

The Clovis Civic Center 2015-2016 Wedding Package



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Your Wedding Planning Timeline

12-16 Months Before Your Wedding

Choose a Wedding Date – Do not rush in planning a date.

Venue – Let's talk about available dates and rooms for your special day.

Decide on a Budget – Once your budget is finalized, let us assist you in planning the fine details and extras to add personalized flair to your wedding package.

Sign Your Rental Agreement – After your date and budget are decided upon, you and your fiancé will need to sign an agreement to secure your date.

8-10 Months Before Your Wedding

Select Your Bridal Party – Select who you want to be in your wedding and coordinate the important dates and times with your most special friends and family.

Hire a DJ or Band – If you have a particular DJ or Band in mind, be sure to secure them for your special day!

Order your Dream Cake – Find a baker who can make your confection dreams come to life.

3 Months Before Your Wedding

Invitations – Send out your invitations to everyone you wish to attend your wedding.

Favors – Order the wedding favors you wish to give to your guests at your wedding.

2 Months Before Your Wedding

Dress/Tux – Make sure the dress and tuxedo you are planning on wearing still fit! If not, now is a good time to take the pieces to be altered.

Florist – No wedding is complete until the perfect flowers have been found. Meet with your local florist about what they can offer you for your wedding.

1 Month Before Your Wedding

Wedding License – Apply to obtain a wedding license.

2 Weeks Before Your Wedding

Guest Count – Contact any guest that have not yet sent back their R.S.V.P. Also, contact your Event Manager and discuss a final head count and seating arrangements.

Music – Ensure the DJ or Band has a list of all the songs that you want played at your wedding.

The Day Before Wedding

Go through your list of things to do and ensure everything will be covered.

Give the rings to the best man.

Relax and get a good night's sleep.

Your Special Day!

Start your day off as normally as possible. Eat breakfast and enjoy a hot cup of coffee or tea. Ladies, get your hair and make-up done. After a relaxing morning, get dressed for the big event. Have a designated person to check in with your Event Manager about any last minute details. After your ceremony, enjoy a night full of memories with friends, family, and loved ones.

This is your day! Take a deep breath and enjoy life!

“When you realize you want to spend the rest of your life with somebody, you want the rest of your life to start as soon as possible.”

~ Nora Ephron, When Harry Met Sally

2015~2016 Clovis Civic Center Wedding Reception Package

Amenities Included in Package:

- ✓ Rental of Event Room Appropriate for Size of Wedding
- ✓ Bridal Room
- ✓ Cash Bar with Bartender and Security
- ✓ Reception Buffet with attendants
- ✓ Dance Floor
- ✓ Screen, Projector & Microphone
- ✓ Stage, if Desired
- ✓ Use of Centerpieces
- ✓ Tablecloths and Linen Napkins

Wedding Buffet Selections:

**Wedding Package Buffet includes Civic Center House Salad, Freshly Brewed Coffee, Decaffeinated Coffee, and Iced Tea*

New Mexico Hatch Special

Slow Roasted Pork Carnitas, Hatch Green Chili, Mexican Rice, Stewed Black Beans. Served with Flour Tortillas and Red and Green Salsa

Taco Fajita Bar Fiesta

Mesquite Seasoned Chicken, Ground Beef Taco, Crispy Corn Shells and Soft Flour Tortillas, Mexican Rice, Refried Beans, and Taco Fixings

Little Italy

Served with Sautéed Italian Squash Lemon Roasted Chicken and Tuscan Baked Ziti with Sausage, Spinach, Roasted Red Peppers, and Garlic Bread Sticks

Home on the Range

B.B.Q. Pulled Pork and Grilled Chicken, Baked Beans, Potato Salad, and served with Plain and Jalapeno Corn Bread

Down Home Southern

Southern Fried Chicken, Mashed Potatoes and Country Gravy, Corn on the Cob, and Buttermilk Biscuits and Corn Bread

Package Price

\$35 per person

\$20 per child 3-12

Children under 3 - Free

Plated Meal Served to Each Guest – Add \$3 per Person to Package Price

All catered events are subject to a 20% Management Charge. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the administration of the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.*

(*This Management Charge is included in the package price.)

*“Enjoy the little things in life. . . for one day you’ll look back
and realize they were the big things.”
~ Kurt Vonnegut*

Clavis Civic Center Reception Package

Upscale Entrees: *per person in addition to the package price

Fillet Oscar \$10++

6 oz Filet topped with Crab Meat and Béarnaise Sauce, served with potato chive cake and grilled asparagus

Bleu Ribeye \$8++

8 oz Grilled Ribeye topped with Bleu Cheese Herb Butter, served with Roasted Sweet Potatoes and Grilled Asparagus

Tuscan Stuffed Pork Loin \$6

Stuffed with Romano Cheese, Artichoke, Sundried Tomatoes, and Spinach. Served with Roasted Potatoes and Braised Brussel Sprouts

Cordon Bleu \$6

Breaded Chicken stuffed with Swiss Cheese and Ham, topped with a creamy Béchamel sauce. Served with Mashed Potatoes and Asparagus

Chicken Marsala \$6

Sautéed Chicken Breast with Mushrooms in a Sweet Marsala Wine Sauce. Served with Mashed Potatoes and Braised Brussel Sprouts

Deviled Chicken \$6

Smoked Paprika Marinated Chicken Breast with a Dijon Thyme Supreme Sauce. Served with Mashed Potatoes and Grilled Asparagus

++ Minimum of 100 Guest

Salad Upgrades: *per person in addition to package price

Avocado Crab Salad \$3.5

Tender Greens topped with Sweet Crab, Avocado, and Pico De Gallo. Served with Orange Champagne Vinaigrette

Berry Good Salad \$2

Tender Greens topped with Fresh Berries, Pickled Red Onion, Bleu Cheese, and Four Berry Balsamic Vinaigrette

Spinach Salad \$2

Fresh Baby Spinach, Sweet Dried Cranberries, Candied Walnuts, Pickled Red Onions, Bleu Cheese Crumbles, Raspberry Vinaigrette

Appetizers Packages: *per person in addition to the package price

Fruit and Cheese Display \$6

Assorted domestic cheeses served with crackers and fresh Cantaloupe, Honeydew, Pineapple, Watermelon, and Berries

Chips and Dips \$3

Includes tortilla chips with salsa and your choice of one of the following dips

- Spinach Artichoke
- Mediterranean Hummus
- Chili Cheese Dip
- Nacho Cheese

“Grow old with me! The best is yet to be.” ~ Robert Browning

Alcohol Selections

Hosted Open Bar Selections by the Hour
Minimum of 50 Guest • Set up Fee Applied for less than 50

Premium Package:

*selections may change at anytime

Absolut, Beefeaters, Bacardi, Dewar's, Jack Daniels, Crown Royal, and Jose Cuervo

Bottle Domestic and Import Beers

Select Wines

Assorted Coke-Cola Products and Bottled Water

First Hour \$11.50 per Guest

Each Additional Hour \$8.50 per Guest

Wedding Package Upgrade:

Champagne by the Bottle \$25 or Sparkling Grape Juice \$12

Beer, Wine Soft Drink Hosted Bar:

Domestic Beer and Selected Wines

Assorted Coke-Cola Products and Bottled Water

First Hour \$8.50 per Guest

Each Additional Hour \$7.5 per Guest



Cash Bar – Hosted Bar on Consumption

Well Liquor \$4.50	Premium Liquor \$5.50
Top Shelf Liquor \$6.00	Domestic Beers \$3.50
Import Beers \$4.00	Wines \$5-\$8
Assorted Coke Products \$3.50	Bottled Water \$2.50

Hosted Soft Drink, Lemonade, Water:

Self Service Station \$4.00 per person

*“Is it the look in your eyes? Or is it the dancing juice?
Who cares, baby? I think wanna marry you!”
~ Bruno Mars, “Marry You”*

Plan your dream wedding with us...

Once in a while, right in the middle of an ordinary life, love gives us a fairy tale...

Congratulations on Your Recent Engagement!

With your upcoming wedding, there are many decisions to be made. With the help of the Clovis Civic Center's professional Staff, we will assist in planning the essential details to your special day.

We are delighted to have the opportunity to make your wedding day unforgettable.

The Clovis Civic Center offers the perfect venue for any sized wedding with multiple event rooms available for the ceremony, reception, and bridal suite. Each of our menu packages are completely customizable to exceed your expectations.

The packages we offer provide you with a hassle-free way of planning your wedding by providing all you need at one great price!

Each wedding package also includes the following:

- Gourmet Entrée of Your Choice
- Your Choice of Available Centerpieces
 - Event Insurance
- Rental of Event Room, Appropriate for Size of Wedding Party
- Skirted Head Table, Cake Table, Gift Table, and DJ Table or Stage for Band
 - Your Cake Cut by Our Executive Chef
 - Cash Bar with Bartender and Security
 - Dance Floor Appropriate for Size of Your Group
- Tablecloths and Linen Napkins in Your Choice of Colors
 - Microphone for Toasting and Announcements
- Screen and LCD Projector (You Provide the Slide Show and Laptop)



Call Sales Manager, Lawrence Vigil at (575) 935-5009
to schedule an appointment to book your wedding
at the Clovis Civic Center.

