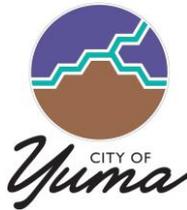


YUMA CIVIC CENTER

Social Events

Rental Rates
Catering
Equipment
Decorating
Services



1440 W. Desert Hills Drive Yuma, Arizona 85365
Tel (928) 373-5040 | Fax (928) 344-9121 | ycc@yumaaz.gov
www.yumaciviccenter.com

Decorating Policies

We ask that you follow these guidelines:

- A) Please do not use the tables or chairs as ladders. Ask the Civic Center Operations staff on duty for assistance, or bring your own ladder.
- B) Pinning, taping, or stapling your decorations on our walls, tables, curtains, stage drapes, table skirting, etc. may cause damage so that they are not safe or acceptable to other users. Please check with our Operations staff for the most acceptable method of displaying your decorations.
- C) Decorations, banners, signs, etc. shall **NOT** be attached to portable curtains, stage drapes, Civic Center tablecloths, table skirting, etc. with pins, staples, tape or other devices that may damage our equipment as this makes it unusable for the next client. Our Operations staff will be happy to advise you as to the most acceptable method of displaying these items, but does not supply those items.
- D) Candles can be used **ONLY WHEN TOTALLY ENCLOSED** in a container that meets fire regulations. (Please check with the Administrative Office for approval of container.)
- E) Electrical needs must be coordinated in advance with our Operations and Maintenance staff to eliminate unsafe conditions. Please contact our office for assistance.
- F) No smoke, fog or incense to be used inside building due to fire alarm sensors.

Facility cleanup begins immediately after your event. It is your responsibility to arrange for immediate removal of all decorations, plants or other materials and supplies upon conclusion of your event. *The Civic Center shall not be held responsible for the disposal of any personal belongings or materials left in the facility after your event.*

Our Operations staff has many useful ideas to assist you with your decoration needs. Please check with them if you have any questions. It is our pleasure to assist you and help you make your event a success.

Scheduling a Social Event

(Wedding, Quinceanera, Private Party)

Initial Considerations

Date of Event

- Select your preferred date(s)
- Consider several alternate dates
- Saturday rental of the Yuma Room (main hall) is for the entire room only.

Number of Guests

- Estimate the number of guests expected
 - Determines the room needed
 - Affects other costs
 - Determines setup

Time of Event

- Determine an approximate start & end time
 - Rental rates are based on a 3 and 5 hour minimum rental period. Time over the minimum rental is charged on an hourly basis.
- All events at Yuma Civic Center must end by 1:00 am. Events on the Sunset Terrace must end by 11:00 pm.

Booking a Date for Your Event

- Contact the Yuma Civic Center to check available dates
- Room reservations are confirmed up to one year prior to the event date. Prior to that, space is held on a tentative basis only.
- A deposit of 50% of the rental fee and a signed Contractual Agreement are required to confirm the reservation of a date.
- Balance of rental fee is due at least three weeks prior to the event.
- A cancellation fee of \$50 is applied when event is cancelled. Balance of deposit is refundable when another event books the space for the same date.

The Yuma Civic Center is a smoke free facility.

YCC Catering

Dinner Menu

Chicken Cordon Bleu
Boneless Baked Ham
Roast Beef with Gravy
Pork Loin with Rosemary & Garlic
Barbacoa (Mexican BBQ Beef)
Cheese Tortellini Pasta Primavera with Alfredo Sauce
Tri Tip
Tilapia

Hot Hors D'oeuvres

Mushrooms stuffed with Crabmeat & Spinach	\$195
Egg Rolls with Hot Mustard	150
Mini Rolled Tacos with Salsa Bar*	150

**(Includes Mild, Medium & Fruit Salsas and Guacamole Dip)*

Cold Hors D'oeuvres

Domestic & Imported Cheese Tray	\$195
Savory Ham or Turkey Rollups	150
Chilled Shrimp with Tangy Cocktail Sauce	195

(All above selections are priced per 100 pieces)

Dips & Fruits

Seasonal Fruit Tray	\$100
Salsa with Tortilla Chips	60
Crudités Platter with House Ranch Dip	100

(Above selections serve about 50)



Other Catering Options

Catering by an outside caterer and/or family is permitted by the Yuma Civic Center.

- A \$2.00 per person catering fee is applied.

* Access to the Civic Center kitchen is not permitted.

* For outside catering, customer must provide linens, utensils, napkins, cups, and plates.

* Cake is allowed.



The Yuma Civic Center provides an excellent buffet style catering service. Dinner, Lunch and continental breakfast menus are available. A restaurant quality kitchen and experienced staff will ensure the food at your event will be fresh and delicious. See office for complete menu selections. Service includes china, silverware and table cloths.

🦋 Sample Buffet Menus 🦋

- | | |
|-------------------------------|---|
| <i>Chicken Cordon Bleu</i> | <i>Pork Loin
with Rosemary & Garlic</i> |
| <i>Assorted Relish Tray</i> | <i>Cool Cucumber Salad</i> |
| <i>Seasonal Fresh Fruit</i> | <i>Tossed Romaine Salad</i> |
| <i>Crisp Spinach Salad</i> | <i>Vegetable Crudites</i> |
| <i>Garlic Mashed Potatoes</i> | <i>Steamed Rice Pilaf</i> |
| <i>Honey Glazed Carrots</i> | <i>Creamed Peas & Carrots</i> |



*All meals are served with coffee, iced tea, dinner rolls or tortillas.
 *Minimum guarantee of 30 people.
 *Prices do not include tax and are subject to change.

One Entrée	\$12
Two Entrees	15
Tri-Tip	18
Prime Rib	24

Buffet prices are per person

Room Capacities & Rates

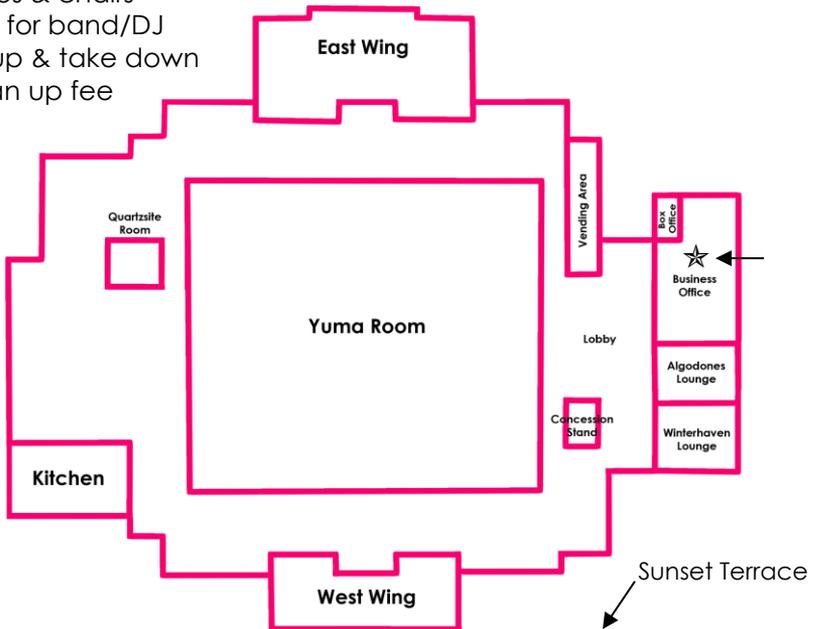
Standard Rate (5hrs)	Private Party		Minimum/ Hourly Rate	Square Feet
	6' Rounds	8' Banquet		
Entire Building			\$1,500/\$300	
Yuma Room* (5hrs)	700	1,000	\$900/\$180	14,896
½ Yuma Room	280	320	\$500/\$100	7,448
¼ Yuma Room	140	176	\$250/\$50	3,724
East Wing (3hrs)	130	150	\$150/\$50	3,080
¾ East Wing	70	112	\$105/\$35	2,160
½ East Wing	50	80	\$75/\$25	1,540
¼ East Wing	30	48	\$39/\$13	920
West Wing (3hrs)	80	128	\$90/\$30	1,982
¾ West Wing	60	96	\$72/\$24	1,387
½ West Wing	40	56	\$45/\$15	991
¼ West Wing	n/a	n/a	\$24/\$8	595
Lounge (3hrs)	50	64	\$60/\$20	1,482
½ Lounge	20	32	\$30/\$10	741
Sunset Terrace (3 hrs)	500	608	\$300/\$100	9,400

Rent Includes:

- * 4 hours to decorate
- * Tables & chairs
- * Riser for band/DJ
- * Set up & take down
- * Clean up fee

*Whole hall rental only on Saturday.

Deposit required to reserve date: ½ of total rent



Equipment and Services

EQUIPMENT:

Dry Erase Board	\$ 12
DVD Player with 27" monitor	50
LCD Projector	100
Linen Tablecloths (each)	5
Microphone	40
Mirror Ball with pin spots	90
Punch Fountain	45
Punch Bowl w/Ladle	10
Projection Screen 14'x8'	110
Stage Light - each	20
Staging – per section	7
16"and 24" elevations, 6'x 8'sections	

BEVERAGES & FOOD

Canned Soda – Assorted flavors	\$ 1
Coffee – per gallon	14
Fresh Cookies – per dozen	10
Fruit Punch (non-alcoholic) – per gallon	10
Frozen Beverage Machine non-alcoholic	150
Frozen Beverage Machine alcoholic	300
Orange Juice – per gallon	14
Sparkling Cider – per bottle	5
Sweet Rolls – per dozen	16
Tea – per gallon	12

BAR SERVICE

Champagne – per bottle	\$15
Keg Beer – per keg	300
Sparkling Cider – per bottle	5
Wine – per bottle	15



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Today!



Rental Guidelines

Alcoholic Beverages

- The Yuma Civic Center is a licensed facility. All liquor must be purchased through the Center and served by Yuma Civic Center staff.

Security

- Private parties in the Yuma Room require five security guards. Private parties in ½ of the Yuma Room require three security guards.
- Private parties in the East Wing require two security guards.

Local Security Companies:

Arizona Southwest Patrol
PO Box 6749
Yuma, AZ 85366
928-782-3800

Aron Security
10560 S Del Vista Dr
Yuma, AZ 85367
928-920-1989

Desert Security Services
256 S 2nd Avenue
Suite A
Yuma, AZ 85364
928-782-9100

Mitchell's
3101 Columbia Ave
Yuma, AZ 85364
(928)782-2376

Safety & Security
Mgmt Services
2045 S. 14th Ave.
Yuma, AZ 85364
(928)271-2012

Insurance:

- A certificate of liability insurance and an endorsement are required and must list the City of Yuma as additional insured with a minimum coverage of \$1,000,000. A certificate of insurance must be furnished at least 3 weeks prior to the event.
- Insurance purchased through the Yuma Civic Center
 - \$77.00 - \$160.00 - Based on attendance & event hours.

Decorating Time

- 4 hours at no additional cost; times must be coordinated with Yuma Civic Center staff.
- Please follow Civic Center Decorating Guidelines.

**Rates and information are subject to change.*