

Theatre & Performing Arts
at
The Glendale Civic Center



Our level of Service will inspire
the Success of your
Performance

Located in the heart of historic downtown Glendale
5750 W. Glenn Drive, Glendale, Arizona
www.glendaleciviccenter.com

Glendale Civic Center 623-930-4300

Arizona Catering Department 480-898-8848

The Glendale Civic Center is a versatile multi-purpose event facility that hosts everything from trade shows, conferences, graduations, motivational seminars and small performances.



THEATRE PACKAGE



Includes the Following:

One Show Office

One Green Room

2 Draped Tables

(Can be used for Admissions, Will Call, etc.)

Theatre Style Set Chairs or

Round Table Seating for Dinner Theatre Sets

One Day Rental Pricing

includes Set Up and Break Down Times for one day use

All pricing subject to 5% facility charge and applicable taxes

<i>Crowne Ballroom</i>	<i>12788 sq. ft.</i>	<i>\$3504.00</i>
<i>Crowne Garnet Emerald Sapphire</i>	<i>8832 sq. ft.</i>	<i>\$2814.00</i>
<i>Crowne Topaz Onyx</i>	<i>7958 sq. ft.</i>	<i>\$2484.00</i>
<i>Garnet Emerald Sapphire</i>	<i>4876 sq. ft.</i>	<i>\$1804.00</i>
<i>Topaz – Onyx or Crowne</i>	<i>3956 sq. ft.</i>	<i>\$1474.00</i>
<i>Additional Green Rooms (Other Building)</i>	<i>425 sq. ft.</i>	<i>\$ 150.00 each</i>

Set Up and Dress Rehearsal Rental Pricing

Half Day Prior to Performance Day

All pricing subject to 5% facility charge and applicable taxes

<i>Crowne Ballroom</i>	<i>12788 sq. ft.</i>	<i>\$1500.00</i>
<i>Crowne Garnet Emerald Sapphire</i>	<i>8832 sq. ft.</i>	<i>\$1155.00</i>
<i>Crowne Topaz Onyx</i>	<i>7958 sq. ft.</i>	<i>\$ 990.00</i>
<i>Garnet Emerald Sapphire</i>	<i>4876 sq. ft.</i>	<i>\$ 675.00</i>
<i>Topaz – Onyx or Crowne</i>	<i>3956 sq. ft.</i>	<i>\$ 510.00</i>

Optional Equipment Rental Prices*

<i>4' x 8' Stage Riser</i>	<i>\$18.00 each</i>
<i>Bare top Tables (6' or 8')</i>	<i>\$ 6.00 each</i>
<i>Clothed Tables (6' or 8')</i>	<i>\$ 9.00 each</i>
<i>Clothed and Draped Tables (6' or 8')</i>	<i>\$ 23.00 each</i>
<i>110 Volt 20Amp Electrical Outlet</i>	<i>\$ 36.00 each</i>
<i>Multi Electrical Unit</i>	<i>\$300.00</i>
<i>Telephone or Modem Line</i>	<i>\$ 90.00 each</i>

**Sales Tax applicable to all rates listed*

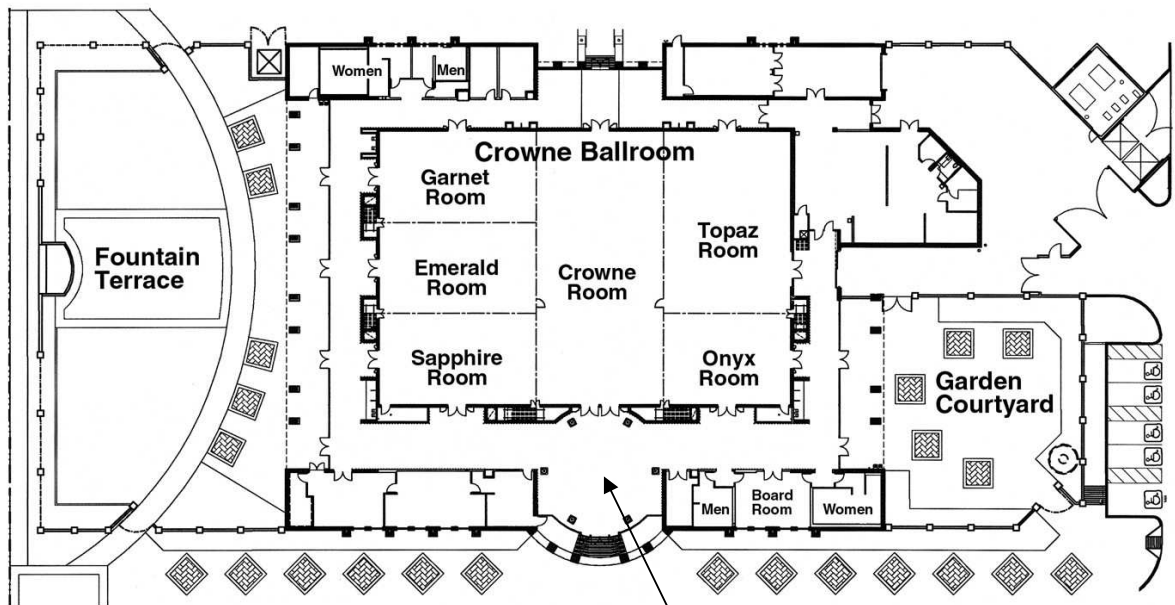
Optional Dance Floor Prices*

<i>21' x 21'</i>	<i>\$300.00</i>
<i>30' x 30'</i>	<i>\$600.00</i>

**Sales Tax applicable to all rates listed*

Audio - Visual & Lighting Equipment

Client will need to provide concert audio equipment and custom performance lighting as the Glendale Civic Center only has fixed spot lighting. Ticketing and box office management is the responsibility of the event promoter. Please talk to sales event coordinator regarding your specific performance requirements.



Civic Center Entrance



Outdoor Intermission Space

Fountain Terrace

\$1500.00

Garden Courtyard

\$ 500.00

**Discounted Rates available with Catering or Concessions*



Fountain Terrace



Garden Courtyard

PROMOTER INFORMATION FOR PERFORMANCES AT THE GLENDALE CIVIC CENTER

1. **ROOM ASSIGNMENT & OTHER EVENTS:** Rooms are assigned based on availability; square foot needed and anticipated number of anticipated guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the show promoter. These events may be scheduled and take place during the same hours as your show.
2. **DEPOSITS / PAYMENTS:** The Glendale Civic Center requires a non-refundable deposit equal to 50% of the total rental and equipment fees, due with the signed contract or agreed upon fee. Balance of all charges is due 30 days prior to the event. The Glendale Civic Center requires all deposits and final payments to be made in the form of Check or Credit Card. Cash payments must be made in the exact amount due. Should client cancel an event once contract has been signed, no refund of the deposit shall be made.
3. **SHOW TIMES:** Times are restricted to those times set forth in your Use Agreement. Shows must adhere to this schedule. Promoters are responsible for making sure that all of the set and vendors are completely moved out by the Move Out time as stated in the Use Agreement. Overtime fees will be assessed at the rate of 20% of the applicable room rate per quarter hour delay of vacancy. The Glendale Civic Center reserves the right to begin setting areas for the next scheduled event.
4. **TAX AND LICENSE:** The current state and city combined tax rate is 9.2 %. The City of Glendale's portion of that tax rate is 3.4%. Tax rates are subject to change. Business licenses must be obtained 30 days prior to your event. All participants are required to hold either an Occasional Sales Permit or a PTL license in order to sell goods at your event. Purchase of the Occasional Sales Permit \$20.00 includes the payment of the City of Glendale taxes with the license fee. No returns will be sent once purchased as it is all inclusive. Please contact Lori Green (623-930-2233) with the City of Glendale Tax and License Department for more information.
5. **NOVELTY ITEMS:** Novelty items may be sold by USER and must be approved in advance by CITY. Unless otherwise agreed in writing, in addition to the rent user shall pay twenty-five percent (25%) of the gross sales of novelty items to the CITY immediately after completion of the day's sales. CITY shall designate stand location for merchandising such items, and reserves the rights to inventory all merchandise in and out.
6. **PUBLIC LIABILITY INSURANCE REQUIRED:** Comprehensive Liability Insurance is required for all public events using the facility. Insurance certificates 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.
 5. Be on file with the Civic Center ten (30) days prior to the start of the event.
7. **SECURITY:** Show promoter is solely responsible for show security. The Glendale Civic Center does not provide security, but requires security for large and most public events, at the group's expense. City of Glendale Police Officers are required at the clients expense. Police will determine the number of officers required. Client agrees to assume full responsibility for the conduct of its guests, members, employees or other parties hired by the client in full compliance with applicable laws, regulations, and Glendale Civic Center Rules. Client may provide addition event security staff.

City of Glendale's off-duty police officers information:. Arrangements can be made by contacting Officer Anthony Brown at 623-930-3495. Off Duty City of Glendale Police Officers are \$30.00 per hour per officer with a minimum of 3 hours.
8. **PYROTECHNICS:** The use of Pyrotechnics is strictly prohibited inside the building.

- 9. SPECIAL EFFECTS REQUIREMENTS:** Any flames, pyrotechnics, theatrical smoke or fog machines requires special permit requirements from the Fire Marshal due to their possible affect on the fire 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, and a fire watch provided by our office at current hourly fees, also at promoters expense.
- 10. SET UP AND TEAR DOWN:** Client, and Vendor Set Up can begin as early as 6:00 am. Vendors should be encouraged to move in all other doors with the exception of the front entrance as not to damage the marble entry. No parking is allowed on the sidewalks on the South side in front of the Glendale Civic Center. The Glendale Civic Center does not have a dock or palette jack; the delivery truck must have a lift gate to load and unload from. We have one large 12' X 12' load-in door located on the East side of our Ballroom / building. Your Event Coordinator will provide you with alternatives for custom load in/load out requirements. Vendor Move in and Move Out must be completed by the stated times as noted in your Use Agreement. Promoter or someone designated to make decisions for the promoter must be in attendance during the Move In & Move Out times. Vendors may not be allowed into the facility without promoter representation in attendance. The Glendale Civic Center generally has scheduled events following your event.
- Please Note: The Glendale Civic Center does not have a dock or palette jack; the delivery truck must have a lift gate to load and unload from. We have one large 12' X 12' load-in door located on the East side of our Ballroom / building. Your Event Coordinator will provide you with alternatives for custom load in/load out requirements. Vendor Move in and move out must be completed by the stated times as noted in your Use Agreement. The Glendale Civic Center generally has scheduled events before and following your event. Day Before Move In can be arranged at a 50% discounted rates if the room is available.
- 11. FOOD & BEVERAGE:** The rights to all catering, alcohol beverage and concessions are the exclusive rights of Arizona Catering. **No food or beverage may be brought into or consumed in the facility, unless provided by Arizona Catering.** Any excess food or beverage from an event may not leave Glendale Civic Center premises. Promoter is responsible for insuring that all vendors adhere to this policy. Those bringing in food for sale or consumption will be asked to remove it from our premises. **Please contact Arizona Catering @ 480-898-8898 to discuss all food and beverage needs. Your Event coordinator can supply you with menus or information.**
- 12. ELECTRICAL SERVICE:** All electrical outlets need to be ordered during the planning process of the event through your Event Coordinator. Due to the time and labor involved in setting up and making sure that those vendors have close accessibility to ordered outlets. In an effort to maintain a safe environment, all electrical cords must be taped down with carpet tape. Standard 110 volt electrical outlets are available at \$36.00 plus tax per outlet. 220 volt electrical outlets are available at \$120.00 plus tax per outlet. If your event requires an extensive amount of electrical power, additional fees will apply for both labor and the electrical service.
- 13. TELEPHONE, MODEM ACCESS:** Due to the complexity of the installation process for these lines, all phone lines need to be pre-ordered during the planning process through your Event Coordinator. Standard local and long distance phone lines are available for \$90.00 per day per line. Long distance phone charges will be billed to the group or the individual vendors. All phone charges are subject to the current sales tax.
- WIFI:** This service is also available. Please note that activation fees will apply to activate the WIFI service. Please inform your event coordinator in advance if you would like to activate this service.
- 14. AUDIO/VISUAL EQUIPMENT RENTAL:** Glendale Civic Center can supply a limited amount of in-house audio/visual equipment for a fee. Please refer to our Optional Services and Equipment list or contact your Event Coordinator for information. The client may bring in their own AV equipment, but must notify the Event Coordinator. The client may also contract with an approved outside audio-visual company to accommodate their audio- visual needs. Client must provide their own AV tech.

- 15. FLOOR PLAN:** The Event Coordinator will evaluate the floor plan to ensure that it will meet the requirements set forth by the Fire Marshal. The final floor plan must be submitted to the Glendale Fire Marshal for approval one month prior to the date of your event. Only minimal changes may be made after the diagram is submitted to the Fire Marshal. Each show may require a Fire Permit to operate. The Fire Marshal will inspect the setup before the show opens to ensure that the fire codes are met and adhered to. It is imperative that the show aisles are kept at a minimum of 8' wide. Chairs may not be placed in the aisles. Doorways may not be compromised or blocked in any way, unless the Fire Marshal has given prior, written approval.
- 16. EVENT PROMOTION:** The Glendale Civic Center directs all inquiries from the public regarding your event to the phone number or website provided by the show promoter. All media inquiries will be directed to the show promoter. Advertising, published materials and registration information should have the show promoter phone number listed not the Glendale Civic Center's phone number.
- 17. ADVERTISING:** The client must obtain the written approval from the Glendale Civic Center Manager for any and all advertising for the event held at the facility. Civic Center Management reserves the right to approve all advertising and promotional material posted or distributed by Licensee and limit such material to that directly related to the event for which Licensee has rented space. The Client agrees that all advertising of the event will be honest and true and will include accurate information on show times and ticket prices and shall not list the Glendale Civic Center's phone number for registration or as an information line. All printed materials and electronic mediums including, but not limited to, advertising, literature, hand-outs, etc., promoting the event and/or Facility with the Glendale Civic Center name shall utilize logo and colors approved by City of Glendale Marketing Department. The Facility shall furnish such Facility logo in a camera-ready format upon request of client. The Facility shall always be referenced as the "Glendale Civic Center" in all print and electronic mediums. The Licensee agrees to provide a proof of all printed materials to the Event Coordinator prior to publication in order to avoid errors or misprints concerning the Glendale Civic Center Facility.
- 18. SIGNS:**
- Exterior** - Glendale City Ordinance prohibits the display of any directional, display signs, sandwich boards or A-frames to be placed along sidewalks or streets in Glendale. Any signs found will be confiscated by the City of Glendale Code Compliance Department and subject to fines. No signs may be placed on any exterior windows or walls. No signs may be displayed on the exterior property of the Civic Center.
- Interior** - Signs may be attached to interior walls, with the use of masking tape or gaffers tape. All other types of tape are prohibited on our walls and floors. If you find it necessary to tape down or secure a line to the floor, you may purchase special tile or carpet tape from an Event Coordinator or Civic Center employee. Masking tape @ \$6.00 per roll / Carpet tape @ \$22.00 per roll. The Glendale Civic Center prohibits the use of staples, nails, tacks, etc. on any surfaces, including walls and tables. Signs, posters, pictures, etc. may not be attached to any interior glass surface, mirror or wood surface.
- 19. BANNERS:**
- Outdoor** - Banners may be displayed outside above the south entrance of the Civic Center pending approval of the City of Glendale. A banner permit must be obtained in advance of your event from the City of Glendale Development Services Center. Your Event Coordinator must apply for the permit one month in advance of your event. The fee is \$26.84. The labor fee to hang and remove each banner is \$75.00 and for safety reasons, must be performed by Civic Center Staff. Banners must have grommets across both the top and the bottom, so it can be secured against the wind and elements. Only Civic Center staff can hang the banner. **Indoor** - Any banners displayed inside of the Civic Center will be subject to the approval of the Event Coordinator. Banners must be hung with masking or gaffers tape only. As large banners do not always adhere well to our walls, a self-standing banner holder must be used. We can provide Pipe and Drape to display these large signs at \$3.00 per foot. Banners require grommet holes along the top to hang.
- 20. DAMAGE TO BUILDING OR CONTENTS:** Show Promoter is responsible for damage to the facility, furnishings, and/or equipment, whether caused by a vendor, guest, or show promoter and staff.

- 21. BALLOONS AND DECORATING:** Helium tanks may be used, but cannot be stored at the Civic Center. Tanks must be removed. Loose balloons are restricted, as they require additional labor to remove at the conclusion of the event. It is the responsibility of the promoter / on-site contact or vendor to have all balloons deflated at the conclusion of the event. Glitter, confetti or mylar tinsel are generally not permitted at the Glendale Civic Center. Any items adhered to the wall must be done so only with the use of masking or gaffers tape. Please inform your event coordinator of any details related to decorations as additional clean up fees may apply. In the event that any member of your group decorates with any of these items, a \$100.00 cleaning fee may apply.
- 22. EXCESSIVE TRASH:** A \$250.00 fee will apply for excessive trash left at the conclusion of your event. This applies when the Glendale civic Center incurs additional fees for additional trash pick ups above and beyond the regular trash pick up schedule. This fee may be added after the event and billed to you.
- 23. PACKAGE POLICY:** Due to the limited storage available The Glendale Civic Center is not able to accept and store large amounts of boxes / packages. If you expect several boxes/ packages to be shipped to the civic center by your vendors, an outside exposition company must handle this service. All boxes shipped to & from the Civic Center are subject to a \$5.00 per package service charge and may be delivered no more than 2 days prior to the event. Size and weight limitations may apply. See your Event Coordinator for details.

Please mail all packages to:

Glendale Civic Center
5750 W. Glenn Dr.
Glendale, AZ 85301

Please also list the following information on each package:

Hold For: (Name of Event/Show), Booth/Table # _____
(Date of Event) and Contact Person: xxx

- 24. PARKING & RV PARKING:** There are three public parking lots adjacent to the Glendale Civic Center, as well as free surrounding street and city parking. In an effort to reserve the greatest amount of nearby parking for event attendees, please refrain from parking vendors or loading vehicles in our east lot after you have set up. The City of Glendale does not allow overnight RV parking.
- 25. CHILDREN:** For the safety and security of your event all children must be under the direct supervision of an adult. Children will not be permitted to roam the facility freely without an adult present. If children accompany any vendors or promoters, they must provide an adult to attend to the child(ren) at all times.
- 26. LOST & FOUND:** Items found during the event will be turned over to the show promoter. The Glendale Civic Center assumes no responsibility for personal items, equipment, signs or decorations left in the room at the conclusion of your event. All items left will be held for a period of 30 days. If not claimed in 30 days, the items will be sent to the City of Glendale Materials Management department for disposal.
- 27. SMOKING POLICY:** Smoking is not allowed in any of the controlled areas of the Glendale Civic Center. Smokers are asked to use the public areas outside the North and South entrances of the facility.
- 28. ANIMALS AND PETS:** Animals and pets are not permitted in the building without prior approval of Glendale Civic Center Management. Approval of animals and pets in Glendale Civic Center is based on whether the animal or pet is part of an exhibit, or performance legitimately requiring use of animals. Seeing-eye dogs are accepted. Such animals or pets must be kept on a leash, within a pen, or under similar control at all times. Such pets and animals shall be kept in the exhibit or performance area at all times, except travel to and from the exhibit or performance area. The owner takes full responsibility for his or her pet. The Glendale Civic Center reserves the right to request removal of animal(s) for a noncompliance of above or for disruptive behavior of said animal(s).

Taxable Activities

Gross receipts generated from the following types of business activities are subject to the City of Glendale privilege tax. This summary provides only broad guidelines as to which activities are taxable and is not intended to be a comprehensive list of such activities.

Advertising

Includes advertising by radio, television, direct mail, billboards, or any other means.

Amusements

Includes movies, concerts, circuses, sporting events, video games, tennis courts, golf courses, health spas, fitness centers, etc.

Contracting

Includes developers, speculative builders, general contractors, contractors, subcontractors, construction managers, and owner-builders.

Hotel /Motel

In addition to the two and two tenths percent (3.4%) privilege tax on the rental of real property, there is a three percent (3%) transient lodging tax on any hotel, motel, apartment, or individual charging for lodging space to any person for 30 days or less.

Printing

Includes copying, photo reproduction, engraving, embossing, micrographics, etc.

Mining

Includes mining, smelting, or producing minerals; felling, producing, or preparing lumber; extracting, refining, or producing oil or natural gas.

Publishing

Includes newspapers, periodicals, magazines, etc., including advertising and subscription income.

Rental of Real Property or licensing for use

Includes rental or lease of any real property, including commercial buildings, apartments, homes or other residential units.

Rental of Tangible Personal Property

Includes rental or licensing for use of equipment, automobiles, tools, furniture, coin-operated laundromats or carwashes, or any tangible personal property.

Restaurants & Bars

The tax rate shall be at an amount equal to three and two tenths of a percent (3.2%) of the gross income from the business activity upon every person engaging or conducting in the business of preparing or serving food or beverage in a bar, cocktail lounge, restaurant, or similar establishment where articles of food or drink are prepared for or served for on or off the premise.

Retail Sales

Includes the sale of any tangible personal property such as food, cars, furniture, equipment, etc.

Telecommunication Service

Includes telephone, telegraph, cable TV, monitoring security or alarm systems, computer interface, FAX, Internet, etc.

Transportation

Includes transporting anything by railroad, aircraft, or pipeline.

Utility Services

Includes providing water, electricity, or gas.

Use Tax

Use tax shall be two and two tenths percent (2.2%) tax on the purchase or rental of tangible personal property (such as, vehicles, equipment, supplies, etc.) on which an equivalent City tax has not been paid.