



Holiday Parties

Every event deserves VIP treatment

Located in the Heart of Historic Downtown Glendale
5750 W. Glenn Drive, Glendale, Arizona
623-930-4300
www.glendaleciviccenter.com

Food and Beverage Provided by our Exclusive Caterer



Arizona Catering
480-898-8848
www.arizonacatering.com



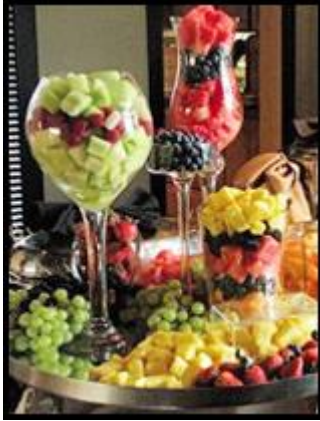
The professionals at the Glendale Civic Center and Arizona Catering are looking forward to welcoming your guests and to providing you with any assistance necessary to create a spectacular holiday event.

The following menus include:

- ◆ Three Course Plated Meal or Dinner Buffet
- ◆ Coffee Service
- ◆ Holiday Centerpieces
- ◆ Traditional White Floor Length Linen Cloths
- ◆ Choice of Holiday-Colored Linen Napkins
- ◆ White China, Flatware, and Glassware
- ◆ Draped Welcome Table (Choice of Burgundy or Sage)
- ◆ Attentive Banquet Captain and Service Staff

We are also happy to assist you with any “extras” you may require such as a DJ, Band, Specialty Linen Cloths, Chair Covers, Ice Sculpture, Upgraded China Service, etc...

We look forward to working with you to create a truly spectacular event!



HOLIDAY DINNER BUFFETS

50 Person Minimum Required
Groups of 26 to 49 Guests.....Add \$75.00
Menu Designed for Two Hours of Service

Traditional Christmas Dinner

Fresh Green Tossed Salad with Iceberg, Romaine, and Leaf Lettuce
Cucumbers, Croutons and Tomatoes
Choice of Creamy Ranch & Cranberry Vinaigrette Dressing

Sliced Honey-Baked Ham
and
Sliced Roasted Turkey Breast
with Gravy
Cornbread Stuffing
Herbed Whipped Potatoes
Fresh Steamed Green Beans with Red Pepper Strips
Cranberry Chutney
Fresh Baked Rolls
with Sweet Cream Butter

Holiday Dessert Buffet to include Assorted Holiday Petite Sweets
and Holiday Bread Pudding served with a Warm Vanilla Sauce
Iced Tea, Freshly Brewed Columbian Coffee Station
Spring Water served at guest tables

\$29.95 per person

Option: Whole Roasted Carved Turkey and Whole Carved Honey Baked Ham
Additional \$150.00 Fee Applied per Carving Attendant Required.
One Carving Attendant Required per 100 Guests Served.

All prices are per person plus 10.5% Tax & 20% Service Charge
All Prices & Menu Items are Subject to Change

“Holiday Spirit”

Mixed Field Greens tossed with Walnuts,
Cranberries and Goat Cheese
Drizzled with Balsamic Vinaigrette

Slow Roasted Prime Rib of Beef, Au Jus
Horseradish Sauce

Herb Roasted Turkey
with Gravy

Mashed Potatoes
Candied Yams

Sautéed Asparagus Spears with roasted Garlic Cloves
Honey Glazed Carrots

Fresh Baked Tuscan Breads on a Cutting Board
with Sweet Cream Butter

Holiday Dessert Buffet of Assorted Holiday Petite Sweets
and Holiday Bread Pudding served with a Warm Vanilla Sauce
Iced Tea, Freshly Brewed Colombian Coffee Station
Spring Water served at guest tables

\$42.95 per person*

***Includes Chef Attended Carving Station**



**All prices are per person plus 10.5% Tax & 20% Service Charge
All Prices & Menu Items are Subject to Change**

Plated Dinner Options

50 Person Minimum Required
Groups of 26 to 49 Guests.....Add \$75.00

All Entrees Include Choice of Salad, Entrée, and Dessert

Choice of One Salad

Mixed Greens Dried Cranberries, Pecans, and Garden Vegetables
Creamy Ranch Dressing & Citrus Vinaigrette

Holiday Harvest Salad

Mixed Greens and Spinach tossed with Candied Pecans,
Grilled Marinated Vegetables, Cranberries
Maple Pecan Dijon Vinaigrette Dressing

Caesar Salad

Caesar Salad with Basil Caesar Dressing
Cucumber, Tomato, Olives, Focaccia Croutons and Crumbled Feta Salad

Traditional Garden Salad

Garden Vegetable Salad with Mixed Greens
Ranch Dressing and Balsamic Vinaigrette

Santa Fe Salad

Mixed Field Greens with Fire Roasted Corn, Red Pepper Strips, Green Beans, Black Beans,
Tomatoes and Jalapeno Ranch Dressing

Caprese Salad

Beefsteak Tomato, Buffalo Mozzarella Cheese, Fresh Basil and Olive Oil Salad

All prices are per person plus 10.5% Tax & 20% Service Charge
All Prices & Menu Items are Subject to Change

Choice of 1 Plated Entrée or Buffet

50 Person Minimum Required

Groups of 26 to 49 Guests.....Add \$75.00

Menu Designed for Two Hours of Service

All Plated Entrée Choices are accompanied by Iced Tea, Freshly Brewed Colombian Coffee and Ice Water served at guest tables.

All Buffet Entrée Choices include an Iced Tea and Freshly Brewed Colombian Coffee Station. Ice Water served at guest tables.

Old Fashioned Pot Roast

Traditional Slow-Roasted Pot Roast

Mashed Potatoes

Fresh Steamed Green Beans

Freshly Baked Rolls with Creamery Butter

Buffet: \$26.95 Plated: \$32.95

Lasagna & Tortellini

Sicilian Lasagna

Tortellini with a Basil Alfredo Sauce

Sautéed Italian Vegetables

Garlic Bread Sticks with Creamery Butter

Buffet: \$26.95 Plated: \$32.95

Champagne Chicken

Roasted Chicken with Champagne Mushroom Sauce

Smoked Gouda Mashed Potatoes

Fresh Steamed Green Beans

with Red Pepper Strips

Assorted Dinner Rolls with Creamery Butter

Buffet: \$28.95 Plated: \$34.95

Pecan - Crusted Chicken

Pecan Crusted Chicken Breast with Maple Honey Butter Sauce

Garlic Whipped Potatoes

Sugar Snap Peas & Carrots

Freshly Baked Dinner Rolls with Creamery Butter

Buffet: \$28.95 Plated: \$34.95

**All prices are per person plus 10.5% Tax & 20% Service Charge
All Prices & Menu Items are Subject to Change**

Dinner Entrées (Continued)

Pecan Crusted Mahi-Mahi

Pecan Crusted Mahi-Mahi with Mango Salsa

Smoked Gouda Risotto

Steamed Broccoli

Freshly Baked Dinner Rolls with Creamery Butter

Buffet: \$29.95 Plated: \$35.95

Smoked Gouda & Spinach Stuffed Chicken

Chicken Breast Stuffed With Smoked Gouda and Spinach

Topped With Roasted Red Pepper Coulis

Three Onion Whipped Potatoes

Steamed Asparagus

Freshly Baked Dinner Rolls with Creamery Butter

Buffet: \$31.95 Plated: \$37.95

Grilled Flank Steak

Char Grilled Flank Steak

With Molasses Sauce

Oven Roasted Yukon Gold Potatoes

With Butter and Cheddar Cheese

Grilled Marinated Vegetables

Freshly Baked Dinner Rolls with Creamery Butter

Buffet: \$32.95 Plated: \$38.95

Pork Osso Bucco

Pork Osso Bucco

Herb Whipped Potatoes

Grilled Marinated Asparagus

Freshly Baked Dinner Rolls with Creamery Butter

Buffet: \$33.95 Plated: \$39.95

Flat Iron Steaks

Charbroiled Flat Iron Steaks with Chipotle Demi-Glaze

Three Onion Whipped Potatoes

Fresh Steamed Asparagus with Roasted Garlic Cloves

Whole Hearth Baked Breads with Creamery Butter

Buffet: \$33.95 Plated: \$39.95

All prices are per person plus 10.5% Tax & 20% Service Charge

All Prices & Menu Items are Subject to Change

Vegetarian Options

Choice of 1 Plated Entrée or Buffet

Vegetarian Options: can be made either Vegan or Gluten Free

Black Bean & Tofu Stuffed Peppers
Thai Curried Grilled Vegetables & Tofu with Coconut Basmati Rice
Eggplant Moussaka
Grilled Eggplant, Portabella Mushroom & Tofu Napoleons with Red Pepper Coulis
Pumpkin & Black-Eyed Pea Stew with Brown Rice
Vegetarian Rice Lentil Loaf with Roasted Red Pepper Coulis
Lentil Stew with Winter Vegetables
Baked Acorn Squash with Apple Chutney
Acorn Squash filled with Apples, Couscous & Tofu
Barbecue Vegetable & Tofu Kabobs

Choice of One Plated Dinner Dessert

House Baked Bread Pudding with Vanilla Sauce
Hazelnut Chocolate Mousse
Fresh Fruit Cobblers
Flourless Chocolate Decadence
Southern Pecan Pie
Apple Pie
New York Style Cheesecake with Strawberry Sauce
Tiramisu
Crème Brule
Pumpkin Cheesecake
Carrot Cake



***Upgraded Plated Desserts**

All prices are per person plus 10.5% Tax & 20% Service Charge

***Chocolate Espresso Cheesecake**

\$6.95

***Lime Tart**

With Orange Segments and Fresh Mint

\$5.95

***Caramelized Banana Cheesecake**

\$7.95

***Fresh Fruit Tart**

In a Chocolate Lined Crust

\$7.95

***Praline Pyramid**

With a Caramel Chocolate Sauce

\$7.95

***Dessert Trio**

Brandied Pear, Miniature Pastry & Chocolate Tulip Cup
Filled With Fresh Berries & Chocolate Mousse

\$8.95

Upgraded Dessert Stations

All prices are per person plus 10.5% Tax & 20% Service Charge

Assortment of Miniature Desserts

Strawberries Filled With Cheesecake and Topped With Graham Cracker Crust Crumbs

Pecan Bars

Fresh Fruit Tarts

Chocolate Mousse Cups

Assorted Petite Sweets

\$8.95

Chocolate Station

Double Chocolate Mousse Cake

Chocolate Tulip Cup Filled With White Chocolate Mousse and

Fresh Berries

Petite Chocolate Berry Pastries

\$8.95

Upgraded Dessert Stations (Continued)

Chocolate Fountain

Chocolate Fountain

With Plain and Marble Pound Cake, Fresh Fruit, Pretzel Sticks, Marshmallows, Shortbread Cookies, Assorted Pepperidge Farm Cookies, Macaroons, Rice Krispy Treat Strips and Oreos

\$7.95

Fondue River

A River of Fondue Surrounded By Glass Block With
Fresh Fruit and Pound Cake Fondue With:

White Chocolate and Grand Marnier

Chocolate with Vanilla Bean

Chocolate with Peanut Butter

\$6.95 per person

Tiered Candy Station

Assortment of Candy to match your theme colors or tastes

Displayed in Glass Cylinders and Squares

\$6.95 per person

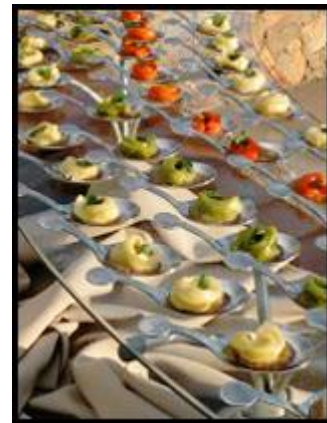
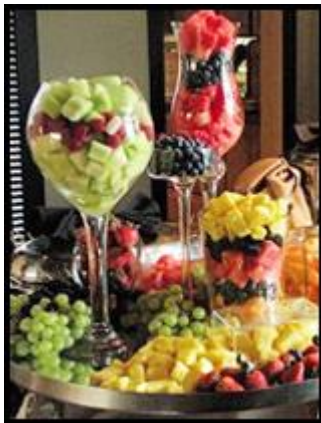
Gourmet Coffee Station

Gourmet Freshly Brewed Columbian Coffee, stationed with Assorted Gourmet Flavored Syrups, Creamer, Chocolate Shavings, Whipped Cream, Candy Swizzle Sticks & Sweeteners

\$3.95 per person

[Add \$150.00 for beverage attendant per 100 people]

Hors D' Oeuvres



Buffet or Passed Hors D'Oeuvres

**Seared Ahi Tuna and Grape Fig Relish Spoons

**Asian Spoon Beef Tenderloin with Horseradish Apple Sauce

Ancho Seared Chicken served on Grilled Cornbread with Chipotle Mayonnaise

Hoisin Duck Pizza

With Hoisin Sauce, Red and Yellow Peppers and Mozzarella Cheese

Coconut Crusted Chicken Bites with Grilled Pineapple Salsa

Crispy Seasoned Chicken Salad with Chipotle & Avocado in a Blue Tortilla Cup

**Coconut Rum Battered Shrimp
with Mango Salsa

Strawberries Stuffed With Mascarpone Cheese and Drizzled with a Balsamic Reduction

Barbecued Shrimp Lollipops

Smoked Turkey and Spiced Walnut Won Tons with Raspberry Jalapeno Sauce

Caramel Apple Brie

Southwestern Mango Chicken Salad in a Tortilla Cup

Crab Dip with House Made Yukon Gold Chips, Toast Points & French Bread

Quesadilla Trio - Green Chile, Chicken & Pepper Jack with Spinach & Tomatoes & Cheddar

Meatballs with a Wild Mushroom Cream Sauce

Individual Deep Fried Raviolis with a Grey Goose Sauce

Fresh Crudités Display served with Warm Parmesan Artichoke Dip

Pulled Barbecued Pork, Fire Roasted Corn, Black Beans & Cilantro on Corn Bread Rounds

Maple Pecan Chicken Skewers

Turkey & Stuffing Meatballs with Savory Gravy

Honey Baked Ham Served on a Cornbread Round with Cranberry Chutney

Thinly Sliced Roast Beef, Caramelized Onions, Wild Mushrooms & Fresh Thyme on Focaccia Bread

**Blue Crab & Herbed Cream Cheese Filled Won Tons with a Ponzu Dipping Sauce

All Prices & Menu Items are Subject to Change.

All charges will have a 20% Service Charge and 10.5% Sales Tax Added.

Hors D'oeuvre Price When Accompanying Dinner

- Choice of 3 - \$11.75 Per Person Plus tax and 20% Service Charge
- Choice of 4 - \$13.95 Per Person Plus tax and 20% Service Charge
- Choice of 5 - \$15.95 Per Person Plus tax and 20% Service Charge

Hors D'oeuvre Reception Price

- Choice of 4 - \$28.95 Per Person Plus tax and 20% Service Charge
- Choice of 5 - \$32.95 Per Person Plus tax and 20% Service Charge
- Choice of 6 - \$35.95 Per Person Plus tax and 20% Service Charge
- Choice of 7 - \$38.95 Per Person Plus Tax and 20% Service Charge
- Choice of 8 - \$42.95 Per Person Plus Tax and 20% Service Charge
- Choice of 9 - \$46.95 Per Person Plus Tax and 20% Service Charge

*****Denotes the Additional Charge for Seafood and Tenderloin Options
- \$3.25 Per Person Plus Tax and 20% Service Charge***

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



Beverage Arrangements

Arizona Catering provides all alcoholic beverages
No outside alcohol may be brought into Glendale Civic Center

A variety of beverage packages are available to suit any event. From Signature Drinks such as Strawberry Lemonade, Arizona Catering will meet any beverage need.
Contact us for your special requests.

Full Bar Bartender Fee

\$200.00 per Bartender for a maximum of 6 Hours

Full Bar Set Up includes:

Vodka	Gin
Rum	Tequila
Scotch	Bourbon
Chardonnay	Cabernet
Domestic Beer	Import Beer
Coke	Diet Coke
Sprite	Tonic
Bottled Water	Garnish
Margarita Mix	Club Soda
Bloody Mary Mix	Juices

Hosted Full Bar for Three Hours \$21.95 per person
Hosted Beer & Wine Bar Three Hours \$19.95 per person
Drink Tickets \$6.00 each

Cash Bar and Consumption Bar

\$200.00 per Bartender and \$300.00 minimum plus tax and 20% service charge
If bar charges are less than \$300.00, the client will be responsible for the difference.

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

Linen and Decorative Enhancements

Chair Covers and Tie Sashes		\$8.00 each Installed
Tie Sashes		\$5.00 each installed
130" Floor Length Linens		\$18.00 each
130" Upgraded Linen Estimate		\$37.00 each
120" Floor Length Linens (for cocktail high tops)		\$16.00 each
120" Upgraded Linen Estimate		\$35.00 each
Colored 90" Square Overlay		\$12.00 each
Organza Overlay		\$22.50 each
Colored Table Runner		\$7.00 each
60" x 120" Banquet Linens		\$14.00 each
90" x 132" Banquet Linens	(for 6' table)	\$18.00 each
90" x 156" Banquet Linens	(for 8' table)	\$19.00 each
Color Linen Napkins		\$1.00 each
Upgraded Napkin Estimates		\$2.00 each
Glass Votives with Candles		\$1.00 each
Charger Plates		\$2.00 each
Centerpieces		\$7.50 each & up
<u>Specialty Tables and Chair Rental</u>		
Chiavari Chairs		\$9.00 each
Fusion Chairs		\$9.50 each
Flex Clear Chairs		\$32.00 each

Other Specialty items and services are available upon request through Arizona Catering:
DJ Services, Decorating, Photography, and More.

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 at the time of booking. Balance of all charges is 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 request that Cash payments be made in the exact amount due. See also the deposit information/requirements for Arizona Catering.

CATERING:

All food and beverage must be provided by our exclusive caterer, Arizona Catering. No outside food and beverage is allowed at the Glendale Civic Center. The catering food minimum for all dinners is 100 people at \$26.95 per person plus a 20% service charge and tax or the equivalent of \$2,695.00 plus a 20% service charge and tax if the count falls below 100 people. A catering deposit of 50% is required at the time of the catering contract. The final payment is due 10 days prior to the event when the final meal guarantee is given.

Split Entrees: If you would like to provide a choice of entrees for your guests, the higher price of the entrees selected will apply. The salad, vegetable and starch will be the same on all entrees .

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.

CHOOSING YOUR OWN VENDORS

You are required to use Arizona Catering for all your food, beverage and alcohol needs. However, you are welcome to select your own vendors such as a band or a DJ for entertainment, photographer, rental-companies, decorators and florists. Please keep us informed and provide us with phone numbers for these vendors.

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, glitter or sparklers is prohibited. 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:

Arrangements for an off-duty police officer for security can be made by contacting Sgt. Anthony Brown at 623-930-3495. The fee for an off-duty police officer is \$30.00 per hour with a 3 hour minimum. A security representative from CBI Security can be arranged by contacting your Event Coordinator at 623-930-4300. The fee for a CBI Security officer is \$19.44 per hour with a minimum requirement of 4 hours. One (1) Officer is required for 150 people. *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.

Arizona Catering

Arizona Catering is committed to providing the highest level of excellence in service and cuisine. Through individual attention we create a unique culinary experience that caters to the needs of our diverse clientele. Our name must represent quality and respect for our clients, our community, our profession and ourselves. We are dedicated to providing exceptional quality and impeccable service. You will find no one more committed to providing you with the highest quality, comprehensive food and beverage program than Arizona Catering. Our professional event & culinary staff will be happy to create specialized menus to meet your individual needs including Vegetarian, Vegan, Kosher, Gluten-Free and other personal or Ethnic requirements.

Policies

Deposits and Payment Policies

In order to properly secure confirmation of catering services, Arizona Catering requests deposits and payments as follows: A non-refundable deposit is required to confirm your function on a definite basis.

- 50% of estimated food and beverage deposit required with signed contract
- 25% additional deposit 60 days from event date (*50% deposit if booking is 60 days or less*)
- Full balance 10 days prior to event

Attendance Guarantees

The final guaranteed minimum guest count is due seven business days prior to the event.

Charges will be for the guaranteed guest count, unless actual guest attendance is greater than the guaranteed guest count, then the greater number will be charged for food, beverages and rentals.

Cancellation/Deposit Policy

If a client cancels their event, the following deposit return schedule will be followed:

60 Days or Greater – 75% of Deposit

59 Days or Less - 50% of Deposit

Linen Service

All tables are dressed with standard house white linen and napkins. Specialty linen is available. Please discuss options and costs with your Event Professional. One (1) linen for every 10 guests is included in the price of the meal. If additional linens will be needed, additional charges will apply.