

# CITY CLERK ORIGINAL

C-10504  
12/07/2015

**Revised 11/19/15  
No. 1602007**

## Glendale Civic Center CITY USE AGREEMENT

5750 W. Glenn Drive  
Glendale, AZ 85301  
(623) 930-4300, fax (623) 930-4319

THIS USE AGREEMENT, made and entered into November 19, 2015  
by and between the City of Glendale (hereinafter referred to as "CITY"),  
and

**City of Glendale Police Department**  
6835 N. 57<sup>th</sup> Drive  
Glendale, AZ 85301

(Hereinafter referred to as "USER"),

**WITNESSETH:**

1. **PURPOSE AND EVENT NAME:** The USER shall have the right to occupy and use said premises for the following purposes and no other: **City of Glendale Police Department Annual Awards Banquet.**

2. **The CITY hereby grants to USER the right to use** the following portions, and no other, of the Glendale Civic Center Complex located in the City of Glendale, Arizona, for and in consideration of the rents and charges hereinafter provided, and the mutual agreements contained herein, and subject to the terms and conditions hereinafter stated. The use date and rate along with a description of the rented space and use of the rented space are as follows:

Date	Day	Room	Type of Use	Times		Cost
February 24, 2016	Wednesday	Crowne/ Topaz/ Onyx	Client Move- In	2:00 PM	5:00 PM	
			Dinner and Program	6:00 PM	10:30 PM	
			Client Move-Out	10:30 PM	11:00 PM	
					Facility Rental	\$1,267.00
					Facility Equipment Rental	\$144.00
					Audio-Visual Equipment	\$925.00
					Operations Labor	\$180.00
					Facility Service Charge	\$63.35
					Sales Tax	\$160.14
					<b>Total Rent Due</b>	<b>\$2,739.49</b>

3. **TIMELY ACCEPTANCE OF AGREEMENT AND DEPOSITS:** This USER agrees to return this license, properly signed on the last page, no later than Upon Receipt. City Department will complete the information below and have the responsible party sign in Authorized Signature section.

\*Transaction Date: 11-24-15 \*The date entered here indicates effective date funds will be transferred.

IFRA #560 Transfer from: (Debit)			By signing here and indicating Fund, Department, and Account Number, Accounting can transfer funds to pay for your event. If you choose, the cost of your event may be split between different accounts.		
Fund 1840	Dept 33211	Account 524400	Authorized Signature <i>Debra Blake</i>	Employee Number	Amount \$2,739.49
<b>Total</b>					<b>\$2,739.49</b>

<b>Transfer to: Credit</b>				
Fund	Dept	Account	Description	Amount
100	14725	4244	Rental Income	\$ 1,267.00
100	14725	4266	Equipment Rental Revenue	\$144.00
100	14725	4246	Audio-Visual Rental	\$925.00
100	14725	4262	Operations Labor	\$180.00
100	14725	4850	Facility Service Charge	\$63.35
100	14725	2148	Sales Tax	\$160.14
<b>Total</b>				<b>\$2,739.49</b>

4. **ARRANGEMENTS AND DETAILS:** All facility setups, catering needs and function details should be finalized at least ten (10) days prior to the event with the Event Coordinator (623) 930-4300. If such information is not given, the CITY will determine needs based upon available information. Changes requested less than ten days in advance are subject to surcharges.

5. **SERVICES PROVIDED:** One basic setup of chairs, head table, lectern and one microphone, general house lighting, heating, air conditioning and custodial service for banquets and meetings only.

6. **EXTRA SERVICES, STAFF AND EQUIPMENT:** Other optional services, staff and equipment are available for additional charge(s). Such fees are shown in the Facility Rental Sheet and the Personnel, Optional Equipment and Utility Rate Sheet. Optional services and equipment must be finalized at least ten (10) days prior to the event with the Event Coordinator. Items requested after the ten (10) day period will be provided only if manpower and equipment are available.

7. **CATERING, ALCOHOL BEVERAGE AND CONCESSIONS:** The rights to all catering, alcohol beverage and concessions are the exclusive rights of Glendale Civic center on-site caterer. They have a full-time manager on site to service all your food and beverage needs. No food or beverage may be brought into the facility, unless provided by Glendale Civic Center's exclusive caterer.

8. **DAMAGE TO BUILDING OR CONTENTS:** USER is responsible for damage to the facility, furnishings, fixtures or equipment, whether caused by USER, his guests, exhibitors or contractors, ordinary wear exempted. USER shall take all precautions to maintain the rented premises in good repair, and shall restore and yield same back to the CITY upon the termination of this Use Agreement. If the premises are not so kept by the USER, the CITY may enter the premises and do all things necessary to restore the premises to the prior condition, charging the cost to USER.

9. **DECORATIONS AND FLAMMABLE MATERIALS:**

- No decorations are allowed on any fixed glass surface in the facility. *No pins, staples, nails or similar fasteners are permitted on curtains or stage and table skirting. On walls and surfaces other than glass and tackboard, decorations may be applied only with masking tape. User may apply decorations only in those rooms rented and shall not include hallways, lobbies, restrooms or other common areas.*
- Any type of tape applied to the floor must be approved in advance by the Event Coordinator. Caution: Many brands do not come off the floor cleanly. User will be charged a cleanup fee for such tape.
- No staples or nails are permitted to be driven into the Civic Center's tables, walls or other fixtures.
- All decorations must be flame-retardant. Proof of a satisfactory flame retardant may include a flame test. Materials not passing will be prohibited.

10. **PUBLIC SAFETY:** USER agrees that at all times they will conduct their activities with full regard to public safety and will observe and abide by all applicable regulations and requests by CITY and duly authorized governmental agencies responsible for public safety.

11. **SAMPLES:** Neither USER nor USER'S exhibitors shall give away or sell food items under the terms of this Use Agreement without the express written consent of CITY.

12. **PROPERTY LIABILITY:** CITY assumes no responsibility whatsoever for any property placed by USER in the Civic Center. USER hereby expressly releases and discharges CITY from any and all liabilities for any loss, injury or damages property which may or do arise out of or be related to the occupancy and use of said premises under this agreement. All watchmen or other protective service desired by the USER must be arranged for by special agreement with the CITY and the USER is responsible for all costs connected therewith.

13. LOST & FOUND /PROPERTY LEFT The Civic Center assumes no responsibility for personal items, meeting room equipment or decorations left in the meeting rooms. Items left will be maintained in the Administration Office for a period of thirty (30) days. If not claimed in thirty (30) days, items will be sent to the City of Glendale Materials Management Department for disposal. The facility reserves the right to charge storage for large items left.

14. ACCESS: It is understood and agreed that the CITY hereby reserves the right to control and manage the Glendale Civic Center and to enforce all necessary and proper rules for its management and operation. The Civic Center Manager and employees supervised by the Manager shall have free access at all times to all spaces occupied by the USER.

15. CANCELLATION BY USER: Should USER cancel an event, no refund of the deposit shall be made.

16. SCHEDULING OF OTHER EVENTS RESERVATION OF RIGHTS: CITY may schedule and contract with other events in parts of the Glendale Civic Center that are not part of the USER's Use Agreement. The Glendale Civic Center may schedule and contract for similar events both before and after the dates of a User's Use Agreement without notice to the USER, unless otherwise specified in writing in the contract. CITY may also schedule and contract for similar events both before and after the dates of this Use Agreement without notice to USER, unless otherwise specified in writing. CITY reserves the right to re-assign meeting space to an equivalent or better space, or upon more favorable terms, as the City, in its sole discretion, deems necessary.

17. ENTIRE AGREEMENT: The parties hereto agree that all of their agreements are fully set forth herein and that no oral statement or representations of any kind have been made upon which either party shall have the right to rely. This shall not limit the CITY from imposing any reasonable additional rules or regulations that may be necessary in the best interest of the operations of the facilities.

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed and dated the day and year first above written.

Signature: Diane Williams  
CITY: CITY OF GLENDALE  
Print Name: Diane Williams  
By \_\_\_\_\_  
Title: Civic Center Manager  
Date: 11/24/15

USER: City of Glendale, Police Department  
Signature: Debra Black  
Print Name: \_\_\_\_\_  
Title: Debra Black, Chief of Police  
Date: 11-20-15

ATTEST:  
[Signature]  
City Clerk

Approved as to form

[Signature]  
City Attorney

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Wednesday, February 24, 2016

C O N T A C T S

Main Contact: Angela Freeman Management Aide  
City of Glendale Police Department  
6835 N. 57th Drive  
Glendale AZ 85301  
Phone Number: 623-930-3237  
E-Mail Address: afreeman@glendaleaz.com

Lease Contact: Debora Black Chief of Police  
Invoice/Bill To Contact: City of Glendale Police Department  
6835 N. 57th Drive  
Glendale AZ 85301  
Phone Number: 623-930-3059  
E-Mail Address: dblack@glendaleaz.com

Sales Person: Diane Williams (623-930-4312)  
Event Coordinator: Diane Williams (623-930-4312)

Attendance Per Session: 300  
Nature of Event: Banquet  
Booking Status Code: Tentative

S C H E D U L E   O F   E V E N T S

Wednesday, February 24, 2016

2:00 PM -	5:00 PM	CTO	Early Set - Up Pending Availability of Ballroom
5:30 PM -		CTO	Reception Starts / Bar Opens
6:00 PM -	6:05 PM	CTO	Invocation
6:00 PM -	10:30 PM	CTO	Dinner and Program
6:05 PM		CTO	Dinner Buffet to Open
7:00 PM		CTO	Ceremony Begins
7:05 PM		CTO	Pipes and Drums and Honor Guard
8:00 PM		CTO	Ceremony Concludes / DJ Music Starts
10:30 PM		CTO	Event Concludes
10:30 PM -	11:00 PM	CTO	Client Move - Out

S E T U P   I N S T R U C T I O N S

Wednesday, February 24, 2016 Crowne-Topaz-Onyx: Time: 5:30 PM - 10:30 PM

1) Room Set Up :

1) Room Set Up:

(See Floorplan)  
Please add trees & plants to room  
Set (1) Directional Stanchion in Rotunda.  
POST AS: City of Glendale Police Department Annual Awards  
Banquet  
Use all Burgundy Skirting

ROTUNDA AREA:  
(2) 16" Draped & Clothed Check-In Table with (2) Chairs and a

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Wastebasket at each.

**ROOM SET UP-**

Rounds of 10. All tables to be numbered.  
Wide center aisle for the Honor Guard Presentation  
Arizona Catering to provide Table Stanchions and Table Numbers  
12'x24'x16" Stage for Presenters - set with stair steps on both sides  
(1) Arm Chair on Stage for Moderator  
Standing Podium set on Riser  
(3) Awards Tables on Riser with Burgundy Velour Throws  
(1) 8'x8'x16" Riser at back of room for Channel 11  
6' Audio Visual Tech Table with 2 Chairs  
AZ and US flags on Riser  
Chairs at back of room

**HONOR GUARD** - Police Department to provide Pipes, Drums and Honor Guard for Event

**AUDIO VISUAL-**

Podium Microphone  
Microphone Mixer  
VGA Cables  
(2) Data Projectors  
(2) 10'x10' Screens  
(2) LCD Data Projectors  
Mult-Box for Media  
A/V Technician

**ENTERTAINMENT:** To Be Determined

**LIGHTING-**

Full Lighting Required. Spotlights focused on Podium and Riser.  
Lights to be Dimmed during Audio-Visual Presentations.  
Lighting Panels to be disabled, as necessary.

**UTILITIES-**

Set Power Strips and Extension Cords for above-listed Audio-Visual Equipment and Catering Equipment, if necessary. Room Includes (2) complimentary electrical outlets, additional outlets are available @ \$36.00 + tax each.

**CATERING-**

Buffet Table To be Determined.

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**SPECIAL NOTES**

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Wednesday, February 24, 2016 Crowne-Topaz-Onyx: Time: 5:30 PM - 10:30 PM

1) Room Set Up :

**CLIENT NOTES:**

Final count and Final Floor Plan including all electrical requirements due 14 Business Days prior to event.

**MEETING/CONFERENCE POLICIES:**

**FOOD & BEVERAGE:** The rights to all catering, alcohol beverage and concessions are the exclusive rights of the Civic Center In-House Caterer. Any food or beverage distributed must be purchased from our In-House Caterer. No food or beverage may be brought into or consumed in the facility, unless provided by our In-House Caterer. Any excess food or beverage from an event may not leave Glendale Civic Center premises. Group Planners are responsible for insuring that all attendees and 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

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Catering at 480-898-8848 to discuss all food and beverage needs.

**TELEPHONE AND INTERNET ACCESS:** WIFI Service is now available at the Glendale Civic Center and must be activated by the Civic Center Operations Staff. Please speak with your Event Coordinator regarding WIFI rates. Activation will take place once payment for such service has been received. Due to the complexity of the installation of hard-wired DSL lines, an advance notice of 14 business days is required. All phone charges are subject to the current sales tax.

**ELECTRICAL RENTAL:** Standard 110 volt electrical outlets are available at \$36.00 per outlet. 220 volt electrical outlets are available for \$120.00 per outlet. All electrical outlets need to be ordered during the planning process of the event through your Event Coordinator. Power drops required must be coordinated in advance with your Event Coordinator as we do not have an electrician on property to administer assistance in this area. *In an effort to maintain a safe environment, all electrical cords and microphone cords etc. must be taped down with carpet/gaffers tape.*

**AUDIO/VISUAL EQUIPMENT RENTAL:** Glendale Civic Center can supply 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 in advance of the event. Client's equipment may be connected to house sound for a \$45.00 mixer fee. Please notify Event Coordinator if you should need an AV tech present at your event. The fee is \$45.00 per hour per technician with a 4-hour minimum.

**EVENT ATTENDANCE:** 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.

**ADVERTISING:** All materials promoting the event using our logo must be approved by the Glendale Civic Center Manager, as well as any programs to be distributed during the event. All programs must have the Glendale Civic Center printed in a prominent location.

User shall not display any advertising matter of any kind or description inside of, in front of, or any part of Glendale Civic Center except as may be authorized by the Glendale Civic Center. Unauthorized advertising matter shall be removed. User agrees that all advertising for the intended use shall be truthful and include accurate information. All productions, which are either video and/or audio, taped for distribution, sale or broadcast must contain a credit line recognizing the Glendale Civic Center. Specific wording is subject to approval by the Glendale Marketing Department.

The entire contents of any Glendale web site, including all text, illustrations, images and HTML source code, are copyrighted. Glendale's names, logos, designs, slogans, trademarks, service marks or web site links are not to be used in any advertising, publicity, promotion, or in any other commercial manner without the prior express written permission for a particular use from Glendale. The appearance and authorization to use Glendale's names, logos, designs, slogans, trademarks, service marks or web site links does not constitute an endorsement, recommendation or certification by Glendale.

**LIABILITY INSURANCE:** Comprehensive Liability Insurance is required for all events using the facility. (Events smaller than

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250 persons or those having catering activities/meals are exempted.) Issuance of proof of insurance is required of all commercial events. 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 thirty (30) days prior to the start of the event.

**EVENT SPACE:** Civic Center will allocate space based on the number of expected attendees and the space available at the time of booking. Room Assignment is 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.

**EVENT PROMOTION:** The Glendale Civic Center directs all inquiries from the public regarding your event to the phone number provided by the event planner. All media inquiries will be directed to the event planner, as well. Advertising, published materials and registration information should have the event planner's phone number listed not the Glendale Civic Center's phone number.

**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.

**BANNERS:**

**Outdoor -**Banners may be displayed 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 \$30.03. Banners must have grommets across both the top and the bottom, so it can be secured against the wind and elements. For safety reasons, it is necessary that Civic Center staff hang the banner. The labor fee to hang and remove each banner is \$75.00.

**Indoor -** Any banners displayed on the interior 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 \$5.00 per foot. However, banners must have grommet holes along the top in order to hang.

**BALLOONS AND DECORATING:** Helium tanks may be used, but cannot be stored at the Civic Center. Tanks must be removed. Loose

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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 will apply.

**DAMAGE TO BUILDING OR CONTENTS:** Group is responsible for damage to the facility, furnishings, and/or equipment, whether caused by an exhibitor, contractor, guests, or show promoter and staff.

**OTHER EVENTS:** Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the event planner or group. These events may be scheduled and take place during the same hours as your event.

**TAX AND LICENSE:** 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 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.

**LOST & FOUND:** Items found during the event will be turned over to the event contact person on-site. 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.

**SMOKING POLICY:** Smoking is not allowed in any of the controlled areas of the Glendale Civic Center. Anyone who wishes to smoke, may do so in the designated areas, but must be at least 20 feet away from all entrances.

**PACKAGE POLICY:** All boxes shipped to & from the Civic Center are subject to a \$6.00 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 and Contact Person On Site)  
(Date of Event)

(CLIENT SIGNATURE REQUIRED):

I have reviewed and approve of all terms and policies listed herein:

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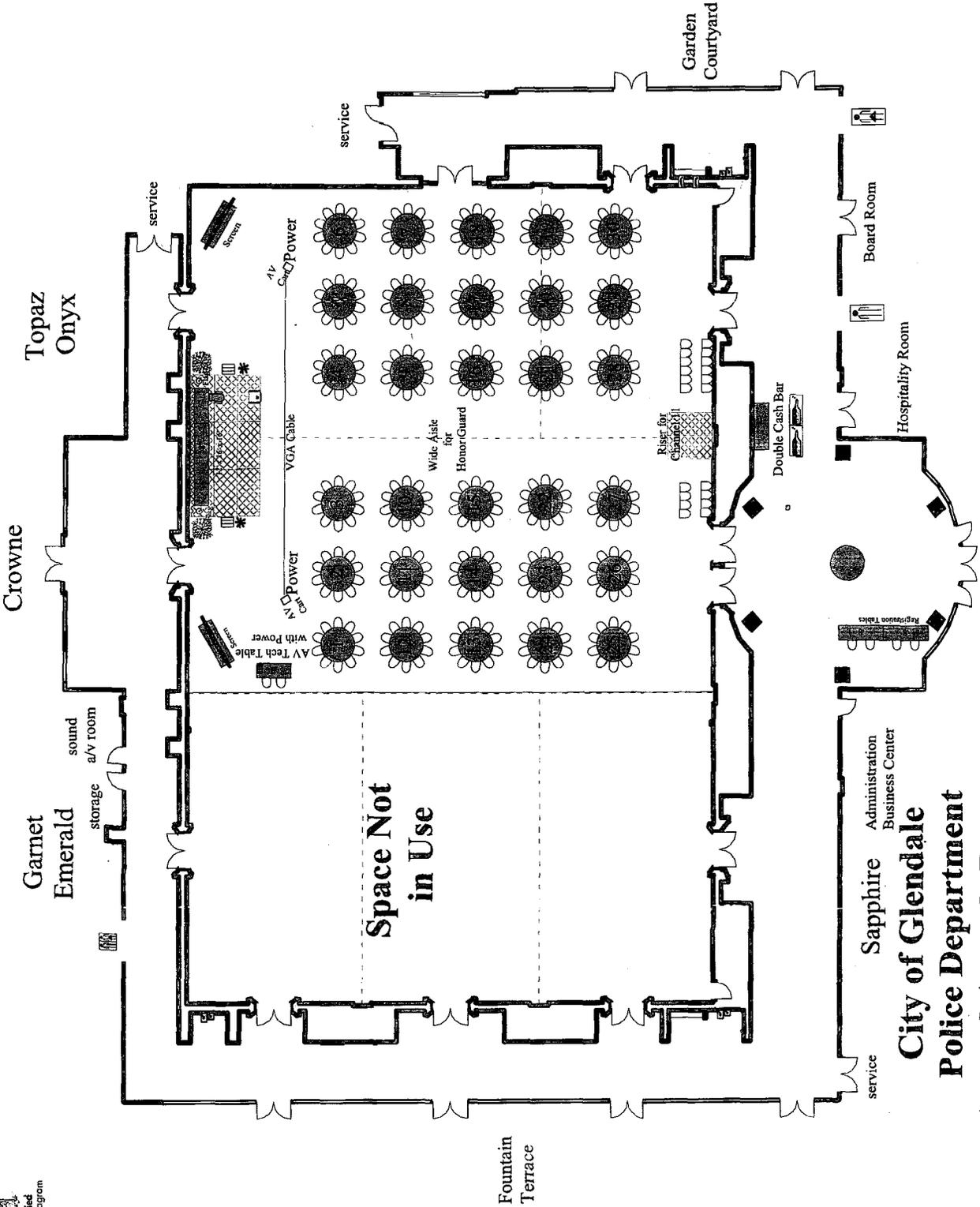
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CLIENT SIGNATURE

DATE

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# Crowne Ballroom, Rotunda, & Foyers



## City of Glendale Police Department Annual Awards Banquet

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Ms. Debora Black Chief of Police  
City of Glendale Police Department  
6835 N. 57th Drive  
Glendale AZ 85301  
Phone Number: 623-930-3059  
E-Mail Address: dblack@glendaleaz.com

Contract # 1602010  
Rate Code: Part Day Catering  
Booking Status Code: Tentative

Date Booked: 11/16/2015

Facility Rental 100-14725-4244		Amount
Crowne-Topaz-Onyx	2/24/2016	\$0.00
Rate Adjustment	Package Rate	\$1,267.00
	Sub Total	\$1,267.00
	5% Svc Chg 100-14725-424850	\$63.35
	Taxable Total	\$1,330.35
	Rental Tax 3.4% 100-14725-2148	\$45.23
	<b>Total Facility Rental 100-14725-4244</b>	<b>\$1,375.58</b>
Fac Equip Rent 100-14725--4266		Amount
*** Crowne-Topaz-Onyx ***		
Risers (4'x8' sections)	2/24/2016	\$198.00
Rate Adjustment	Included with Room Rental	(\$54.00)
11 @ \$18.00 each		
	Sub Total	\$144.00
	9.2% Tax Rate 100-14725-2148	\$13.25
	<b>Total Fac Equip Rent 100-14725--4266</b>	<b>\$157.25</b>
AV Equip 100-14725-4246		Amount
*** Crowne-Topaz-Onyx ***		
8 Channel Mixer	2/24/2016	\$45.00
1 @ \$45.00 each		
Audio-Visual Cart	2/24/2016	\$40.00
2 @ \$20.00 each		
Data Projector	2/24/2016	\$350.00
2 @ \$175.00 each		
Pipe and Drape - Velour (1)	2/24/2016	\$0.00
Rate Adjustment	Additional Equipment Fee	\$225.00
To be set up behind the stage as a back drop		
Screen 10' x 10'	2/24/2016	\$150.00
2 @ \$75.00 each		
Sound Patch Laptop / Ipod	2/24/2016	\$45.00
1 @ \$45.00 each		
VGA Cable	2/24/2016	\$70.00
2 @ \$35.00 each		
	Sub Total	\$925.00
	9.2% Tax Rate 100-14725-2148	\$85.10
	<b>Total AV Equip 100-14725-4246</b>	<b>\$1,010.10</b>
Operations Labor 100-14725-4262		Amount
*** Crowne-Topaz-Onyx ***		
Audio-Visual Technician	2/24/2016	\$180.00

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4 @ \$45.00 each		
	Sub Total	\$180.00
	9.2% Tax Rate 100-14725-2148	\$16.56
	Total Operations Labor100-14725-4262	\$196.56
Please remit payment to:  The Glendale Civic Center 5750 W. Glenn Drive Glendale, AZ 85301  Phone: 623-930-4300 Fax: 623-930-4319	<b>Summary of Charges</b>	
	Facility Rental 100-14725-4244	\$1,267.00
	Fac Equip Rent 100-14725-4266	\$144.00
	AV Equip 100-14725-4246	\$925.00
	Operations Labor100-14725-4262	\$180.00
	Total Expenses	\$2,516.00
	5% Svc Chg 100-14725-424850	\$63.35
	9.2% Tax Rate 100-14725-2148	\$114.91
	Rental Tax 3.4% 100-14725-2148	\$45.23
	Sub Total	\$223.49
Total Charges	\$2,739.49	
Net Due Facility	\$2,739.49	