



**GLENDALE**

CIVIC CENTER

623-930-4300



## *Social Packages*

Arizona Catering

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

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

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

**623-930-4300**

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



All food and beverage provided

by

ARIZONA CATERING

480-898-8848

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

All food, beverage, alcohol and linens must be provided by our exclusive caterer, Arizona Catering.



# GLENDALE

CIVIC CENTER

## 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.

## 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 package

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

All Set Up and Clean Up

6 Hours Space Rental



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

**Ballroom Reception Pricing** (Does not include cost of catering)

Sapphire	50 – 60 Guests	\$ 700.00
Sapphire – Emerald or Diamond	61 – 90 Guests	\$1,150.00
Topaz – Onyx Room	100 – 160 Guests	\$1,250.00
Garnet, Emerald, Sapphire	160 – 200 Guests	\$1,400.00
Crowne, Topaz, Onyx	201 – 350 Guests	\$2,000.00
Crowne, Garnet, Emerald, Sapphire	351 – 500 Guests	\$2,150.00
Crowne Ballroom**	501 – 650 Guests	\$2,500.00

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

Fountain Terrace*	100 – 300 Guests	\$1,300.00
Garden Courtyard*	100 – 150 Guests	\$ 800.00

**Saturday receptions in the high season months of September, October, November, March, April and May are reserved for events with 100 or more guests.**

\* 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.

**Portable Sound System and Speakers**

Connects to I-Pod, I-Pad, I-Phone, Android Phone, Laptop or Hook-Up to CD Player. Bluetooth Capability.  
Please provide someone to cue your own music. *\$240.00 plus tax*

**2. Choose a catering package that best fits your style from Luxurious or Exquisite.**

## **Reception Catering Packages**

We provide competitive catering exclusively through our caterer, Arizona Catering. All food, beverage, alcohol and linens must be provided by our exclusive caterer, Arizona Catering. No outside food or beverage may be brought into our facility.

Both Package options below are priced specifically by the menu entrée choice.

All catering pricing is subject to applicable taxes and 20% service charge.

A food and beverage minimum cost of \$2,000.00 (before tax) is required for all events.

### **Luxurious**

Choose from Luxurious Menu Options - Buffet Meal Service

Floor Length Guest Table Linens and Napkins in any color

Floor Length Cake Linen, Gift Table Linen and DJ Linen

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

*Starting at \$27.95 and up*

### **Exquisite**

Choose from Exquisite Menu Options – Buffet or Plated Service

Floor Length Guest Table Linens and Napkins in any color

Floor Length Cake Linen, Gift Table Linen and DJ Linen

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

Gourmet Coffee, Ice Tea and Spring Water Station

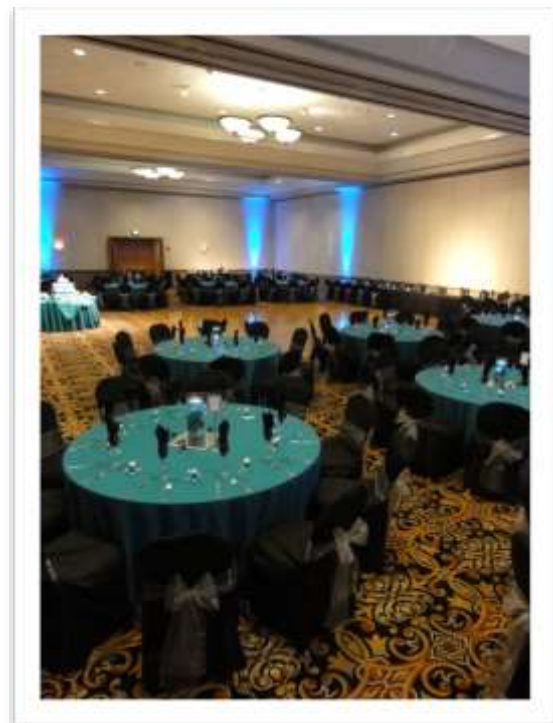
Also includes:

Custom 3-Tiered Wedding Cake

One Hour of Butler Passed Hors D' oeuvres

Chair Covers with Colored Sashes

*Starting at \$39.95 and up*



3. Select your choice of one Entrée from Pages 7-9.

## Luxurious and Exquisite Menu Choices

### Single Entrees

All Prices below are per person

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**

#### 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**

#### 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**

#### 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**

All catering pricing is subject to applicable taxes and 20% service charge  
A food and beverage minimum cost of \$2,000.00 (before tax) is required for all events.

# Duel Entrées and Duel Sides

All Prices below are per person

## 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  
Chicken & Cheese Enchiladas  
White Cheese and Spinach Enchiladas  
Green Corn Tamales with Tomatillo Salsa

### Choice of Two Side Dishes

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**

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## Italian Buffet

### Choice of Two Entrees

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

### Choice of Two Sides

Wild Mushroom Risotto  
Sautéed Italian Vegetables  
Fresh Steamed Carrots  
Sautéed Asparagus with Roasted Garlic Cloves  
Fresh Steamed Broccoli  
Grilled Marinated Vegetables  
Spinach Soufflé

### Includes

Artisan Baked Bread with Herbed Oil, Freshly Brewed Coffee, Iced Tea, or Lemonade

### Choice of One Salad

Fresh Garden Salad with Balsamic Vinaigrette & Ranch Dressings

**Luxurious \$ 34.95**

**Exquisite \$49.95**

All Catering pricing is subject to applicable taxes and 20% service charge.

A food and beverage minimum cost of \$2,000.00 (before tax) is required for all events.



# Design Your Own Crowne Buffet

All Prices below are per person

## 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 Entrees

- \* Champagne Chicken
- \* Chicken Chardonnay
- \* Chicken Fiesta with Black Corn Salsa
- \* Smokey Bone in Chicken with Tamarind Sauce
- \* Carolina Gold Barbeque Chicken
- \* Bruschetta Chicken
- \* 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

## Choose Two Side Dishes

- \* 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
- \* Wild Rice and Orzo Pilaf
- \* Red Beans and Rice
- \* Fresh Steamed Broccoli
- \* Honey Glazed Carrots
- \* Spinach Soufflé
- \* Corn O'Brien
- \* Couscous
- \* Grilled Marinated Vegetables
- \* Fresh Steamed Green Beans with Roasted Red Peppers Strips
- \* Sautéed Asparagus with Roasted Garlic Cloves
- \* Penne with a Tomato Basil Marinara Sauce

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.

A food and beverage minimum cost of \$2,000.00 (before tax) is required for all events.

## 4. Other Meal Options, Labor Fees and Catering Information.

### **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

Luxurious \$16.95

Exquisite \$31.55 (priced per child)

### **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 in the spring and fall each year and provide a variety of menus items.

Please RSVP with Arizona Catering 480-898-8848. A credit card is required to RSVP. There is a cancellation fee of \$15 per person if you RSVP and do not attend. 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

### **Food and Beverage Minimum Cost (Applies to all Events):**

For all events, Arizona Catering requires a \$2,000.00 food and beverage minimum cost.

The \$2,000.00 minimum does not include applicable tax and service charge.

## 5. Dessert Options

### Specialty Cake

Our Exquisite package includes a custom 3-tiered specialty cake. You may add a 3-tiered cake to the Luxurious, Dessert, and Hors D'oeuvres Reception Packages.  
for \$4.75 per person.

### Bringing in Your Own Wedding Cake

You may bring in your own wedding cake providing it is from an Arizona health licensed professional bakery. We will cut and serve your cake with our meal packages.

Please provide a cake box for your top cake and left overs.

### 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, specialty 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

### **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  
A food and beverage minimum cost of \$2,000.00 (before tax) is required for all events.

**More Dessert Options available, Contact Arizona Catering for Choices.**

## 6. Additional Beverage Options

### Beverages

All meal packages include iced tea, spring water and coffee.

#### 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 Tea and Lemonade available to your guests.

Add \$1.00 per person

#### Self-Serve Ice Tea or Lemonade 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 Pricing is subject to applicable taxes and 20% service charge



## 7. Hors D'oeuvre Reception

### 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. Price is per person based on a minimum of 75 guests.

- 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 - \$12.95 Per Person
- Choice of 4 - \$14.95 Per Person
- Choice of 5 - \$15.95 Per Person

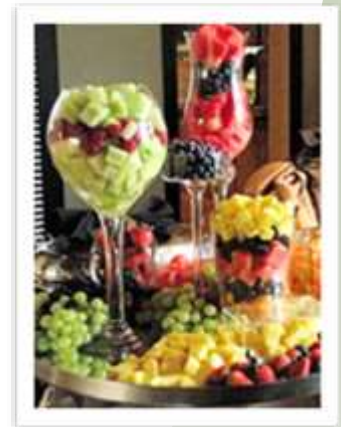


- Individual Deep Fried Raviolis with a Grey Goose Sauce
- Pulled Barbecued Pork, Fire Roasted Corn, Black Beans & Cilantro on Corn Bread Rounds
- Miniature Grilled Cheese Garnished Tomato Soup Shot
- Sweet Corn Cake With Cilantro Sour Cream and Pancetta
- Coconut Crusted Chicken Bites with Grilled Pineapple 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

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

A food and beverage minimum cost of \$2,000.00 (before tax) is required for all events.

Please see our Hors D'oeuvres and Stations Menus online under General Banquet Menus or contact Arizona Catering for more options.

## 8. 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.

### Cash Bar and Set Up Fee (When your guests pay for their own drinks)

\$200.00 set up charge per Bartender for a maximum of 6 Hours. A \$300.00 minimum in sales required plus tax and 20% service charge.

If The Minimum Is Not Met, Additional Charge Will Apply.

Full Bar Set Up includes:

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

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 (When you wish to pay for your guests drinks)

You may put down an amount of your choice and run the bar until the funds are used or host per the hourly rate options below.

A \$200.00 set up charge per bartender for a maximum of 6 hours will apply for hosted amounts under \$1,000.00.

A \$300.00 minimum in sales (hosted amount plus cash bar sales) required plus tax and 20% service charge. If the minimum is not met, additional charge will apply. For any hosted amount \$1,000.00 or over, the \$200.00 set up charge per bartender will be waived.

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
	Each Additional Hour	\$5.00 per person per hour

## 9. Linen and Decorative Upgrade Options

### Linen and Decorative Enhancements

All packages include guest linens and sweetheart linen for a table for two.

If you wish to upgrade or have additional linens, then extra rental fees and

A linen delivery charge of \$100.00 will apply.

Poly Chair Covers and Tie Sashes installed	\$8.55 each
Lamour Chair Covers and Tie Sashes installed	\$9.55 each
Tie Sashes or Table Runners installed	\$7.00 each
132" Floor Length Linens (72" Round Tables)	\$21.00 each
120" Floor Length Linens (60" Round Tables, Sweetheart Table)	\$19.00 each
96" Floor Length Linens (for high cocktail tables)	\$16.00 each
132" Floor Length Linens (for high cocktail tables with ties)	\$25.00 each
Colored 90" Square Overlay (for low cocktail table)	\$13.00 each
Organza Overlay	\$22.50 each
Colored Table Runner	\$9.00 each
90" x 132" Floor Length Banquet Linens (for 6' table)	\$18.00 each
90" x 156" Floor Length Banquet Linens (for 8' table)	\$20.00 each
52" x 114" Lap Length Banquet Linens (for 6' or 8' table)	\$13.00 each
Color Linen Napkins	\$1.55 each
Upgraded Napkin Estimate	\$2.00 each
Charger Plates	\$3.50 each

#### Specialty Chair Rental

Chiavari Chairs	\$17.25 each
Ghost (Clear) Chairs	\$18.00 each
Helix Chairs	\$17.25 each

#### Centerpieces

Glass Votive Candles	\$2.50 each
Small Square Glass Centerpieces: <i>with choice of floating candles or floating fresh flowers</i>	\$9.50 each
Medium Bubble Bowl: <i>with color glass marbles and floating fresh flower on mirror with four votive candles</i>	\$18.00 each

You may also add on other specialty items and services through Arizona Catering.

Officiant Services, DJ Services, Decorating, Flowers, Photography, and More.

Contact them for pricing.

# Answers to Commonly Asked Questions

The Glendale Civic Center and Arizona Catering work as a team to facilitate your reception.

We have two separate contracts. The Glendale Civic Center contract is for the event rental and Arizona Catering contract is for food, beverage, and alcohol.

## **GUEST COUNT MINIMUM:**

Saturdays during the high season months of September, October, November, March, April, and May are reserved for events with a minimum of 100 guests or more.

## **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 and Arizona Catering will be notified of your event. 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.

## **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. This package menu includes a sampling of what we can provide. Please contact Arizona Catering for more food & beverage options. Arizona Catering provides all food, beverage, alcohol, table linens, chair covers and sashes, plates, flatware, cups, goblets and wait staff. 50% deposit is due at time of your catering contract. 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.

## **FOOD AND BEVERAGE MINIMUM COST (Applies to all Events):**

For all events, Arizona Catering requires a \$2,000.00 food and beverage minimum cost. The \$2,000.00 minimum does not include applicable tax and service charge.

## **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. Clients wanting to stay beyond the regular contracted time of 6 hours can do so at 20% of the space rental rate. Events beyond the regular contracted time will have additional catering labor charges. Those wishing to access the space earlier for decorating can do so for \$75.00 per hour for a maximum of an additional two hours.



# Commonly Asked Questions Continued . . .

## **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. Access to the room / space can be done only during pre-arranged hours, as there are often events before your event.

## **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 for 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. Sparklers are allowed and must be planned with your Event Coordinator; please understand they are at your own risk and you will be responsible for any replacement cost for any damage resulting from sparklers.

## **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. Sankhagowit 623-930-3464 or Sgt. Anthony Brown at 623-930-3495. The fee for an off-duty police officer is \$40.00 per hour with a 4 hour minimum.