



PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

CIVIC AUDITORIUM RESERVATION REQUEST FORM

PLEASE FILL OUT AND E-MAIL TO: ldalyan@ci.glendale.ca.us

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

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

Address: _____

Facility(ies) Requested: _____ Date Requested: _____

1 st Choice	2 nd Choice

Event Description: _____ Number of People Expected: _____

Requested Event Times:

SET UP TIME	RENTAL TIME	CLEAN & OUT BY

Thank you for considering the Glendale Civic Auditorium as a venue for your event.

General Information

The Lower Auditorium typically holds events which host 100-500 people, and cost an average of \$2,000-\$5,000.

The Upper Auditorium typically holds events which host 500-850 people, and cost an average of \$4,000-\$7,000.

Outside catering and the serving of alcohol is permitted within the facility.

Rates for non-profit organizations are available.

Adjacent parking is available for all events at a rate of \$6 per car.

\$1,000-\$2,000 refundable deposit over above the quote required for each event.

Theater set-up for 1,100 people available in the Upper Auditorium only.

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 date and time are confirmed, your final quote will be based upon the event requirements arranged with the Community Services/ Facilities Sales & Logistics Supervisor.

* *The Responsible Person indicated on the Facility Permit Application must be at least 21 years of age. In addition, they must attend the event from beginning to end.*

** *Some permitted events will be required to provide proof of insurance coverage or purchase insurance through the city. Please contact the facility supervisor for more information.*

FOR OFFICE USE ONLY

CIVIC REPRESENTATIVE TAKING REQUEST: _____ DATE RECEIVED: _____

ACTION TAKEN: _____
