

Prom Season
All dressed up and no place to go?



Dance the Night Away
at

The Glendale Civic Center!

5750 W. Glenn Drive, Glendale AZ, 85301 www.glendaleciviccenter.com

623-930-4300



Prom Package

* Requires a minimum of 100 people

All that's included in the Prom Package:

Classic Ballroom, Fountain Terrace and Garden Courtyard (4 hours)
Photography Room with 2) Draped Check-In Tables
Hospitality Room for Prom Committee
Custom-Designed Prom Ballroom Layout and Floor Plan
30' X 30' Large Dance Floor
12 Tables with Floor Length Colored Linens of your Choice
(72" Banquet Round Tables, High and Low Cocktail Tables available)
12' X 24' Stage for Band or Disc Jockey
6 Electrical Outlets needed for DJ's, Band's & Photographer's
4 Prom Committee Check-In and 2 D.J. Tables with
Colored Floor Length Linens of your Choice
Photography Room with 2 Draped Check In Tables (Choose Sage or Burgundy)
Buffet Stations with Colored Floor Length Linens of your Choice
A Caterer Snack
On-Site Event Coordinator and Banquet Captain
Free Parking
Complete Set Up and Clean Up of Room and Equipment



Prom Ballroom Rental Rate

Crowne Ballroom \$3,000.00 plus applicable taxes of 2.7%

Plus Snack Attack Catering Package Selection of for a Minimum of \$3500.00 ++

Total Minimum \$6,500.00 ++ (++)plus applicable tax and service charge)

Prom Committee Requirements:

\$1,000.00 non-refundable Deposit to hold the facility for your date

Selection Catered Snack Attack Item

Certificate of Liability Insurance

City of Glendale Police Security (Minimum 2 officers)

Provide Entertainment, Decorations, Photographer and Security

(Our caterer can arrange Decorations, DJ's, Band or Photographer for your group.)

Final count due 7 days before the Prom

Ballroom Dancing

Restaurant
Style
Dining

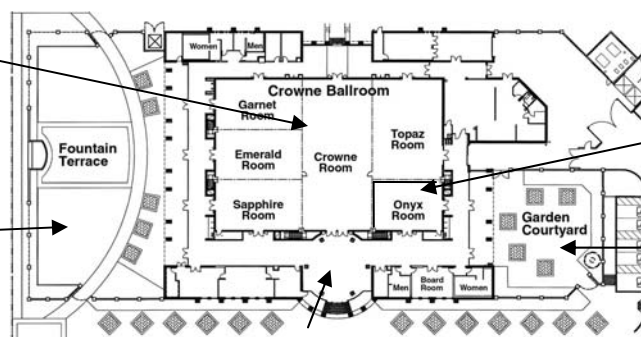


Photo Room

Optional Coffee House

Elegant Formal Entry



Catering Provided By Fabulous Food Fine Catering and Events
623-930-4301

Snack Attack Packages

Based on 4 hour event time and \$3500.00 ++ Food and Beverage Minimum
++ plus 20% service charge and (9.5 %) applicable tax)

Must Choose One

“Tight”

Selection of Assorted Petite Sweets to include:
Cream Puffs, Gourmet Dessert Bars,
Brownies Bites, Mini Gourmet Cookies, M & M's,
And Chocolate Dipped Pretzel Rods
Fruit Punch with Ice Ring
Distilled Water with Floating Fruit

\$17.95 per person ++

“Hot”

Tri Colored Chips, Salsa and Chili Conqueso,
Mini Beef Chimichanga's & Chicken Flautas
with Sour Cream and Grated Cheese
Assorted Cookies
Fruit Punch with Ice Ring
Distilled Water with Floating Fruit

\$19.50 per person ++

“Wicked”

Delicious Belgium Dark Chocolate Flowing
From a Fountain
Served with Freshly Baked Crème Puffs,
Fresh Pineapple Chunks, Fresh Strawberries,
Marshmallows and Pretzels Rods
Fruit Punch with Ice Ring
Distilled Water with Floating Fruit

\$23.75 per person ++
(\$300.00 Minimum)

“Sweet”

3-Tiered Candy Display in Glass Vessels with
Floating Candles
Featuring M&M's, Peanut M&M's, Licorice
Twists, Milk Duds,
Good N' Plenty's, Hot Tamales, Jaw Breakers,
Assorted Fruit Hard Candies,
Mini Butterfingers, Mini Cherry Bombs and Pretzel
Rods
Fruit Punch with Ice Ring
Distilled Water with Floating Fruit

\$19.50 per person ++

All Pricing Above Includes 1) Captain, 1) Server Attendant and 1) Beverage Attendant

“Add onto a Snack Attack Package”

Custom Logo Cake at \$4.00 per person ++
Chocolate Fountain for \$10.00 per person ++
Popcorn Cart w/ Fresh Popped Popcorn \$1.50 ++ per person
(Popcorn Attendant Required at \$100.00 ++ per 100 People)

Beverage Station Options to all Proms

“Rush”

Coffee House

*Gourmet European Coffee with Gourmet Add In's
Candy Swizzle Sticks, Chocolate Shavings, Whipped Cream,
Vanilla Syrup, Cream and Sweeteners*

*Beverage Attendant Fee at \$100.00 per Attendant with a 3 Hour Minimum
\$35.00 Each Additional Hour*

(Minimum of \$200.00, plus 20% Service Charge and Sales Tax)

“Quench”

Assorted Sodas and Bottled Water at \$2.00 each

Add a Specialty Drink or Punch Option TBD

*Beverage Attendant Fee at \$100.00 per Attendant with a 3 Hour Minimum
\$35.00 Each Additional Hour*

(Minimum of \$150.00, plus 20% Service Charge and Sales Tax)

Commonly Asked Questions

- *All Proms require the purchase of a food and beverage package from Fabulous Food Fine Catering and Events meeting a minimum of \$3500.00 ++. No outside Food and Beverage may be brought into the facility.*
- *Glendale Civic Center requires a \$1000.00 non-refundable deposit to hold date.*
- *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. Decorating times will be guaranteed one month in advance.*
- *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.*
- *Candles are not allowed for Proms*

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*
- IV. *A catering minimum of 100 people at a minimum of \$17.95 ++ per person applies. Fabulous Food is a full-service caterer offering assistance with linens, flowers, balloons, etc. in addition to the food and beverage.*
- V. **Liability Insurance:** *Comprehensive Liability Insurance is required for all events 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 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 Officer Anthony Brown at 623-930-4028. 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.*

Glendale Civic Center Decorating Policies & Guidelines

Glendale Civic Center 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. Here are some simple guidelines to follow before you arrive with your decorations to assist you and your Event Coordinators.*

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.*

Favors- *Guest favors should be pre-wrapped and ready to set or hand out.*

Balloons- *Helium tanks cannot be stored at the Civic Center. Tanks may be used and removed.*

It is the responsibility of the client or on – site contact to have all balloons deflated at the conclusion of the event.

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 as additional clean up fee of \$150.00 may apply.*