



GLENDALE

CIVIC CENTER

Social Packages



Glendale Civic Center

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

623-930-4311

www.glendaleciviccenter.com

All food and beverage provided by Arizona Catering, our exclusive caterer:



480-898-8898

www.arizonacatering.com



Helping you to Understand our Package.

The Glendale Civic Center and Arizona Catering work as a team to facilitate your event. We have two separate contracts. The Glendale Civic Center contracts the event space which includes your event coordinator, equipment such as tables, chairs, dance floor, along with the set up and clean-up of your event. If you decide to hold your event with us, a non-refundable deposit of half the event space rental is required to hold the date and space. Once your deposit is paid the Glendale Civic Center will block the event space and date and will notify Arizona Catering.

Arizona Catering is our exclusive caterer. No outside food, beverage, alcohol or caterers are allowed.

Our menu includes a sampling of what we can provide. Please contact Arizona Catering for more food and beverage information. Arizona Catering provides the food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff.

We will be happy to prepare a quote based on your selections.



GLENDALE CIVIC CENTER

1. Choose a reception event space that accommodates your number of guests.

Ballroom Reception Pricing

Ballroom Receptions Include:

- Large Dance Floor for Ballroom Receptions
- 72" Round Tables (Seating for 10 per table)
- Color Linens and Color Linen Napkins included with catering choice
- Customized Agenda and Floor plan
- Enhanced Ballroom Adjustable Lighting with LED Color Up-Lighting
- One 60" Table with Color Floor Length Linen for Cake Table
- Two 8' Table with Color Linens for Gifts/Other and your DJ
- Up to 4 Electrical Power Outlets
- Plenty of Complimentary Guest Parking
- Personal On Site Event Coordinator
- Set Up of Your Provided Centerpieces and Favors Day of your Event



We do not allow outside food, beverage or alcohol to be brought in to our facility. All food, beverage and alcohol must be provided by our exclusive caterer.

Ballroom Reception Pricing (Does not include cost of catering)

Sapphire	50 – 60 Guests	\$ 650.00
Sapphire – Emerald or Diamond	61 – 90 Guests	\$ 950.00
Topaz – Onyx Room or Crowne	100 – 160 Guests	\$ 1000.00
Garnet, Emerald, Sapphire	160 – 200 Guests	\$ 1350.00
Crowne, Topaz, Onyx	201 – 350 Guests	\$ 1850.00
Crowne, Garnet, Emerald, Sapphire	351 – 500 Guests	\$ 2150.00
Crowne Ballroom**	501 – 650 Guests	\$ 2500.00

Outdoor Reception Pricing: (Does not include cost of catering)

Fountain Terrace*	100 – 300 Guests	\$ 1000.00
Garden Courtyard*	100 – 150 Guests	\$ 500.00

*Dance floor is not available outdoors. 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.

**includes exclusivity of the Fountain Terrace and Garden Courtyard

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

Additional Equipment

Sound System and Speakers and Audio Visual Technician (I-Pod / Laptop Hook Up or CD Player) \$240.00 plus tax



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2. Choose a catering package that best fits your style from Simply Divine, Luxurious or Exquisite

Reception Catering Packages

Simply Divine

- ♥ Choose from Simply Divine Menu Options - Buffet Meal Service Only
- ♥ Lap Length Guest Table Linens in Limited Select Colors
- ♥ 3 Lap Length Linens for Tables for Gifts, DJ, etc...
- ♥ Buffet & Beverage Table Linens with Décor & Accent
- ♥ Quality Disposal Plates and Utensils
- ♥ Cake Cutting Service Disposal Plates, Forks and White Paper Napkins
- ♥ Attentive Banquet Captain and Service Personnel
- ♥ Ice Tea and Spring Water Station



Luxurious

- ♥ Choose from Luxurious Menu Options - Buffet Meal Service
- ♥ Floor Length Guest Table Linens and Napkins in any color
- ♥ 3 Floor Length Linens for Tables for Gifts, DJ, etc...
- ♥ 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



Exquisite

- ♥ Choose from Exquisite Options - Buffet or Plated Service
- ♥ Floor Length Guest Table Linens and Napkins in any color
- ♥ 3 Floor Length Linens for Tables for Gifts, DJ, etc...
- ♥ 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
- ♥ Custom Specialty Cake and Cake Cutting Service
- ♥ One Hour of Butler Passed Hors D'oeuvres
- ♥ Chair Covers with Colored Sashes
- ♥ Gourmet Coffee, Ice Tea and Spring Water Station





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3. If you chose *Simply Divine* then make choices from this page. Go on to next page for *Luxurious* and *Exquisite* options.

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

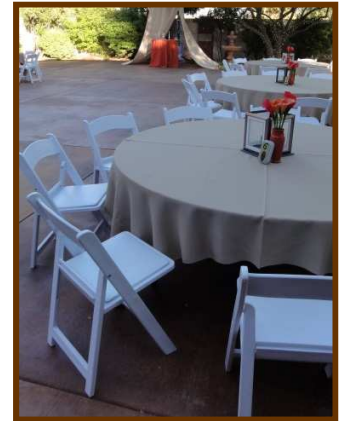
\$24.95 Per Person

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 10.

Some photos shown with chair cover upgrades listed on page 14.





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4. If you chose Luxurious or Exquisite select one from pages 7 through 10.

Luxurious and Exquisite Menu Choices

Single Entrees

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 10.



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Design Your Own Buffets

Crowne Buffet

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

- | | |
|---|--|
| <ul style="list-style-type: none"> 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 Fresh Steamed Green Beans with Roasted Red Peppers Strips Sautéed Asparagus with roasted Garlic Cloves Penne with a Tomato Basil Marinara Sauce | <ul style="list-style-type: none"> Wild Mushroom Risotto Wild Rice and Orzo Pilaf Red Beans and Rice Couscous Fresh Steamed Broccoli Spinach Soufflé Grilled Marinated Vegetables Corn O’Brien Honey Glazed Carrots |
|---|--|

Choose Two Entrees

- | | |
|---|---|
| <ul style="list-style-type: none"> Champagne Chicken Chicken Chardonnay Chicken Fiesta with Black Corn Salsa Smokey Bone In Chicken with Tamarind Sauce Carolina Gold Barbeque Chicken Bruschetta Chicken | <ul style="list-style-type: none"> 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 Page10.



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

Choice of Two

- | | |
|---------------------------|--------------|
| 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 Entrée

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

Choose Two Side Dishes

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

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 10 .

5. Other Meal Options, Labor Fees and Catering Information.



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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

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 \$2.50 per person. 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 plus tax and service 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

6. Dessert Options



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Specialty Cake

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

Bringing in Your Own Cake

You may bring in your own cake providing it is from a licensed bonded professional bakery per Arizona health code. We will cut and serve your cake with our meal packages. Please provide a cake box.

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, 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
Additional labor charges will apply to parties under 100 guests. Labor Charges listed on Page 10.

More Dessert Options available, Contact Arizona Catering for Choices.

7. Additional Beverage Options

Beverages

All meal packages include iced tea and spring water and some include coffee. These are additional choices.

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 and Tea and Lemonade available to your guests add
 \$1.00 per person

Self-Serve Ice Tea or Lemonade Beverage 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



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8. Hors D'oeuvre Reception Options

Buffet or Passed Hors D'oeuvres Options

Hors D'oeuvre Reception Price

Hors D'oeuvre reception price does not include the cost of linens, champagne, cake or cake cutting service.

Choice of 4 - \$28.95 Per Person

Choice of 5 - \$32.95 Per Person

Choice of 6 - \$35.95 Per Person

Choice of 7 - \$38.95 Per Person

Choice of 8 - \$42.95 Per Person

Choice of 9 - \$46.95 Per Person



Hors D'oeuvre Price When Accompanying Dinner

Choice of 3 - \$11.75 Per Person

Choice of 4 - \$13.95 Per Person

Choice of 5 - \$15.95 Per Person

- Individual Deep Fried Raviolis with a Grey Goose Sauce
- Pulled Barbecued Pork, Fire Roasted Corn, Black Beans & Cilantro on Corn Bread Rounds
- Miniature Grilled Cheese Garnished Tomato Soup Shot
- Sweet Corn Cake With Cilantro Sour Cream and Pancetta
- Coconut Crusted Chicken Bites with Grilled Pineapple Salsa
- Strawberries Stuffed With Mascarpone Cheese and Drizzled with a Balsamic Reduction
- Grilled Serano Ham & Manchego Cheese Crostini
- Asian Peanut Chicken Won Tons With Sweet & Sour Sauce
- Smoked Turkey and Spiced Walnut Won Tons with a Raspberry Jalapeno Sauce
- Maple Pecan Chicken Skewers
- Miniature Hoisin Beef Tacos
- **Coconut Rum Battered Shrimp with a Mango Salsa
- **Barbecued Shrimp Lollipops
- **Thinly Sliced Medium Rare Filet Mignon on Sourdough Crostini with a Dollop of Horseradish Sauce

Many more selections available – inquire with Caterer

**Items have an additional \$3.95 per person plus tax and a 20% service charge

Labor Charges apply for receptions under 100 guests.

All prices are subject to Applicable Tax and 20% Service Charge



9. Bar and Alcohol Information

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.

Bar and Set Up Fee

\$200.00 set up charge per Bartender for a maximum of 4 Hours

Full Bar Set Up includes:

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



Cash Bar

\$300.00 minimum in sales required plus tax and 20% service charge

If The Minimum Is Not Met, Additional Charge Will Apply

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

You may put down the dollar amount of your choice.

Bartender Set Up Fee will be waived for Full Service Hosted Bar equal to \$1000.00 or over

Or		
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
	Additional Hours	\$ 5.00 per person





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10. Linen and Decorative Upgrade Options

All packages include guest linens and sweetheart linen for a VIP table for two.
If you wish to upgrade or have additional linens, extra fees and delivery charge will apply.

Linen and Decorative Enhancements

A \$100.00 delivery will be added to orders with additional or upgraded linens.

Chair Covers and Tie Sashes	\$ 7.50 each installed
Tie Sashes or Table Runners	\$ 5.00 each installed
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)	\$12.00 each
Organza Overlay	\$22.50 each
Colored Table Runner	\$ 7.00 each
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
Glass Votives with Candles	\$ 1.00 each
Centerpieces (Floating Candles or Floating Fresh Flower)	\$ 7.50 each & up
Charger Plates	\$ 2.00 each
Specialty Chair Rental	
Chiavari Chairs	\$ 9.00 each
Fusion Chairs	\$ 9.50 each
Flex Clear Chairs	\$32.00 each



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



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11. Additional Information.

ANSWERS TO COMMONLY ASKED QUESTIONS

EVENT TIMING:

We allocate 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.

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. 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. A catering minimum of 100 guests must be met or labor charges will apply. 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.

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 Event Coordinator all arrangements related to decorating.

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.