

GLENDALE CIVIC CENTER

2017 - 2018 Wedding Packages

Even better than you imagined...

Located in the Heart of
Historic Downtown Glendale
5750 W. Glenn Drive, Glendale, Arizona

623-930-4300

www.glendaleciviccenter.com
www.pinterest.com/GlendaleCivic/

All food and beverage provided
by
ARIZONA CATERING
our exclusive caterer



480-898-8848

www.arizonacatering.com

**All food, beverage, alcohol and linens must be
provided by our exclusive caterer, Arizona Catering.**



GLENDALE CIVIC CENTER

Wedding Ceremony

Garden or Ballroom Ceremony
One Private Dressing Room
White Wood Garden Chairs
Draped Guestbook and Music / DJ Table
Personal Wedding Coordinator
Complimentary Rehearsal
3-Hour Space Rental

Fountain Terrace \$1000.00
Accommodates up to 300 guests

Garden Courtyard \$500.00
Accommodates up to 200 guests

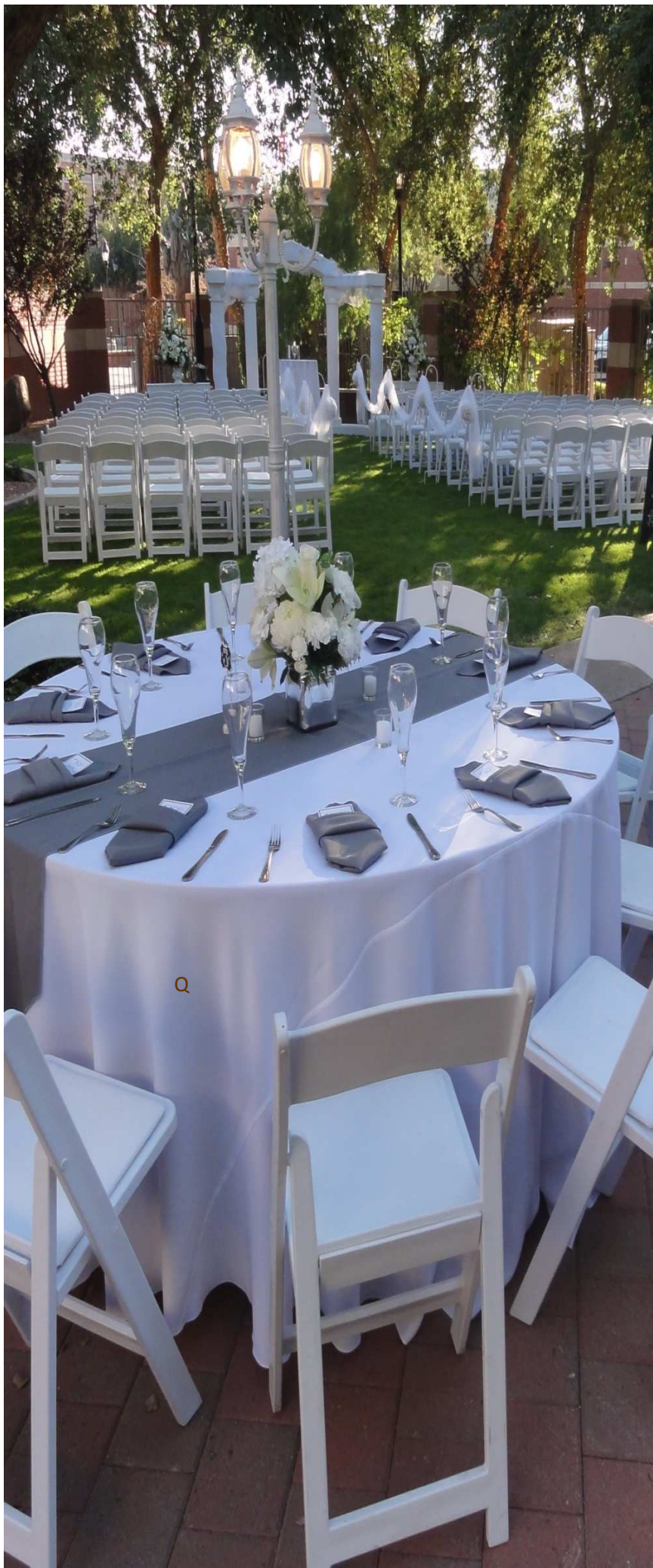
Ballroom Ceremony rates begin at \$500.00
Rates based on occupancy

Ballroom Reception

Ballroom Reception
Large Dance Floor
LED Color Up-Lighting
Round Tables and Chairs
Choice of Color Poly Floor length Linens
Choice of Color Napkins with Catering Package
60" Cake Table with Color Poly Floor Length Linen
2 - 8' Tables with Color Linens for Gifts and DJ
Customized Agenda and Floor Plan
Enhanced Ballroom Adjustable Lighting
Complimentary Guest Parking
Personal On Site Wedding Coordinator
All Set Up and Clean Up
Set Up of Your Provided Centerpieces and Favors
6 Hour Space Rental

Up to 60 guests \$650.00
61 to 90 guests \$950.00
100 to 150 guests \$1000.00
151 - 200 guests \$1350.00
201 - 300 guests \$1850.00
301 - 500 guests \$2150.00

5% Service Charge and Applicable Sales Tax apply to all rental prices.



Outdoor Ceremony and Reception

Combined in one Garden Space - Dance floor is not available outdoors.

Fountain Terrace

Up to 300 guests \$1250.00

Garden Courtyard

Up to 100 guests \$650.00

5% Service Charge and Applicable Sales Tax apply to all rental prices.

The Glendale Civic Center does not guarantee indoor event space in the event of inclement weather when contracting outdoor event space. We will make every effort to move the event indoors at no charge if space allows.

Ceremony without Reception

\$1000.00

We allow ceremonies without receptions to be held at our venue and are considered on a case-by-case basis depending on date and pre-existing events. Ceremonies are required to be completed by 2:00 p.m. and space vacated by 3:00 p.m. Sunset ceremonies are reserved for weddings with full – catered receptions at our facility.

Ceremony Sound System

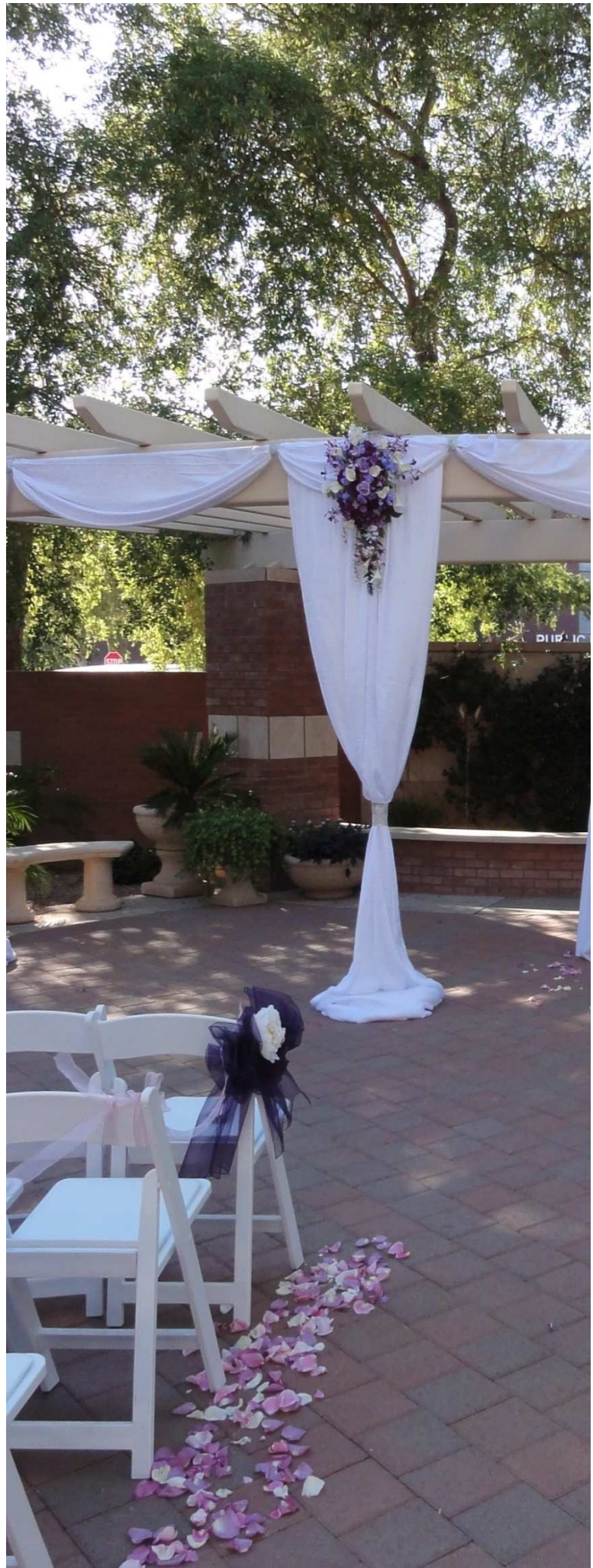
Portable Sound System connects to I-Pod, I-Pad, I-phone, Android Phone or Laptop.

Bluetooth Capability

Please provide someone to cue your own music.

\$240.00 plus tax

5% Service Charge and Applicable Sales Tax apply to all rental prices.



Formal Reception

Catering Packages

We provide competitive catering exclusively through our caterer, Arizona Catering. All food, beverage, alcohol and linens must be provided by our exclusive caterer, Arizona Catering. No outside food or beverage may be brought into our facility.

Luxurious

- ♥ Choose from Luxurious Menu Options - Buffet Meal Service
- ♥ Floor Length Guest Table Linens and Napkins in any color
- ♥ Floor Length Cake Linen, Gift Table Linen and DJ Linen
- ♥ Buffet & Beverage Table Linens with Décor & Accent
- ♥ China, Flatware, Goblets & Champagne Flutes
- ♥ Cake Cutting Service, China Cake Plates, Forks and White Paper Napkins
- ♥ Attentive Banquet Captain and Service Personnel
- ♥ One Glass of Champagne or Sparkling Cider Toast
- ♥ Coffee, Ice Tea and Spring Water Station

Starting at \$27.95 and up

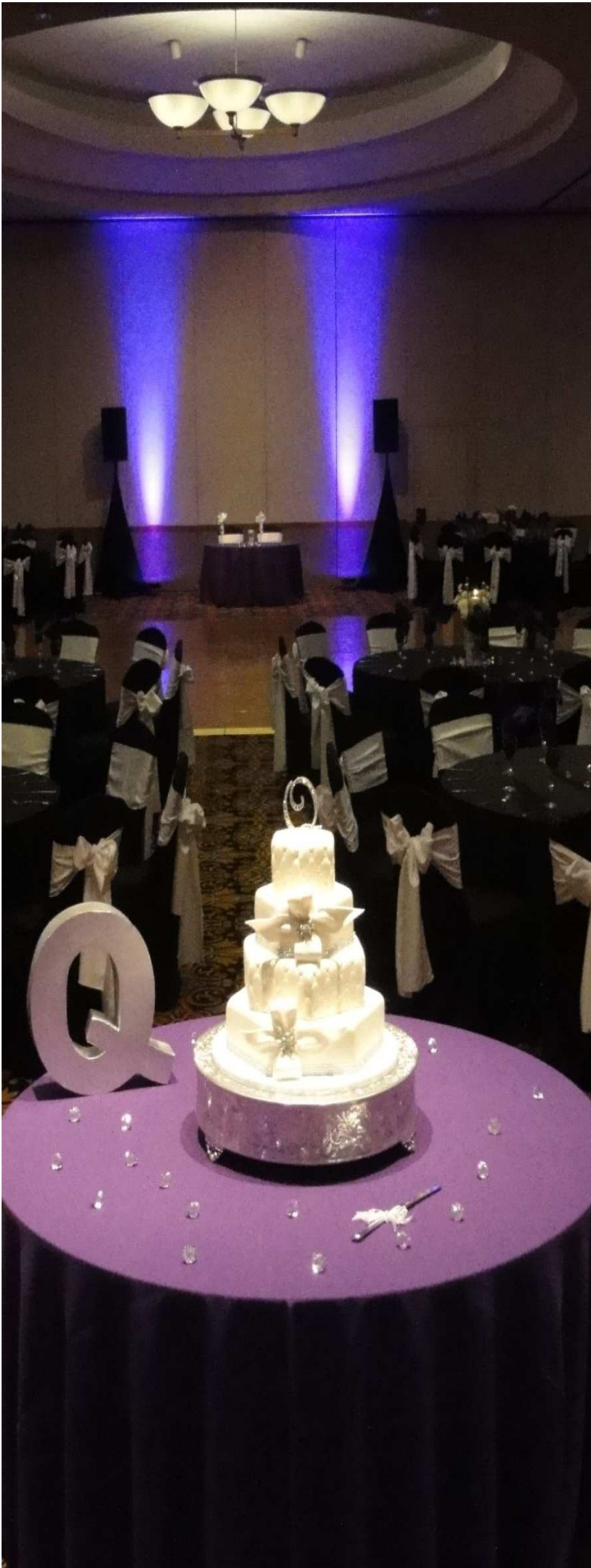
Exquisite

- ♥ Choose from Exquisite Menu Options – Buffet or Plated Service
 - ♥ Floor Length Guest Table Linens and Napkins in any color
 - ♥ Floor Length Cake Linen, Gift Table Linen and DJ Linen
 - ♥ Buffet & Beverage Table Linens with Décor & Accent
 - ♥ China, Flatware, Goblets and Champagne Flutes
 - ♥ Cake Cutting Service, China Cake Plates, Forks and White Paper Napkins
 - ♥ Attentive Banquet Captain and Service Personnel
 - ♥ One Glass of Champagne or Sparkling Cider Toast
 - ♥ Gourmet Coffee, Ice Tea and Spring Water Station
- Also includes:
- ♥ Custom 3-Tiered Wedding Cake
 - ♥ One Hour of Butler Passed Hors D' oeuvres
 - ♥ Chair Covers with Colored Sashes

Starting at \$39.95 and up

Both Package options above are priced specifically by the wedding menu entrée choice.

All catering pricing is subject to applicable taxes and 20% service charge. Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 10.



Arizona Catering Wedding Menus

Single Entrées

All Prices below are per person

All Entrees are served with Chef's Steamed Vegetables and Assorted Dinner Rolls with Butter
Freshly Brewed Coffee, Ice Tea and Spring Water

Chicken Sauvignon

Caesar Salad – Romaine Lettuce, Shaved Parmesan
Cheese, & Focaccia Croutons with Basil Cesar Dressing
Sautéed Chicken Breast with White Wine Sauce
Wild Mushroom Risotto
Sautéed Zucchini and Yellow Squash

Luxurious \$ 27.95 Exquisite\$ 39.95

Champagne Chicken

Mixed Greens Salad with Dried Cranberries,
Sugared Pecans, and Garden Vegetables
with Citrus Vinaigrette Dressing
Sautéed Chicken Breast topped
with Champagne Mushroom Sauce
Smoked Gouda Whipped Potatoes
Fresh Steamed Green Beans
with Roasted Red Pepper Strips

Luxurious \$ 31.95 Exquisite\$ 45.95

Grilled Flank Steak

Rustic Salad of Romaine Lettuce,
Cannellini Beans, Diced Red Peppers,
Shaved Parmesan Cheese,
& Creamy Garlic Dressing
Char Grilled Flank Steak
With Molasses Sauce
Oven Roasted Yukon Gold Potato Wedges
Topped With Cheddar, Chives and Bacon
Grilled Marinated Vegetables

Luxurious \$ 35.95 Exquisite\$ 49.95

Fig Glazed Short Ribs

Harvest Salad - Mixed Greens, Spinach,
Cranberries, Candied Pecans, Grilled
Marinated Vegetables & Maple Dijon Dressing
Fig Glazed Short Ribs
Smoked Gouda Whipped Potatoes
Sautéed Green Beans with
Sautéed Mushrooms & Grilled Red Onions

Luxurious - \$34.95 Exquisite - \$48.95

Slow Roasted Brisket of Beef

Butter Lettuce and Mixed Greens
Tossed in Herb Vinaigrette with Basil,
Marinated Tomatoes and Shaved Cucumbers
Slow Roasted Brisket of Beef
Roasted Garlic Whipped Potatoes
Glazed Carrots and Green Beans

Luxurious \$ 33.95 Exquisite\$ 47.95

Grilled Sea Bass

Cucumber Ribbons, Mixed Greens,
Vegetables and Heirloom Peppers With a
Lemon Herb Vinaigrette
Grilled Sea Bass with Watermelon Salsa
or Orange Cilantro Salsa
Rice Pilaf
Fresh Steamed Broccoli with Roasted
Red Pepper Strips
Cinnamon Scented Butternut Squash

Luxurious \$ 35.95 Exquisite\$ 51.95

All catering pricing is subject to applicable taxes and 20% service charge
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9.

Duel Entrées and Duel Sides

All Prices below are per person

Southwest / Mexican Buffet

Fiesta Salad – Field Greens with Fire Roasted Corn, Red Pepper Strips, Black Beans, Tomatoes, & Tortilla Confetti & Jalapeno Ranch Dressing

Choice of Two Entrées

Green Chili Beef	Southwestern Meatloaf
Chicken & Cheese	Shredded Adobo Pork
Enchiladas	Chicken Mole
White Cheese and Spinach	Chicken Fajitas
Enchiladas	Beef Fajitas
Green Corn Tamales with	Snapper Veracruz
Tomatillo Salsa	

Choice of Two Side Dishes

Traditional Refried Beans	Spanish Rice
White Refried Beans	Black Beans

Includes

Tortilla Chips & Salsa, Corn & Flour Tortillas
Shredded Lettuce, Diced Tomatoes, Onions, & Grated Cheese
Freshly Brewed Coffee, Iced Tea

Luxurious \$ 32.95 Exquisite \$45.95

Italian Buffet

Choice of One Salad

Fresh Garden Salad with Balsamic Vinaigrette & Ranch Dressings
Traditional Caesar Salad
Anti-Pasta Display

Choice of Two Entrées

Sicilian Lasagna	Eggplant Parmesan
Linguine with Tomato-Basil	Meatloaf Italiano
Marinara	Baked Ziti
Penne with Bolognese Sauce	Chicken Marsala
Chicken Tetrazzini over	Chicken Picatta
Fettuccine	Chicken Cacciatore

Choose Two Side Dishes

Wild Mushroom Risotto	Fresh Steamed Broccoli
Sautéed Italian	Grilled Marinated Vegetables
Vegetables	Spinach Soufflé
Fresh Steamed Carrots	Fresh Steamed Green Beans with
Sautéed Asparagus with	Roasted Red Peppers Strips
Roasted Garlic Cloves	

Includes

Artisan Baked Bread with Herbed Oil, Freshly Brewed Coffee, Iced Tea, or Lemonade

Luxurious \$ 34.95 Exquisite \$49.95

All Catering pricing is subject to applicable taxes and 20% service charge. Additional Labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9



Design Your Own Crowne Buffet

All Prices below are per person

Choose Two Salads

- Caesar Salad – Romaine Lettuce, Shaved Parmesan Cheese & Focaccia Croutons with Basil Cesar Dressing
- Garden Salad – Mixed Greens, Garden Vegetables, & Corn Bread Croutons with Creamy Ranch Dressing and Balsamic Vinaigrette Dressing
- Fiesta Salad – Field Greens with Fire Roasted Corn, Red Pepper Strips, Black Beans, Tomatoes, & Tortilla Confetti with Avocado Vinaigrette
- Mandarin Salad – Romaine and Boston Bibb Lettuce, Mandarin Oranges, Sugared Almonds, & Jicama with Citrus Vinaigrette
- Strawberry Spinach and Romaine Salad with Mushrooms \Grilled Red Onions & Candied Pecans with Honey Poppy Seed Dressing
- Grilled Marinated Vegetable and Pasta Salad

Choose Two Side Dishes

- Creamy Mashed Potatoes
- Smoked Gouda Whipped Potatoes
- Green Chile Whipped Potatoes
- Oven Roasted Yukon Gold Potato Wedges
- Rosemary Roasted Baby Red Potatoes
- Sautéed Italian Vegetables
- Wild Rice and Orzo Pilaf
- Red Beans and Rice
- Fresh Steamed Broccoli
- Honey Glazed Carrots
- Spinach Soufflé
- Corn O'Brien
- Couscous
- Grilled Marinated Vegetables
- Fresh Steamed Green Beans with Roasted Red Peppers Strips
- Sautéed Asparagus with Roasted Garlic Cloves
- Penne with a Tomato Basil Marinara Sauce
- Wild Mushroom Risotto

Choose Two Entrees

- Champagne Chicken
- Chicken Chardonnay
- Chicken Fiesta with Black Corn Salsa
- Smokey Bone in Chicken with Tamarind Sauce
- Carolina Gold Barbeque Chicken
- Bruschetta Chicken
- Old Fashion Braised Black Angus Pot Roast
- Southwestern Meatloaf
- Pork Loin with Apricot Marmalade
- Coconut Crusted Atlantic Whitefish with Pina Colada Sauce
- Quinoa filled Bell Pepper with Spicy Tomato Sauce
- Grilled Vegetable and Tofu Napoleon

Includes Assorted Dinner Rolls with Creamery Butter
Freshly Brewed Coffee, Iced Tea and Spring Water

Luxurious \$ 35.95 **Exquisite \$49.95**



All Catering pricing is subject to applicable taxes and 20% service charge. Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9.

Casual Reception Catering Package

For those looking for an informal and less expensive dinner buffet option that is served on quality disposable plates and does not include Coffee service and Champagne service.

Simply Divine

- ♥ Quality Disposal Plates and Utensils and Paper Napkins
- ♥ Buffet Style Only
- ♥ Lap Length Guest Table Linens in Limited Select Colors
- ♥ Lap Length Cake Linen, Gift Table Linen and DJ Linen
- ♥ Buffet & Beverage Table Linens with Décor & Accent
- ♥ Cake Cutting Service Disposal Plates, Forks and White Paper Napkins
- ♥ Attentive Banquet Captain and Service Personnel
- ♥ Ice Tea & Spring Water Station

Simply Divine Buffet Menu Choices

Fresh Garden Salad Topped with Fresh Vegetables
Choice of Ranch Dressing & Balsamic Vinaigrette

Choice of One Entrée

- ♥ Chardonnay Chicken
- ♥ Chicken Picatta
- ♥ Braised Beef Pot Roast
- ♥ Southwestern Meat Loaf
- ♥ Herb Roasted Sliced Turkey
- ♥ Pork Loin Medallions topped with Cranberry Apple Chutney

Choice of One Side Item

- ♥ Garlic Whipped Potatoes
- ♥ Roasted Baby Potatoes
- ♥ Baked Potatoes Served with Creamery Butter,
Grated Cheese & Sour Cream
- ♥ Rice Pilaf
- ♥ Wild Mushroom Risotto
- ♥ Penne Pasta with Tomato Basil Marinara

Includes

- ♥ Seasonal Vegetable Medley
- ♥ Dinner Rolls Served with Creamery Butter
- ♥ Spring Water & Ice Tea Station

\$24.95 Per Person

All catering pricing is subject to applicable taxes and 20% service charge. Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 9.

All food, beverage, alcohol and linens must be provided by our exclusive caterer, Arizona Catering. No outside food or beverage may be brought into our facility





Wedding Cake

Our Exquisite package includes a custom tiered wedding cake. You may add a tiered wedding cake to the Simply Divine, Luxurious, Dessert and Hors D oeuvres Reception Packages for \$4.75 per person.

Bringing in Your Own Wedding Cake

You may bring in your own wedding cake providing it is from an Arizona health licensed professional bakery. We will cut and serve your cake with our meal packages. Please provide a cake box for your top cake and left overs.

Cake Cutting Service (when not ordering a meal package) Cake Cutting Service for Dessert or Hors D oeuvres Receptions. Includes disposable plates, paper napkins and forks. \$1.50 per person ++

Dessert Reception Stations

Three stations must be ordered if not ordering a meal. Dessert reception price does not include linens, champagne toast, wedding cake, cake cutting service or beverages.

Chocolate Fountain

Delicious Belgian Dark Chocolate Flowing From a Fountain. Served with Freshly Baked Crème Puffs, Fresh Pineapple Chunks, Fresh Strawberries, Marshmallows and Pretzels Rods. \$7.95 per person (75 Person Minimum)

Cheesecake Bar

Scoops of Creamy Traditional Cheesecake served in Martini Glasses with Hot Fudge, Fresh Berry Mixed Topping, Warm Caramelized Bananas, Toasted Almonds & Whipped Cream. \$7.95 per person

Candy Station

Jars of Assorted Candy to match your theme colors or tastes displayed in Glass Cylinders and Squares with Small Logo Boxes for Guests. \$7.95 per person

Mini Bites

Assorted Miniature Desserts including Pecan Bars, Chocolate Mousse Cups, Cookies, Etc. \$5.95 per person

All catering pricing is subject to applicable taxes and 20% service charge

**More Dessert Options available,
Contact Arizona Catering for Choices.**



GLENDALE
CIVIC CENTER

Children's Meal Buffet

(Age 10 and under)

Carrot & Celery Sticks and Ranch Dipping Sauce

Crispy Chicken Fingers

Macaroni and Cheese

Roll with Sweet Butter

Simply Divine \$14.95 Luxurious \$ 16.95 Exquisite\$ 31.55 (priced per child)

Dual Entrees Options

A choice of two entrees per guest may be selected if a plated meal is ordered. Please contact Arizona Catering for pricing

Plated Meals and Offering Your Guests a Choice of Entree

If you would like to provide a choice of entrees for your guests, the higher price of the entrees selected will apply plus \$6.00 to provide a plated meal. The salad, vegetable and starch will be the same on all entrees. We will need an exact count of the number of each entrée chosen. You will need to provide a method such as place cards for our servers to know what each guest has ordered.

Vegetarian, Allergy Restrictions and Gluten Free Meals

We are happy to customize a menu to your taste or theme.

We offer Vegetarian, Vegan and Gluten Free options and can accommodate any dietary restriction or allergy.

All vegetarian entrees will be decided by the Executive Chef on the day of the reception, dependent on what is seasonally available.

All entrees are based on a main protein selection which can include Tofu, Quinoa, Polenta or Lentils.

Number of specialty meals must be specified and pre- ordered at time of guarantee.

Contact Arizona Catering For a Personalized Menu.

Cultural Menus

For receptions that have a specialized cultural menu that cannot be created by Arizona Catering, a Maricopa County Food Certified chef can be brought to assist in cooking for an additional \$350 kitchen usage charge. All events using this service will have customized menu pricing that includes food product, kitchen labor and service staff. We Can Provide Kosher or East Indian Cuisine. Please contact Arizona Catering for menu pricing

Tastings

Tastings at Glendale Civic Center are held several times a year and provide a variety of menus items.

The cost is \$5.00 per couple plus tax. Please RSVP with Arizona Catering 480-898-8848.

The caterer requires a minimum of 20 people to conduct a tasting.

Catering Service Time

Reception Time is based on 6 hours. For events that exceed the 6 hour service time, there is a \$250 per hour labor charge

Labor Fees

Additional labor charges will be applied to all parties under 100 guests as follows:

Under 25 guests: \$450.00

26- 50 guests: \$325.00

51-75 guests: \$250.00

76-99 guests: \$175.00



Beverages

All meal packages include iced tea and spring water.

Self-Serve Soda and Bottled Water Beverage Station

Assorted Canned Soda and Bottled Water
Glasses and Ice provided
\$3.95 per person

Lemonade

Lemonade may be substituted in our packages for Ice Tea at no charge.
To have both Ice Tea and Lemonade available to your guests.
Add \$1.00 per person

Self-Serve Ice Tea or Lemonade Station

Choice of Iced Tea or Lemonade
Spring Water and Freshly Brewed Columbian Coffee
Sweeteners and Creamer
\$2.90 per person

Gourmet Coffee Station

Gourmet Freshly Brewed Columbian Coffee, stationed with Assorted Gourmet Flavored Syrups, Creamer, Chocolate Shavings, Whipped Cream, Candy Swizzle Sticks & Sweeteners
\$2.90 per person
Add \$150.00 for beverage attendant

Champagne or Sparkling Cider Toast

Choice of one glass of Champagne or Sparkling Cider
\$3.25 per person ++

All catering pricing is subject to applicable taxes and 20% service charge

Hors d'oeuvres Passed or Stations

Please see our Hors D'oeuvres and Stations Menus online under General Banquet Menus or contact Arizona Catering for more options.



GLENDALE
CIVIC CENTER

Alcoholic Beverages

No outside alcohol may be brought into Glendale Civic Center. Arizona Catering provides all alcoholic beverages. A variety of beverage packages are available to suit any event from Signature Drinks to Strawberry Lemonade, Arizona Catering will meet any beverage need. Contact us for your special request.

Cash Bar and Set Up Fee (When your guests pay for their own drinks)

\$200.00 set up charge per Bartender for a maximum of 6 Hours. A \$300.00 minimum in sales required plus tax and 20% service charge
If The Minimum Is Not Met, Additional Charge Will Apply

Full Bar Set Up includes:

Vodka			
Rum	Chardonnay	Margarita Mix	Coke
Bourbon	Cabernet	Bloody Mary Mix	Diet Coke
Tequila	Heineken	Tonic	Sprite
Gin	Budweiser	Club Soda	Bottled Water
Scotch	Bud Light	Juices	

Premium Liquor \$6.50 ea.	House Wine \$6.00 ea..
Bottled Water \$2.50 ea.	Soda \$2.50 ea.
Domestic Beer \$4.50 ea.	Import Beer \$5.50 ea.

Host Bar (When you wish to pay for your guests drinks)

You may put down an amount of your choice and run the bar until the funds are used or host per the hourly rate options below. A \$200.00 set up charge per bartender for a maximum of 6 hours will apply for hosted amounts under \$1000.00. A \$300.00 minimum in sales (hosted amount plus cash bar sales) required plus tax and 20% service charge. If the minimum is not met, additional charge will apply. For any hosted amount \$1000.00 or over, the \$200.00 set up charge per bartender will be waived.

Hosted Beer & Wine & Soda Bar	Three Hours	\$19.95 per person
	Each Additional Hour	\$ 4.00 per person per hour

Or

Hosted Full Bar	Three Hours	\$21.95 per person
	Each Additional Hours	\$ 5.00 per person per hour

Linen and Decorative Enhancements

All packages include guest linens and sweetheart linen for a table for two.
If you wish to upgrade or have additional linens, then extra rental fees and
A linen delivery charge of \$100.00 will apply.

Chair Covers and Tie Sashes installed	\$ 7.50 each
Tie Sashes or Table Runners installed	\$ 5.00 each
132" Floor Length Linens (72" Round Tables,	\$18.00 each
120" Floor Length Linens (60" Round Tables, Sweetheart Table)	\$16.00 each
96" Floor Length Linens (for high cocktail tables)	\$16.00 each
132" Floor Length Linens (for high cocktail tables with ties)	\$18.00 each
Colored 90" Square Overlay (for low cocktail table)	\$22.50 each
Organza Overlay	\$ 7.00 each
Colored Table Runner	
90" x 132" Floor Length Banquet Linens (for 6' table)	\$18.00 each
90" x 156" Floor Length Banquet Linens (for 8' table)	\$19.00 each
54" x 90" Lap Length Banquet Linens (for 6' or 8' table)	\$12.00each
Color Linen Napkins	\$ 1.00 each
Upgraded Napkin Estimate	\$ 2.00 each
Charger Plates	\$ 2.00 each
Specialty Chair Rental	
Chiavari Chairs	\$ 9.00 each
Fusion Chairs	\$ 9.50 each
Flex Clear Chairs	\$ 32.00 each
Centerpieces	
Glass Votive Candles	\$ 1.00 each
Small Square Glass Centerpieces with choice of floating candles or floating fresh flower)	\$7.50 each
Medium Bubble Bowl with color glass marbles and floating fresh flower on mirror with four votive candles	\$10.00 each

You may also add on other specialty items and services through Arizona Catering.
Officiant, Services, DJ Services, Decorating, Flowers, Photography, and More.
Contact them for pricing.

Civic Center Equipment Rental

Portable Sound System (More information on Page 3)	\$240.00 plus tax
Decorative Easel Rental	\$10.00 plus tax
Standing Unity/ Memory Candle holder	\$10.00 plus tax



Answers to Commonly Asked Questions

The Glendale Civic Center and Arizona Catering work as a team to facilitate your wedding and reception. We have two separate contracts. The Glendale contracts for the event rental and the catering.

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% service charge and applicable taxes. Once your deposit is paid the date will be reserved and the contract will be sent to you and Arizona Catering will be notified of your wedding. The balance of your rental charges are due 30 days prior to the event. All deposits and final payments should be made in the form of Check, Credit Card, Money Order, or Cashier's Check. We require that Cash payments be made in the exact amount as we do not have any cash on hand for change.

CATERING:

Food and beverage can only be provided by our exclusive caterer, Arizona Catering. No outside food and beverage or caterers are allowed at The Glendale Civic Center. This package menu includes a sampling of what we can provide. Please contact Arizona Catering for more food & beverage options. Arizona Catering provides all food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff. 50% deposit is due at time of your catering contract. The final payment is due with the final guarantee 10 days prior to the event. Arizona Catering accepts cash, check or Master Card and VISA. When paying for catering by credit card a 3% charge will be applied.

EVENT TIMING:

We allocate 3 hours for ceremonies and 6 hours for receptions. Most Friday and Saturday evenings may not begin before 5:00 pm, though some exceptions are possible and are based on your date and size of guest list. Clients wanting to stay beyond the regular contracted time of 6 hours can do so at 20% of the space rental rate. 2 hours access to dressing room is included with rental. Those wishing to access dressing room space earlier can do so for \$75.00 per hour for a maximum of an additional two hours.

DISCOUNTS:

The Glendale Civic Center will waive ceremony space rental for a Saturday wedding and reception over 99 guests if completed by 3:00 pm or held in the months of July and August. Ask our Wedding Coordinator for details. Some restrictions apply. Rental Prices for Ceremonies with Receptions and Reception Pricing are already listed at a 40% off rate for catered events. City of Glendale employee or Glendale citizen rate is 20% off and cannot be used in addition to the 40% catering discount, which are already listed in the rental prices in this package. No discounts are allowed for ceremony only events.

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. Decorating and set up times will be set up one month prior to the event based on our event schedule.

CHOOSING YOUR OWN VENDORS

You are required to use Arizona Catering for all your food, beverage and alcohol needs, but you are welcome to choose the rest of your vendors, Entertainment, Band, DJ, photographer, rental-companies, decorators, or florist. Please keep us informed and provide us with phone numbers for these vendors so that we may arrange set up times.

DECORATING RESTRICTIONS:

All candles must be contained in glass containers and flames must be below the rim per fire code. The use of streamers, silly stream, rice, confetti, glitter is prohibited or subject to a cleaning fee. Please discuss with your Wedding Event Coordinator all arrangements related to decorating. Sparklers are allowed and must be planned with your wedding coordinator; please understand they are at your own risk and you will be responsible for any replacement cost for any damage resulting from sparklers.

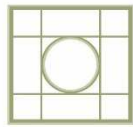
SECURITY:

The Civic Center requires, at the Client's expense, security personnel for events with alcohol or as may be determined necessary by the Civic Center. City of Glendale off duty Police officers or CBI Security are the only approved security options.

SECURITY ARRANGEMENTS:

The Glendale Civic Center does not provide security for your event and reserves the right to require security for any event at the client's expense. Client assumes full responsibility for damages to Glendale Civic Center or the loss of any personal property left in the center prior to, during and following the event. Arrangements for Police can be made by contacting Sgt. Anthony Brown at 623-930-3495 for off duty police officer at \$35.00 per hour for a minimum of 3 hours. One (1) Officer is required for 150 people.

Thank you for considering
the Glendale Civic Center
Happy Planning !



GLENDALE
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