

# PROM & HOMECOMING VENUE PRICING



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GLENDALECIVICCENTER.COM



**GLENDALE**  
CIVIC CENTER

# VENUE RENTAL PRICING



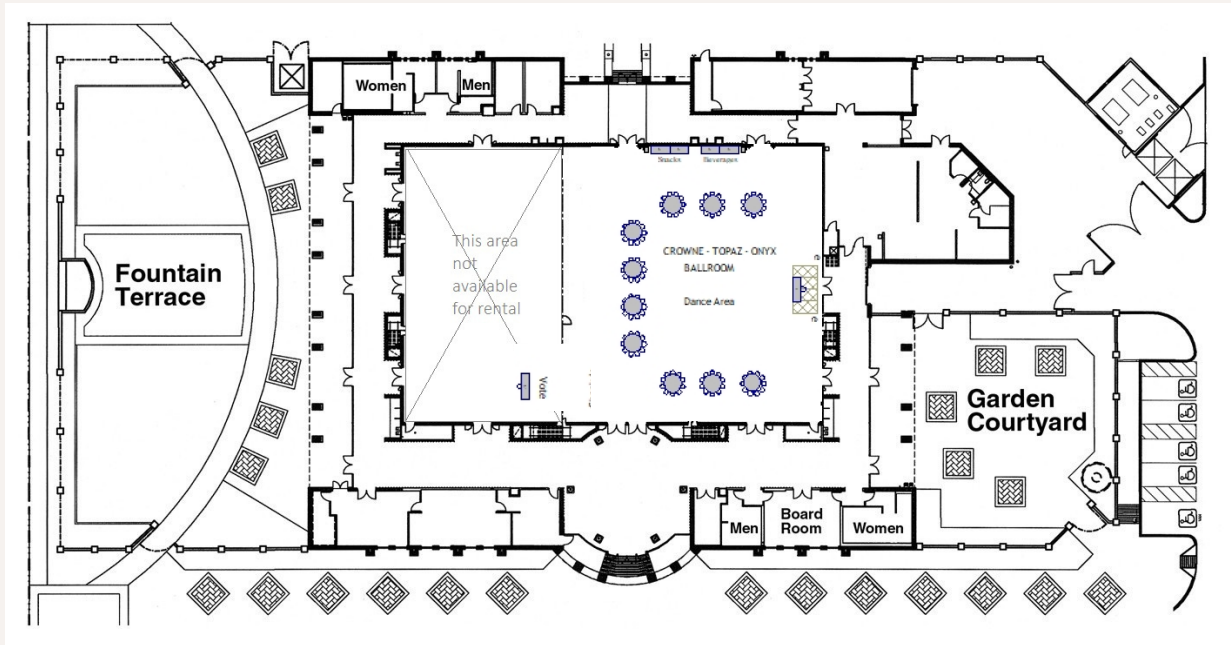
## Pricing includes:

- Full Day Rental of Crowne Topaz Onyx Ballroom
- Can accommodate up to 600 people
- Hospitality Room for Prom Committee and Staff
- Customized Floorplan
- Check In Desk
- All Tables and Cushioned Banquet Chairs
- 10 Black or White Table Top Linens
- 4 Black or White Food and Beverage Table Linens
- 8' x 16' x 16" DJ Stage
- 8 LED Uplights in your Choice of Colors
- Access to 6 Electrical Outlets
- Kitchen Access - Ice / Refrigerator
- Limited Wi Fi for Staff Only
- Free Parking

**\$4,330.00**

(Tax and Service Charges Additional)

# FACILITY FLOORPLAN



## ADDITIONAL EQUIPMENT A LA CARTE

30' x 30' Dance Floor	\$ 600.00
Uplights	\$ 22.50 ea.
4' x 8' Stage Risers	\$ 18.00 ea.
8' Stage Pipe and Drape	\$ 6.00 per ft.
Draped Tables	\$ 23.00 ea.
Electrical Outlets	\$ 40.00 ea.
Full Event Wi Fi or Hard Wire	\$ 125.00
Linens	\$ 10.00 ea.







# ANSWERS TO COMMONLY ASKED QUESTIONS

**DEPOSITS/PAYMENTS/INSURANCE:** The Glendale Civic Center requires a non-refundable deposit of \$1,000.00 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 Proms 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 on page 5 of this document or under the Preferred Food and Beverage Vendors Tab on our website.

**OUTSIDE FOOD AND BEVERAGE:** You may provide bottled water or canned drinks, store bought cookies or other licensed prepared foods. Please discuss with your Event Coordinator.

**LINENS:** Prom package includes 10 guest table top linens and 4 food and beverage linens. Floor length or additional table 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.

**ROOM ASSIGNMENT AND SET UP:** Rooms are assigned and set up according to the guaranteed number of guests.

**SIGNS AND LOGOS:** The Civic Center can add your school logo or a themed notice to the Civic Center Monitors in the Rotunda Lobby. Logos must be in a jpg format and received one week in advance. Please discuss with your Event Coordinator.

**STAFFING:** Institution is responsible for all chaperones, staffing, 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. All balloons must be deflated and put into the trash receptacles following the event. Do not pop balloons with confetti.

**SECURITY:** The Glendale Civic Center requires security for all Prom and Homecoming events. SRO's officers are welcome. 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.