

Social Events

Custom Tailored Events

Catering

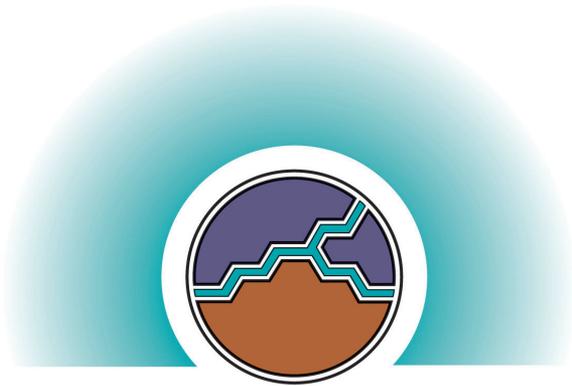
Equipment

Decorating

Services

Checklists

Select Vendors



Yuma Civic Center

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



Scheduling a Social Event

(Wedding, Quinceañera, 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
- Determine setup

Time of Event

- Determine an approximate start & end time
- Rental rates are based on a 3 and 5 hour minimum increments. Time over the minimum rental is charged on an hourly basis.
- Events inside the 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 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 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.

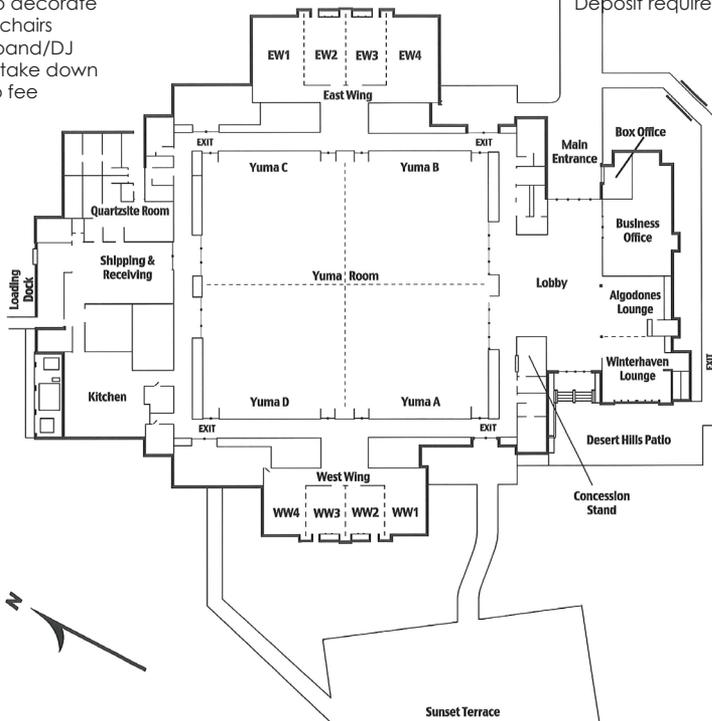
Room Capacities & Rates

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



7 Reasons to have your event at the Yuma Civic Center

7. **Flexible.** We have rooms sized just for your event. A ceremony for 30? A reception for 500? Why pay for more room than you need?
6. **Convenience.** Need a punch fountain? A mirror ball? A/V equipment? We have everything available for a perfect event.
5. **Experience.** Events of all sizes have been hosted here for over 40 years. Our friendly staff will be ready for all your needs.
4. **Catering.** More often than not, catering will be the most expensive cost for an event. Our in-house catering prices start at \$12 per person, and our food is top-notch.
3. **Golf Course Setting.** The Sunset Terrace is the most picturesque venue in Yuma. Set on Desert Hills Golf Course, every view will enhance your wedding experience.
2. **Service.** Our staff will assist you before, during and after your event. We do all the setup, take down and clean up - leaving you more time to enjoy your special day.
1. **Value.** It's not just low rates. Our knowledgeable staff, flexible facility and beautiful settings all add up to an experience of a lifetime.

Rental Guidelines

Equipment:

DVD Player with 27" monitor	\$ 45
Event Decorating Support (per hour)	\$ 80
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 5'x5', 6'x6', 14'x8'	\$110
Stage Light - each	\$ 20
Staging – per section	\$ 7
Staging - per section with skirting	\$ 15
6'x 8'sections 16"and 24" elevations	

Prices subject to change.

Rental Guidelines

Security:

The Civic Center requires security for all private parties. A list of approved security company's is provided below.

- Private parties in the Yuma Room require 5 security guards.
- Private parties in ½ of the Yuma Room require 3 securityguards.
- Private parties in the East Wing require two security guards.
- Private parties on the Sunset Terrace require three 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 Ste. A
Yuma, AZ 85364
928-782-9100

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

Safety & Security
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 can be purchased through the Civic Center
 - \$77.00 - \$160.00 - Based on attendance & event hours.

Decorating Time:

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

Rates and information are subject to change.

YCC Catering

The 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. We pride ourselves on being versatile. If there is a specific menu you would like, we would be happy to provide a cost analysis to you.

MAIN ENTREES

Boneless Baked Ham with Fruit Sauce	Pork Loin w/ Rosemary and Garlic
Lemon & Herb Crusted Bone-in Chicken	Roast Beef with Gravy
Tilapia- Thai Basil or Citrus Peppercorn	Chicken or Turkey Breast w/ Gravy
Tri-Tip	Prime Rib

CHOICE OF THREE

Cole Slaw	Seasonal Fresh Fruit	Relish Tray
Cucumber Salad	Spinach Salad	Vegetable Tray
Pasta Salad	Romaine Salad	Potato Salad
Baked Potato	Cut Red Potatoes	Mac & Cheese
Candied Yams	Cilantro Rice	Garlic Potatoes
Mediterranean Couscous	Rice Pilaf Supreme	Stuffing
Honey Glazed Carrots	Corn	Green Beans
Seasonal Mixed Vegetables	Vegetable Orientale	Zucchini

Buffet Menu Pricing

One Entrée	\$12.00/person	Two Entrées	\$15.00/person
Tri-Tip	\$18.00/person	Prime Rib	\$24.00/person

Hors D'oeuvres

\$150-\$250 per 100 pieces

Crab & Spinach	Stuffed Mushrooms	Egg Rolls w/ dipping sauce
Crab Cakes	Cheese Tray	Bruschetta on Baquettes
Mini Rolled Tacos w/ Salsa Bar		Ham or Turkey Rollups
Chilled Shrimp w/ Tangy Cocktail Sauce		

Dips & Fruits

\$60-\$100 serve approx. 50 guests

Seasonal Fruit Tray	Tortilla Chips with Salsa
Crudités Platter w/ House Ranch Dip	Relish Tray

All meals are served with coffee and iced tea, punch or lemonade, dinner rolls or tortillas, china, silverware, napkins and white table linens. The minimum guarantee is 50 guests.

Prices do not include tax and are subject to change.

ask our friendly staff for a complete listing of menu items and pricing

YCC Catering

Beverages:

Bottled Water - per bottle	\$ 1
Canned Soda – assorted flavors, per can	\$ 1
Coffee – per gallon	\$14
Fruit Punch (non-alcoholic) – per gallon	\$10
Orange Juice – per gallon	\$14
Sparkling Cider – per bottle	\$ 5
Tea – per gallon	\$12

Bar Service:

The Civic Center is a government licensed facility. All liquor / beverages must be purchased through the Civic Center and served by Civic Center staff. The Civic Center has full bar service capabilities.

The Civic Center does not charge a fee to set up a bar at your event. You may choose a cash bar and/or a hosted bar.

Champagne – per bottle	\$ 15
Domestic Beer Keg – per keg	\$250
Frozen Beverage Machine (non-alcoholic)	\$150
Frozen Beverage Machine (with alcohol)	\$250
Wine – per bottle	\$ 15

Other Catering

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

- A \$2.00 per person catering fee is applied.
- Client must provide linens, utensils, napkins, cups, and plates.
- Access to the Civic Center kitchen is not permitted.
- Cake and pre-mixed, non-alcoholic punch are allowed. Client must provide ice, punch, and cups.



Quinceañera Check List

12 Months

- ♥ Call the Yuma Civic Center to get started on planning your special day! Reserve your date.
- ♥ Reserve the Church.
- ♥ Set a budget.
- ♥ Pick a theme.
- ♥ Start shopping for your dress.
- ♥ Interview and hire a party planner (if needed) or start reserving your decorations.
- ♥ Start looking for damas and chambelanes.
- ♥ Make a list of all your possible guests.
- ♥ Decide on your cake and place your order with the bakery.
- ♥ Book your band and/or DJ service.
- ♥ Interview and book photographers, florists and caterers.

8 Months

- ♥ Order/Purchase your dress.
- ♥ Begin registering for gifts.
- ♥ Mail your "Save the Date" cards.
- ♥ Choose your invitations and order them.

6 Months

- ♥ Mail out invitations. Don't forget to include the R.S.V.P. cards!
- ♥ Shop for your damas dresses and chambelanes tuxedos.
- ♥ Reserve your limo or party bus.

4 Months

- ♥ Hire a choreographer for your baile sorpresa.
- ♥ Choose your music for Church.
- ♥ Shop for the perfect shoes.

2 Months

- ♥ Review details with your vendors. Make sure all deposits are paid.
- ♥ Select your menu.

1 Month

- ♥ Have your final dress fitting.
- ♥ Make your hair stylist, make up & manicure appointments.
- ♥ Buy your accessories: tiara or tocado, jewelry.
- ♥ Purchase thank you gifts for your damas and chambelanes.
- ♥ Finish your decorating plans: photo booth, candy buffet etc.
- ♥ Purchase your party favors.
- ♥ Start rehearsing the baile sorpresa and vals speech.

2 Weeks

- ♥ Confirm playlists band and/or DJ service.
- ♥ Break in your shoes to avoid blisters on your big day.
- ♥ Buy "thank you" notes. Put them in a safe place.

1 Week

- ♥ Give final guest count to caterers.
- ♥ Remind party guests about any details.
- ♥ Schedule your dress rehearsal for your baile sorpresa.

The BIG DAY!

- ♥ Eat a healthy breakfast.
- ♥ Don't be late for your own party.
- ♥ Thank your parents/guardians for making you feel special.
- ♥ Take a deep breath, relax and celebrate.

The Next Day

- ♥ Don't forget to return everything you rented: tuxedos, crinolinas, furniture, illumination, etc.
- ♥ Mail your personalized thank you cards.

You can find everything you need for your big day here at the Yuma Civic Center. Don't miss our annual Wedding & Quinceañera Expo in September and ask for our preferred vendors list.

Let us provide an unforgettable experience you will cherish, and your guests will always remember. A Quinceañera at the Yuma Civic Center offers an upscale event at an affordable price. Regardless of the size, your party can take on an exquisite atmosphere that will be uniquely yours.

We offer a full range of complete packages that are affordable. We eliminate unexpected costs and hassle. We will exceed your expectations without exceeding your budget.

"Like" us on Facebook & "Follow" us on Twitter
ycc@yumaaz.gov ♥ 928-373-5040 ♥ Yuma, Arizona



Wedding Check List

You can find everything you need for your big day here at the Yuma Civic Center. Don't miss our annual Wedding & Quinceañera Expo in September and look for our select vendors list inside this Social Events Brochure.

12 Months

- 🔔 Call the Yuma Civic Center to get started on planning your special day!
- 🔔 Set a budget.
- 🔔 Start shopping for your dress.
- 🔔 Consider extra time for special orders to arrive.
- 🔔 Interview and hire a wedding planner (if needed).
- 🔔 Pick your wedding party: Maid of Honor & Bridesmaids, Best Man & Groomsmen.

10 Months

- 🔔 Mail out your "Save the Date" cards.
- 🔔 Decide on your wedding cake and place your order with the bakery.
- 🔔 Book your band and/or DJ service.
- 🔔 Interview and book photographers, florists and caterers.
- 🔔 Decide on your wedding officiant. Confirm the date.

8 Months

- 🔔 Order your dress and tuxedos.
- 🔔 Begin registering for gifts.
- 🔔 Shop for your trousseau.
- 🔔 Start the guest list.

6 Months

- 🔔 Start planning your honeymoon.
- 🔔 Choose your invitations.
- 🔔 Shop for bridesmaid dresses.
- 🔔 Reserve hotel rooms for out-of-town guests.
- 🔔 Reserve your limo.

4 Months

- 🔔 Book your honeymoon (airfare, hotel, car rental, etc.).
- 🔔 Book your first dress fitting (there will be at least 2 to 3!).
- 🔔 Review rehearsal dinner seating.
- 🔔 Shop for the perfect shoes for your wedding.

2 Months

- 🔔 Mail out invitations. Don't forget to include the R.S.V.P. cards!
- 🔔 Check state/county marriage license requirements.
- 🔔 Review details with your vendors. Make sure all deposits are paid.
- 🔔 Purchase wedding bands.

1 Month

- 🔔 Have your final dress fitting.
- 🔔 Make your spa, hair stylist & manicure appointments.
- 🔔 Print wedding programs.
- 🔔 Buy cake knife, toasting glasses, guest book.
- 🔔 Prepare announcement for newspapers.
- 🔔 Buy gifts for wedding party.

2 Weeks

- 🔔 Get your marriage license.
- 🔔 Confirm portrait list with photographer.
- 🔔 Confirm playlists with musicians.
- 🔔 Break in your shoes to avoid hobbling on your wedding day.
- 🔔 Buy "thank you" notes. Put in a safe place.
- 🔔 Start collecting name-change forms from the banks, credit card companies, DMV, etc.

1 Week

- 🔔 Pack for the honeymoon.
- 🔔 Give final guest count to caterers.
- 🔔 Remind wedding party about any details.
- 🔔 Pick up your dress.
- 🔔 Write toasts.
- 🔔 Don't forget the marriage license!
- 🔔 Get as much sleep as you can.

The BIG DAY!

- 🔔 Eat a healthy breakfast.
- 🔔 Don't be late for your own wedding.
- 🔔 Take a deep breath.
- 🔔 Relax and celebrate!

Let us provide a romantic experience you will cherish, and your guests will always remember. A wedding reception at the Yuma Civic Center offers an upscale event at an affordable price. Regardless of the size, your reception can take on an intimate atmosphere that will be uniquely yours.

The entire ambience of a traditional setting, including an exquisite outdoor terrace and an extraordinary art collection joined beautifully together with fine cuisine and quality service.

We offer a full range of complete wedding packages that are affordable. We eliminate unexpected costs and hassle. We will exceed your expectations without exceeding your budget.

"Like" us on Facebook & "Follow" us on Twitter
 ycc@yumaaz.gov ♥ 928-373-5040 ♥ Yuma, Arizona

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.



Select Vendors List

Don't miss our annual Wedding & Quinceañera Expo in September!

Beauty:

- ♥ It Works! Global | 270-305-3771 | danielleorenish.mytworks.com
- ♥ Mary Kay | 580-2788 | marykay.com/michellepope
- ♥ Picacho Family Dental | 344-3177 | picachodental.com
- ♥ Plexus Independent Distributor | mahaylahughes.mypexusproducts.com

Banking:

- ♥ AEA Federal Credit Union | 210-4860 | aeafcu.org
- ♥ NOVA Home Loans | 329-5943 | novahomeloans.com
- ♥ Washington Federal | 726-3774 | washingtonfederal.com

Catering / Bakers:

- ♥ Cakes by Regiane | 850-686-2089 | thedocebrasil@gmail.com
- ♥ Da Boys Italian Cuisine | 782-8383 | daboyisyuma.com
- ♥ Jonathan's Custom Catering | 919-8390 | dache82@gmail.com
- ♥ Julieanna's Patio Cafe | 317-1961 | brant@julieannaspaticafe.com
- ♥ Something Sweet from Nancy | 580-1750 | muller7512@roadrunner.com
- ♥ Sweet Tooth Cakes | 361-8720 | sweettoothcakesandsugarflowers.com

Custom Gifts:

- ♥ The Barefoot Junker | 366-8634 | thebarefootjunker@yahoo.com
- ♥ Thirty One Gifts | 246-4692 | mythirtyone.com/sjordana428

DJ / Band / Sound:

- ♥ Aldo's Music | 920-3777 | djgost29@yahoo.com
- ♥ Atlas Sound, Truss & Lighting | 503-5469
- ♥ Javy Entertainment | 257-7123

Decorations / Party Supplies / Rental:

- ♥ Bella's Creations | 271-9319 | dyfamador@outlook.com
- ♥ Elegant Events & Rentals | 580-2379 | yumaeventrentals.com
- ♥ Jeanie's Party Supply | 782-2211 | jeaniesparty.com

Florist:

- ♥ All Seasons Florist | 782-5611 | allseasonsyuma.com
- ♥ Fortuna Flowers | 246-7832 | brazls@aol.com
- ♥ The Flower Mine | 344-0100 | flowermineyuma.com
- ♥ Yuma Floral | 783-4460 | yumafloral.com

Invitations / Custom Printing / Graphic Design:

- ♥ Sun Graphics | 783-8371 | sungraphicsaz.com

Jewelry:

- ♥ Sand & Stone Fine Jewelry | 344-4443 | sandandstonefinejewelers.com
- ♥ Silpada Designs Jewelry | 518-221-9409 | mysilpada.com/ann.farley
- ♥ Premier Designs Jewelry | 623-293-3509 | premierdesigns.com

Hair Salons:

- ♥ M'Lady M'Lord Salon | 344-2960 | mladylordhairsalon.com
- ♥ Vanity Hair Salon | 782-1205 | 16th Street & 4th Avenue

Hotels:

- ♥ Fairfield Inn & Suites Yuma | 345-1800 | marriott.com
- ♥ Historic Coronado Motor Hotel | 783-4453 | coronadomotorhotel.com

Hotels (Continued):

- ♥ Springhill Suites Yuma | 783-7853 | marriott.com
- ♥ Townplace Suites Yuma | 783-6900 | marriott.com

Limousine Service:

- ♥ Hydys Limousine | 341-5212 | Eddie Zuniga
- ♥ Princess Limousine | 783-0938 | yumatrincesslimo.com

Real Estate:

- ♥ ERA Matt Fisher Realtors | 371-3937 | erayuma.com
- ♥ The Arnold Team | 580-9237 | hotdealsinyuma.com

Photography / Videography:

- ♥ Captured Light Photography | 920-1300 | williamfbutler.com
- ♥ Luigi O. Photography | 962-0738 | luigiphotos.com
- ♥ Ernest Villegas Photography | 750-2627 | ernestvillegas.com
- ♥ MLN Photography | Phone Number | mlnphotography.org

Retail:

- ♥ Aaron's Furniture | 329-5735 | 16th & Arizona Avenue
- ♥ Bath & Body Works | 782-1968 | bathandbodyworks.com
- ♥ Heels & On Fourth | 210-3162 | 27th Street & 4th Avenue
- ♥ Miche Bags | 343-9505 | jewelloftheborder@hotmail.com
- ♥ Now That's Charming | 580-9638 | nowthatscharming.etsy.com
- ♥ Pure Romance | 246-6731 | partiesbylourdes.com
- ♥ ScentSy Fragrance | 807-787-5218 | andreas.scentSy.us
- ♥ Wildtree with Kervina | 257-6430 | mywildtree.com/405642

Security:

- ♥ Arizona Southwest Patrol | 782-3800
- ♥ Aron Security | 920-1989 | arrowsecurityaz.com
- ♥ Desert Security Services | 782-9100
- ♥ Mitchell's | 782-2376
- ♥ Safety & Security Mgmt Services | 271-2012

Spa / Massage Therapy:

- ♥ Ambiance Salon & Spa | 314-0901 | myambiancesalonandspa.com
- ♥ Body Works Massage Therapy | 271-0918 | cherissee@hotmail.com
- ♥ Lotus Day Spa | 345-4744 | lotusdayspa.com

Tuxedo / Dress / Formal Wear:

- ♥ Al's Tuxedo | 343-2411 | 16th Street & Avenue B
- ♥ Blanca's Fashion | 760-357-9028 | blancasbridal@hotmail.com

Venue:

- ♥ Desert Hills Golf Course | 373-5220 | yumaaz.gov
- ♥ Cocopah RV & Golf Resort | 343-1061 | cocopahr.com
- ♥ Lutes Wedding Chapel | 919-3193 | lutesweddingchapel.com
- ♥ MCCS Sonora Pueblo | 269-3711 | yuma.usmc-mccs.org
- ♥ Yuma Art Center | 373-5202 | yumaaz.gov
- ♥ Yuma Civic Center | 373-5040 | yumaaz.gov
- ♥ Yuma Crossing National Heritage | 446-2053 | yumaheritage.com
- ♥ Quechan Casino | 760-572-1668 | playqcr.com

When planning your special event,
make sure you call these select vendors first.



Say

“

I do!”

at the

YUMA CIVIC CENTER

Affordable Rates ♥ Friendly Staff ♥ Catering Options
Golf Course Setting ♥ Personalized Service

Start planning the wedding of your dreams...

Today!

Visit our booth to receive a copy of our Social Events Brochure.