



# GLENDALE

CIVIC CENTER

## *Prom Package*

5750 W. Glenn Drive, Glendale AZ, 85301

[www.glendaleciviccenter.com](http://www.glendaleciviccenter.com)

**623-930-4300**



### *All that's included with rental price:*

*4 hour event time*

*Classic Ballroom and Fountain Terrace Garden*

*12 Floor Length Colored Linens of your Choice*

*Up to 4 Draped Prom Check-In or Voting or Gift Tables*

*8' x 16' x 16' Stage for Band or Disc Jockey*

*Custom-Designed Prom Ballroom Layout and Floor Plan*

*6 Electrical Outlets needed for DJ's, Band's & Photographer's*

*Complete Set Up and Clean Up of Room and Equipment*

*All Tables and Chairs*

*Hospitality Room for Prom Committee*

*1 D.J. Table with Floor Length Linen*

*1 Draped Check-In Table for Photographer*

*Up to a 30' X 30' sized Dance Floor (optional)*

*On-Site Event Coordinator and Banquet Captain*

*6 Ballroom LED Up Lights (14 colors available)*

*Free Parking – Free Limited WIFI*

# Prom Ballroom Rental Rate

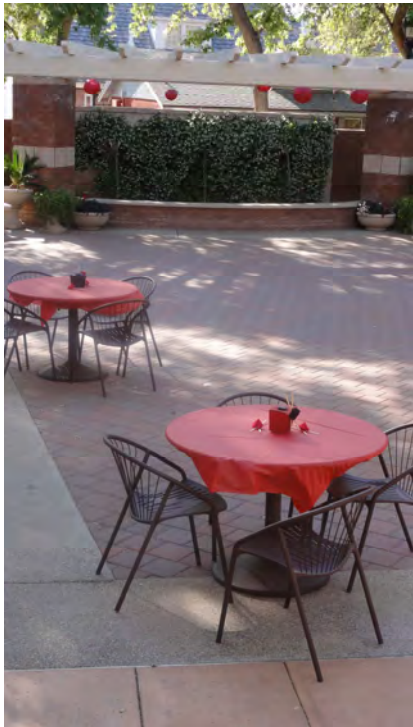
*It is a \$3,700.00 rental fee plus 5% service charge and applicable taxes for venue plus Snack Attack Package for a minimum of half the guest count and Beverage Catering Package for all the guest count. Contract must meet a catering minimum of \$3500.00 or more plus 20% service charge and applicable taxes.*

*Total Minimum \$7,200.00 ++ (++)plus applicable tax and service charges)*

## Linens

*We have 72" Banquet Round Tables, High and Low Cocktail Tables and Banquet or White Wood Chairs available at no charge; however you must order linens for any additional tables not covered by the starting package. A delivery charge of \$100.00 may apply to additional linen ordered*

<i>90" Round Table Linens</i>	<i>(low boys)</i>	<i>\$ 12.00 each</i>
<i>132" Round Table Linens</i>	<i>(high boys)</i>	<i>\$ 18.00 each</i>
<i>90" x 132" Banquet Linens</i>	<i>(for 6' tables)</i>	<i>\$ 18.00 each</i>
<i>90" x 156" Banquet Linens</i>	<i>(for 8' tables)</i>	<i>\$ 19.00 each</i>
<i>Linen Napkins</i>		<i>\$ 1.00 each</i>
<i>60" x 120" Banquet Linens</i>		<i>\$ 14.00 each</i>
<i>Organza Overlays</i>		<i>\$ 22.50 each</i>
<i>Chair Covers &amp; Tie</i>		<i>\$ 8.00 each</i>
<i>Ties or Table Runners</i>		<i>\$ 5.00 each</i>





# Arizona Catering Prom Package



## Snack Attack Packages

*A food package must be ordered for a minimum of half of the guests attending unless dinner is ordered.*

*In addition a Beverage Package must be ordered for all guests attending*

*Must meet food and beverage minimum of \$3500.00 ++ or more*

*Price includes (12) in your choice of color and (1) 6' DJ table linens*

*All items are served with quality disposables*

*++plus 20% service charge and (10.5%) applicable tax*

## Must Choose One for a minimum of half the guests attending

### **"Sweet"**

*Selection of Assorted Petite Sweets to include:*

*Gourmet Dessert Bars, Lemon Diamonds,*

*Chocolate Dipped Pretzels Cream Puffs,*

*Chocolate Brownies, Freshly Baked Cookies*

*\$14.95 Per Person ++*

### **"Hot"**

*Nacho Station*

*Tri Colored Tortilla Chips*

*With Warm Nacho Cheese Sauce, Salsa, Sliced*

*Jalapenos & Sour Cream*

*\$14.95 Per Person ++*

### **"Wicked"**

*Silky Milk Chocolate*

*flowing from a large Chocolate Fountain*

*Served with Strawberries, Pineapple, Sliced Bananas,*

*Marshmallows, Pretzel Rods & Rice Crispy Treats*

*\$14.95 Per Person ++*

### **"Sugar Crush"**

*Kettle Corn*

*Popped from an old Fashioned Cart*

*Candy Bar*

*With Assorted Candies displayed in Glass Pieces*

*\$15.95 Per Person ++*

*++Plus Tax & 20% Service Charge*

**Must order Beverage Package for everyone in attendance**

***"Thirst"***

*Lemonade & Spring Water with Floating Fruit & Disposable Cups*  
\$2.95 per person++

**Additional Beverage Options**

***"Quench"***

*Assorted Sodas*  
*Bottle Water*  
\$4.25 per person++

***"Rush"***

*Coffee House*  
*Gourmet Freshly Brewed Columbian Coffee*  
*Stationed with Assorted Gourmet Flavored Syrups, Creamer, Chocolate Shavings, Whipped Cream, Candy*  
*Swizzle Sticks & Sweetener*  
\$2.95 per person++  
Plus a \$95.00 beverage attendant fee

++Plus Tax & 20% Service Charge





## *Dinner Under the Stars Package*

*Dinners are a fun option for your prom. It allows more time t the Prom with your friends. No waiting at crowded restaurants. It is served in the Garden and includes china & silverware, glassware, color floor length linens and color linen napkins and choice of meal.*

### **Herb Roasted Chicken**

*Classic Caesar Salad  
Topped with Focaccia Croutons, Shaved Parmesan & Caesar Dressing  
Herb Roasted Chicken Breast  
Penne Pasta served with Tomato-Basil Marinara  
Chef's Choice Seasonal Vegetables  
Assorted Dinner Rolls with Creamery Butter  
Served with Fruit Punch & Spring Water  
\$26.95 Per Person Plus Tax & 20% Service Charge*

### **Slow Roasted Brisket of Beef**

*Garden Salad  
Topped with Carrots, Cucumbers, Tomatoes, Croutons  
With a choice of Ranch & Italian Dressing  
Slow Roasted Brisket of Beef  
Cheddar Whipped Potatoes  
Chef's Choice Seasonal Vegetables  
Assorted Dinner Rolls  
With Creamery Butter  
Served with Fruit Punch & Spring Water  
\$28.95 Per Person Plus Tax & 20% Service Charge*

*Dinners are served Buffet style but can be served plated for an additional \$4.50 per person ++*

## *Prom Booking Policies*

- I. *Civic Center will allocate space based on the number of expected attendees and the space available at the time of booking. Glendale Civic Center reserves the right to substitute an alternate room and comparable accommodations for contracted functions in the event the room originally designated should be unavailable or inappropriate in Glendale Civic Center's sole opinion. In all cases, the guest shall be advised of the planned changes. Glendale Civic Center reserves the right to assign room space in the best interest of all clients*
- II. *Event attendance exceeding maximum room capacity or attendance that exceeds the facilities ability to properly service or maintain crowd control will result in the early termination of the event. The termination of any event is at the sole discretion of the Civic Center management or their appointed representative.*
- III. *All food and beverage must be purchased through Glendale Civic Center's exclusive caterer. No outside food or beverage may be brought into the facility. A catering minimum of \$3500.00 ++ per person applies. Arizona Catering is a full-service caterer offering assistance with linens, flowers, balloons, etc. in addition to the food and beverage.*
- IV. *Liability Insurance: Comprehensive Liability Insurance is required for Proms using the facility. Insurance policies must meet the following conditions:*
  1. *Provide at least \$1 million combined single limit per occurrence of Comprehensive Liability Insurance from an insurance company acceptable to the Civic Center Manager and the City Risk Manager;*
  2. *If an Aggregate Policy, the combined limit must be at least \$2 million;*
  3. *Name the City of Glendale and the Civic Center as additional insured;*
  4. *Specify the dates applicable inclusive of move-in to move-out and,*
  5. *Be on file with the Civic Center ten (10) days prior to the start of the event.*

*Client may be held responsible for any damage to the facility, furnishings, fixtures and/ or equipment, caused by their contracted vendor or guests.*
- VII. *The Civic Center will require, at the client's expense, security personnel. School Resource Officers (SRO's) may be used. The Civic Center recommends the use of one Glendale off-duty police officer in addition to your school resource officers. Arrangements can be made with City of Glendale by contacting **Sgt. Bayer at 623-930-4032 or Sgt. Anthony Brown at 623-930-3495**. The recommended guidelines are one police officer for every 100 to 150 guests. Rates are \$30.00 per hour for a minimum of three hours per officer.*
- VIII. *In addition to the above-listed police security, the Glendale Civic Center requires one adult faculty chaperone for every 50 guests. It is the responsibility of the group to introduce these chaperones to the Glendale Civic Center Event Coordinator on duty*
- IX. *Event deposits required shall be made in the form of cash, check or credit card. Checks shall be made payable to the City of Glendale. If the deposit is in the form of cash, the exact amount shall be calculated in advance. The Glendale Civic Center is not equipped to issue change for cash payments. The Glendale Civic Center cannot accept Purchase Orders as deposit for payment.*



## ***Commonly Asked Questions***

- Glendale Civic Center requires a \$1000.00 non-refundable deposit to hold date.
- Call for an appointment to view the facility as other events may be in process and the ballroom may not be able to be seen during another event.
- No outside Food and Beverage may be brought into the facility. All Proms require the purchase of a food and beverage packages with a minimum of \$3700.00 ++ from Arizona Catering in addition to rental cost of \$3500.00 plus applicable service charges and taxes.
- Decorating times will be guaranteed one month in advance. Special arrangements for extensive set up or decorating, must be prearranged at the time of booking the event as availability may not be possible later. Open Flames and Lighted Candles are not allowed for Proms.
- All Vendors must have all their equipment picked up at the end of the evening. The Glendale Civic Center is not responsible for anything left in the building after the end of the event.
- Dance Floors are included but are optional. If a Dance Area (No Dance Floor) is preferred, no discounts will be subtracted from the rental fee of \$3700.00

### ***Glendale Civic Center Decorating Policies & Guidelines***

We would like to make your event decorating an easy and stress free experience. Keep in mind that the Glendale Civic Center Ballrooms have the classic beauty of top-rated resorts. Our grand neo-classical entrance with its beautiful limestone columns, imported marble floors and domed ceiling sets the tone for an elegant affair.

*Decorating Times* - We will make every effort to provide a time to decorate within our availability. Access to the room/ space can be done only during the contracted hours of your event. As there are often events before your reception, a time to decorate must be confirmed with your Event Coordinator.

*Centerpieces* – Should be pre - arranged before delivery and put together as one unit, so that they may be easily set in the center of each table. You may provide your own centerpieces or Arizona Catering can provide them at an additional charge.

*Balloons*- Helium tanks cannot be stored at the Civic Center. Tanks may be used and removed. All balloons must be deflated at the conclusion of the event by the group.

*Restricted Décor Accessories* - No candles allowed unless battery operated. Glitter, confetti, or Mylar tinsel is not permitted at the Glendale Civic Center. Any items adhered to the wall must be done so only with the use of masking tape. Please inform your event coordinator of any details related to decorations.

*Special Effects Requirements* – Bubble Machines are permitted. Any fog or theatrical smoke machines, flames, pyrotechnics are not allowed unless the following is provided; a special permit is required from the Fire Marshal due to their possible affect on the fire sprinkler and alarm system. To provide that type of entertainment the fire alarm system will require the smoke detectors being de-activated, by a reputable fire alarm company at your expense, additionally a fire inspector watch will be required at an hourly fee. Please inform your event coordinator on the use of any special effects and for current rates for permits, de-activation and inspectors.

*Vendors* – All Vendors must tear down the evening of your event as events may be taking place the next morning. Special arrangements may be possible.