

GLENDALE

CIVIC CENTER

2015 – 2016 Graduation Packages



Located in the heart of historic downtown Glendale
5750 W. Glenn Drive, Glendale, Arizona 623-930-4300

www.glendaleciviccenter.com

See more photos at <https://www.pinterest.com/GlendaleCivic/graduations/>

Voted #1 for Meeting Facilities 2012, 2013, 2014, 2015 & 2016 – Ranking Arizona: The Best of Arizona Business

Arizona Catering 480-898-8848

Graduation Packages

All packages include the following:

- Complete Detailed Agenda & Customized Graduation Ceremony Set-up
- Graduation Planning Event Coordinator
- 24' x 12' x 18" Presentation Stage with US & AZ Flags
- Pipe and Drape for your School Banner across Stage
- Four Accent Stage Up Lights in your Choice of Colors
- White Wood Graduate Chairs for Graduates (*Up to 300*)
- Banquet Chairs for Guest Seating
- Podium with Microphone
- Sound Mixer with, I-pod or Laptop hook up
- Three Draped Tables for Diplomas and Check In
- Enhanced Spot Lighting
- Includes two electrical outlets
- Elegant Marble Entry Table for Programs
- Plenty of Free Guest Parking (excluding holidays)

Rental Rates

The following discounted rates are based on day and time needed.

Packaged rates are subject to a 3.4 % tax rate and 5% service charge on space rental and 9.2 % tax rate on equipment

PART DAY RATES

Monday thru Sunday graduations between the hours of 8 am – 4 pm

Monday thru Thursday graduations starting after 6:00 pm

Graduations in July and August any day any time

Up to 1100 Guests & Graduates – Crowne Ballroom	\$2328.00
Up to 683 Guests & Graduates – Crowne, Garnet, Emerald, Sapphire Ballroom	\$1886.00
Up to 624 Guests & Graduates – Crowne, Topaz, Onyx Ballroom	\$1675.00
Up to 409 Guests & Graduates – Garnet, Emerald, Sapphire Ballroom	\$1272.00
Up to 248 Guests & Graduates – Sapphire – Emerald	\$ 984.00

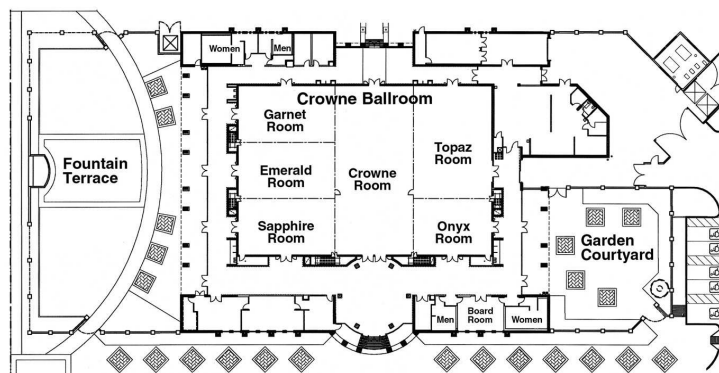
FULL DAY or PREMIUM EVENING RATES

Monday thru Thursday and Sunday Extended Day for rehearsals and graduations within 8 am to 10 pm

*Any Friday or Saturday Graduation extending past 4:00 pm**

** Excluding July & August evenings - use part day rates)*

Up to 1100 Guests & Graduates – Crowne Ballroom	\$2808.00
Up to 683 Guests & Graduates – Crowne, Garnet, Emerald, Sapphire Ballroom	\$2256.00
Up to 624 Guests & Graduates – Crowne, Topaz, Onyx Ballroom	\$1992.00
Up to 509 Guests & Graduates – Garnet, Emerald, Sapphire Ballroom	\$1488.00
Up to 248 Guests & Graduates – Sapphire – Emerald	\$1128.00





Optional Audio Visual Rental Equipment

Additional Standing Microphones \$25.00 each plus tax

10' x 10' Screen \$75.00 each plus tax

LCD Projector \$175.00 plus tax

VGA Cable \$35.00

AV Technician \$45.00 per hour

Additional Draped Tables \$23.00

Additional LED Up Lights 422.50 ea.

Answers to Commonly Asked Questions

Package Rates are based on standard package equipment. Price may vary depending on required stage size, actual equipment and audio equipment needs. Event Coordinators can provide you with an actual quote for your graduation.

Deposits/Payments: The Glendale Civic Center requires a NON-REFUNDABLE DEPOSIT of \$1000.00 and signed contract to hold space. Full Payment is required within 1 month of booking. All deposits and final payments should be made in the form of Check, Credit Card, Money Order, or Cashier's Check. Purchase Orders do not constitute payment.

Catering: No outside food and beverage or caterers are allowed at The Glendale Civic Center. Please contact our exclusive caterer for food and beverage options. Arizona Catering 480-898-7093

Room Assignment, Set Up and Decorating: The Glendale Civic Center reserves the right to re-assign event space should those numbers decrease.

Decorating Restrictions: All candles must be contained in glass containers and flames must be below the rim. The use of streamers, silly stream, rice, confetti, or glitter is not allowed. Please discuss with your Event Coordinator all arrangements related to decorating.

Security: The Civic Center does not provide event security, but recommends security personnel for all graduations. Schools may utilize their own SRO Police Officers associated with their school. Arrangements can also be made with City of Glendale "off duty" Police Officers by contacting Officer Anthony Brown at 623-930-4028. The fee is \$40.00 per hour for a minimum of 3 hours for (1) officer. *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.