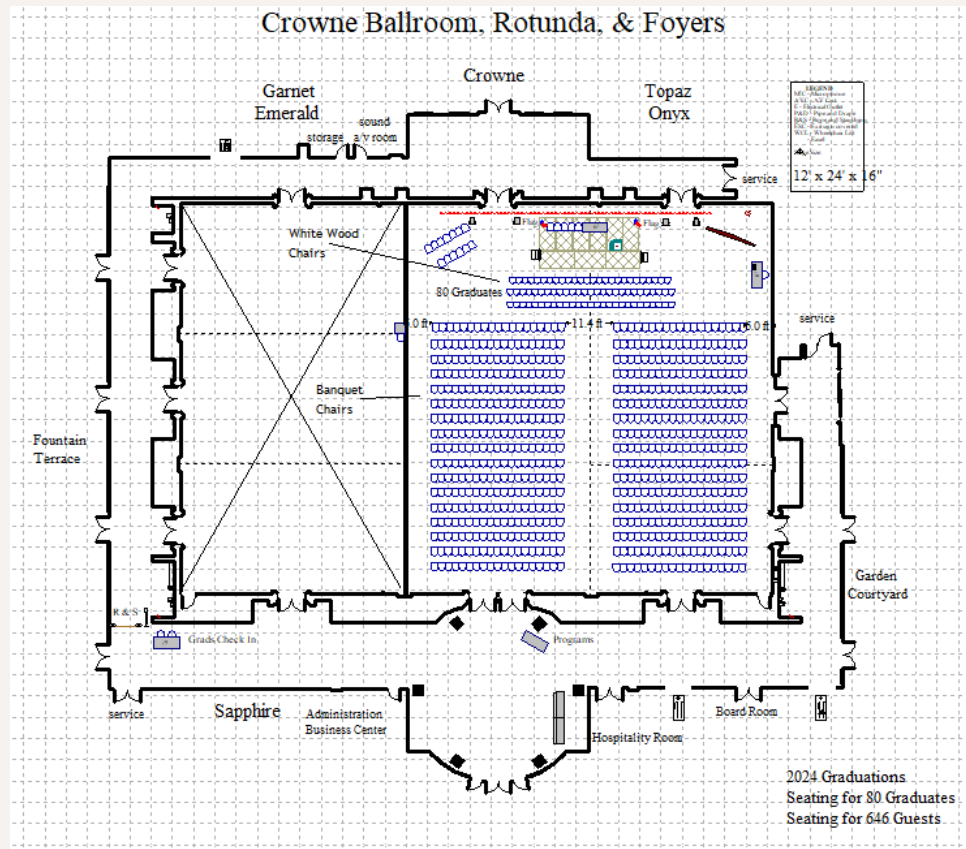
Three Draped Tables for Diplomas, Graduate Check In & A/V

A/V Tech Support

Limited Wi Fi for Staff Only

(Tax and Service Charges Additional)

## FLOORPLAN







## ADDITIONAL EQUIPMENT A LA CARTE

4' x 8' Stage Risers	\$ 18.00 ea.
Additional Wireless or Lavalier Microphones	\$ 100.00 ea.
8' Stage Pipe and Drape	\$ 6.00 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
Linens	\$ 3.50 ea.

## FOUNTAIN TERRACE RECEPTIONS

\$1,056.00

Pricing includes Set Up of Tables and Chairs  
(Linens are additional)



Applicable Taxes Tax and Service Charges apply to all rentals and equipment

# ANSWERS TO COMMONLY ASKED QUESTIONS

**DEPOSITS / PAYMENTS / INSURANCE:** The Glendale Civic Center requires a non-refundable deposit of 50% of the total at the time of booking. Rental cost is subject to a \$5.00 facility fee, 5% service charge and applicable taxes. A paid deposit and signed contract secures your date. The balance of your rental charges is due 30 days prior to your event. All Graduations will require Comprehensive Liability Insurance. Insurance certificates must meet contracted requirements.

**PREFERRED FOOD AND BEVERAGE VENDORS:** The Glendale Civic Center has several Preferred Caterers and Food Trucks that can provide a variety of food choices for events. 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.

**LINENS:** All linens must be rented additionally through the Civic Center, the selected Caterer or brought in by the client.

**OUTSIDE VENDORS:** It is important to keep your Event Coordinator informed of your outside vendors delivering to the facility. Outside Audio-Visual companies, expo companies, equipment, props and decor, entertainment or other arrivals should be planned with your event coordinator in advance.

**CONTRACTED TIME:** All set up, rehearsals and decorating must be done within your contracted times. Regular contracted hours begin at 8:00 AM through 10:00 PM, Additional hours can be added at 20% of the space rental per hour.

**ROOM ASSIGNMENT AND SET UP:** 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.

**BANNERS AND LOGOS:** Schools must provide banners in advance of the event in order to hang from the Pipe and Drape. The Civic Center can add your school logo and a note of Congratulations to the Civic Center Monitors in the Rotunda Lobby. Logos must be in a jpg format and sent one week in advance. Please discuss with your Event Coordinator.

**STAFFING:** Institution is responsible for all staffing, ushering, ticket collection and providing information and directions to guests for their event.

**DECORATING:** Flowers and Balloons are permitted. The use of streamers, silly string, rice, confetti, glitter and sparklers are prohibited.

**SECURITY:** The Glendale Civic Center does not provide security, but reserves the right to require security at the client's expense. 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.