



# RELIGIOUS GATHERINGS VENUE PRICING

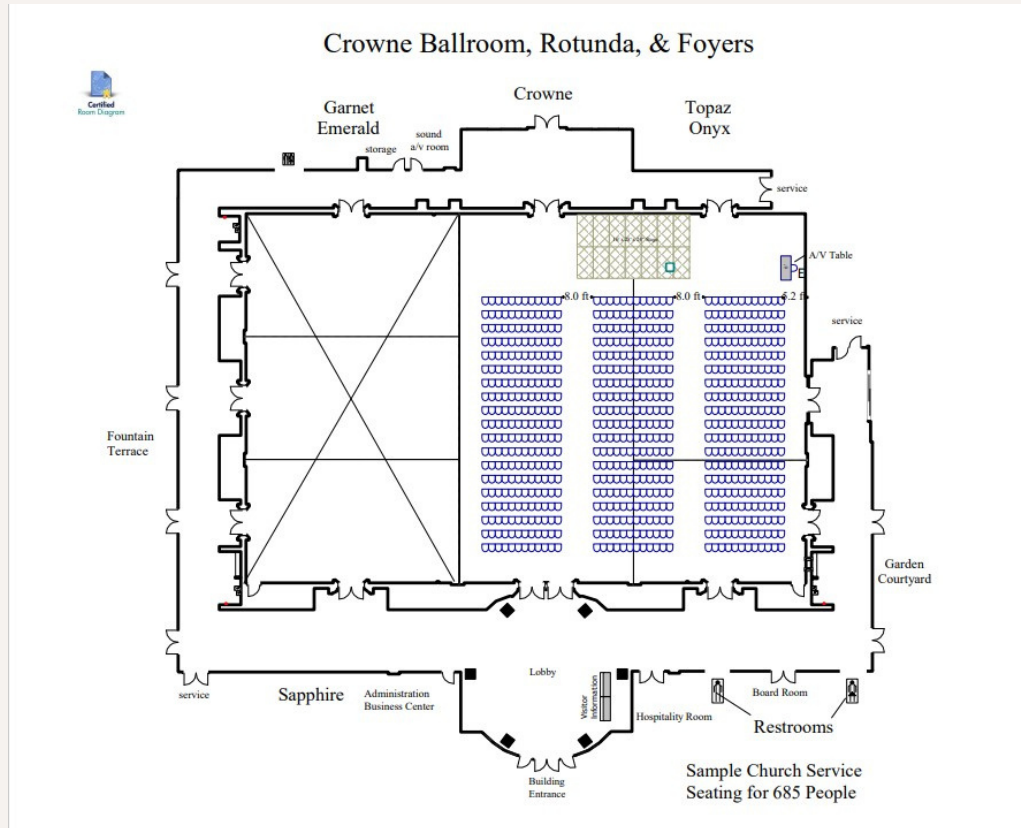


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**GLENDALE**  
CIVIC CENTER

# SAMPLE FLOORPLAN



## RENTAL & EQUIPMENT PRICING

<u>Number of Guests</u>	<u>MAIN BUILDING</u>	<u>Rental Amount</u>
421 to 685 Guests	Crowne Topaz Onyx*	\$2,534.00
287 to-336 Guests	Topaz Onyx	\$1,574.00
Up to 96 Guests	Onyx	\$1,030.00
Up to 14 Guests	Boardroom	\$150.00

Rental price includes:

All Chairs, up to 3 draped 6' or 8' tables, and Podium  
 Customized Floorplan and Free Guest Parking  
 Full Day Space Rental

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

\* When renting the full Crowne, Topaz and Onyx Room for 685 people there are no other rooms available for childcare or prayer rooms except the Boardroom.

## RENTAL & EQUIPMENT PRICING CONTINUED...

### OUTDOOR SPACE

150 to 300 Guests	Fountain Terrace	\$ 1,729.00
Up to 150 Guests	Garden Courtyard	\$ 949.00

Guaranteed indoor space is not promised in the event of inclement weather when contracting an outdoor event.

### Outdoor Rental Price Includes:

All White Wood Chairs, Up to 3 draped 6' or 8' tables

Customized Floorplan / Free Guest Parking

Full Day space rental

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

## AUDIO – VISUAL PACKAGES

We allow you to provide your own audio-visual equipment or to use an outside company for audio - visual equipment, however we do not provide tech support for outside equipment. Electrical Outlets are \$40.00 per outlet.

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
Two 10' x 10' Screens and Two Projectors Package	\$ 1,250.00
Two 9' x 12' Screens and Two Projectors Package	\$ 1,965.00

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

## EQUIPMENT ALA CARTE

4' x 8' Stage Risers	\$ 18.00 ea.
8 Channel Mixer	\$ 80.00
12 Channel Mixer	\$ 100.00
Wireless Microphones	\$ 100.00 ea.
Sound Hook Up to House Speakers	\$ 50.00 per device
Color LED Up Lights	\$ 22.50 ea.
8' Black 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' and 8')	\$ 6.00 ea.
Dance Floor	\$ 300.00 to 600,00
Hardwire Internet Connection	\$ 125.00
WiFi	\$ 125.00
Portable Sound System (for outdoor use)	\$ 240.00



## 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.

**ALCOHOLIC 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.

**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.