

SPORTING EVENTS VENUE PRICING

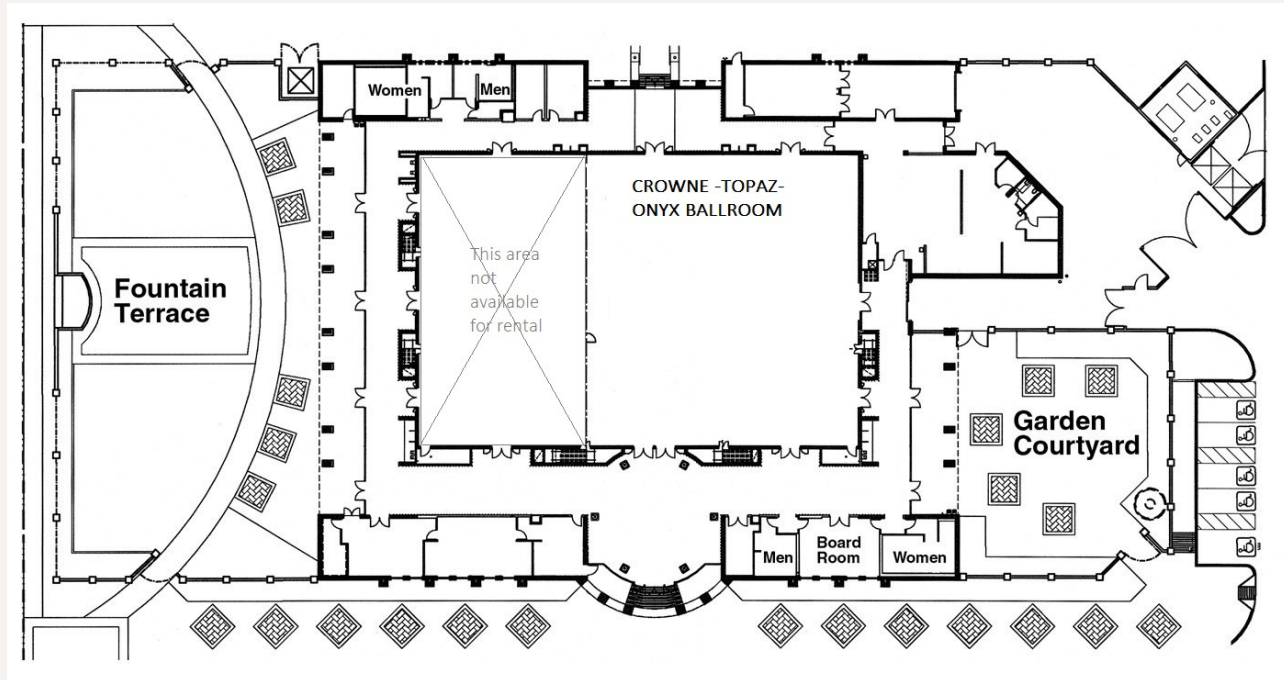


5750 WEST GLENN DRIVE
GLENDALE, AZ 85301
623.930.4300
GLENDALECIVICCENTER.COM



GLENDALE
CIVIC CENTER

Civic Center Facility



PRICING!

Price includes ticket/registration desk, Private Show Office, All hallways, Wi Fi or (1) hard wire internet connection, 10 bare tables, 15 electrical outlets, 24 ' of pipe and drape, (4) LED up lights and cleaning fees

7,958 Sq. Ft -	Crowne, Topaz, Onyx includes all Hallways	\$3,575.00
<u>Outdoor available with rental of Ballroom</u>		\$1320.00
13,175 Sq. Ft -	Outdoor Fountain Terrace*	\$540.00
3,300 Sq. Ft -	Outdoor Garden Courtyard*	

*Not all events require the same equipment - Please call for a custom quote.

Taxes, Service Charge and Facility Charge applicable



EQUIPMENT A LA CARTE

Additional Bare Top Tables 8' or 6' Tables	\$ 6.00 ea.
Additional 110 Volt 20 amp Electrical Outlets	\$ 40.00 ea.
Wi Fi (Password Protected)	\$ 125.00 per day
Hardwire Internet Connection	\$ 125.00 per day
4' x 8' Stage Risers	\$ 18.00 ea.
Additional 8' Pipe and Drape	\$ 6.00 per ft
Floor to Ceiling Velour Pipe and Drape	\$ 15.00 per ft
Wireless Microphones	\$ 100.00 ea.
AV Technician	\$ 75.00 per hr.

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), wireless remote, wireless microphone, podium, sound patch, mixer, cable lots, electrical and tech support.

*Sound System and Wi Fi does not extend to outdoor space

Applicable Taxes apply to all rental equipment

ANSWERS TO COMMONLY ASKED QUESTIONS

DEPOSITS/ PAYMENTS: 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. 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 date. 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.

PUBLIC LIABILITY INSURANCE REQUIRED: Comprehensive Liability Insurance is required for all events using the facility. Insurance certificates must meet the following conditions:

(a) provide at least \$1 million combined single limit per occurrence of Comprehensive Liability Insurance from an insurance company acceptable to the Civic Center Administrator and the CITY's Risk Manager; (b) If a USER provides an Aggregate Policy, the combined limit must be at least \$2 million; (c) name the "City of Glendale" as an additional insured; (d) specify the dates applicable inclusive of move-in to move-out; and (e) be on file with the Civic Center ten (10) days prior to the start of the event; (f) Certificate holder should read as follows: City of Glendale, Attn: Glendale Civic Center, 5750 W. Glendale, AZ 85301.

CONTRACTED EVENT TIMES: Event Times are based on the times on your Use Agreement and include your move In, vendor set up time, show time, etc...and move out time. Promoters are responsible for making sure that all their vendors are completely moved out by the Move Out time as stated in the Use Agreement. Events extending beyond the regular contracted time labor charges.

ROOM ASSIGNMENT: The Glendale Civic Center reserves the right to assign and re-assign event space. Rooms are assigned and set up according to the guaranteed number of guests. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the client. These events may be scheduled and take place during the same hours as your event.



ANSWERS TO COMMONLY ASKED QUESTIONS CONT...

ROOM ASSIGNMENT: The Glendale Civic Center reserves the right to assign and re-assign event space. Rooms are assigned and set up according to the guaranteed number of guests. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the client. These events may be scheduled and take place during the same hours as your event.

PREFERRED FOOD AND BEVERAGE VENDORS: The Glendale Civic Center has several Preferred Caterers including Food Trucks 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. Contact Preferred Vendors directly for service and information. If you have a no re-entry policy, food trucks may not be the best option for your event.

ALCOHOLIC BEVERAGES: Pour Masters is our exclusive Bartending Service. All alcohol service must be discussed and provided through them. 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 or setting up at the facility. The facility is not open 24/7 and we will need to know their arrival time to have the facility open. Outside Audio-Visual companies, equipment, props and decor, entertainment or other arrivals should be planned with your Event Coordinator in advance.

LIGHTING: Glendale Civic Center only has fixed ceiling spot lighting. You may provide your own lighting and audio-visual company for your event needs.

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. Access to the room / space can be done only during pre-arranged hours, as there are often events before your event. Hardwire Internet, WiFi and Electrical access must be arranged in advance.

FLOORPLAN : Your floor plan must be submitted to your Event Coordinator 30 days prior to your event date for Fire Permit approval. Only minimal changes to the floorplan may be made after approval by the Fire Marshal. Late submitted floorplans are subject to a surcharge of 300% of the permit fee at the client's expense. The Fire Marshal will inspect the setup before the show opens to ensure that all fire codes are met. It is important that aisles are a minimum of 8' wide and doorways are kept clear.

EXHIBIT LOAD IN/ OUT: The Glendale Civic Center does not have a loading dock or pallet jack; the delivery truck must have a lift gate to load and unload from. We have one large 12' X 12' load-in door located on the East side of our Building. Your Event Coordinator will discuss a load in/out plan with you. Promoter must be in attendance during the vendor move in & move

ANSWERS TO COMMONLY ASKED QUESTIONS CONT...

TICKETING AND STAFFING: The Glendale Civic Center does not provide ticketing services, ticket takers, ushers, or parking attendants. It is your responsibility to provide enough staff to facilitate your own event.

SECURITY: The Glendale Civic Center does not provide security for your event, but requires security at the client's expense for public events with alcohol service or as we deem necessary. 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.

