



COMMUNITY SERVICES & PARKS DIVISION

GLENDALE CIVIC AUDITORIUM RESERVATION REQUEST FORM

Client Name: _____ Organization: _____
(Must be at least 21 years of age)

Phone: Day () _____ Evening () _____ Other () _____

Address: _____

Facility Requested: _____ Number of People Expected: _____

Date (s) Requested: [1st Choice | 2nd Choice] Time of Event Requested: _____

Event Description: _____

The chart below is a rough estimate of an average event at the Civic Auditorium with standard requirements. This chart does not guarantee final costs. The actual cost will be quoted upon meeting with the Community Services/ Facilities Sales & Logistics Supervisor.
150-200 people \$3,200-3,800
300-350 people \$4,600-5,200
400-500 people \$5,300-5,900
600-750 people \$6,200-7,000
The above estimates do not include parking fee, deposit and food/drink services. \$1,000 conditionally refundable deposit will be collected upon finalizing reservation with the Community Services Facilities Sales Supervisor.

PLEASE NOTE THIS IS ONLY A REQUEST AND DOES NOT GUARANTEE OR CONFIRM ANY RESERVATION.

YOU WILL BE CONTACTED WITHIN THREE (3) BUSINESS DAYS REGARDING YOUR RESERVATION REQUEST. After your reservation confirmed by the Community Services/ Facilities Sales & Logistics Supervisor, your actual rate will be quoted. Thank you for considering the Glendale Civic Auditorium as a destination of your event.

OFFICE USE ONLY
Civic Representative Taking Request: _____ Date: _____
Notes: _____