

*The Clovis Civic Center*  
*2018-2019*  
*Wedding Reception Package*



*801 Schepps Blvd., Clovis, NM 88101*

*[www.clovisciviccenter.com](http://www.clovisciviccenter.com)*

*(575) 935-5000*



# *Your Wedding Planning Timeline*

## *12-16 Months*

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

Reception 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 flair to your wedding.

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

## *8-10 Months*

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*

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*

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*

Wedding License – Apply to obtain a wedding license.

## *2 Weeks*

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*

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!*



## Wedding Buffet Selections:



*Wedding Package Buffet features the Civic Center House Salad, Freshly Brewed Coffee (Regular and Decaf), and Iced Tea & Water*

### Mio Tesoro

*Chicken Parmesan served with penne pasta in a creamy Alfredo sauce alongside a squash medley, and garlic breadsticks*

### High Plains Fiesta

*Street Tacos: Choose 2 (pork, beef, or chicken), served with queso, rice, refried beans, guacamole, salsa, and corn tortillas*

### The Pitmaster's Favorite

*BBQ smoked beef with chicken quarters in a warm BBQ sauce served with potato salad, baked beans and cornbread*

### Taste of Nawlins

*Blackened chicken breast served with pineapple salsa, dirty rice, glazed carrots and cornbread*

## Package Price

*Minimum of 100 guests*

***\$37 per person***

*Children under 2 – no charge*

***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**

# *Plan your dream wedding with us!*

*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 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*
- *Stage for Band*
- *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)*

***\*Minimum of 100 guests\****

*Wedding Reception Package priced per person and their age.*

*Additional options and upgrades are available.*

*Additional Charge for Bridal Suite*

*Additional Charge to hold your wedding ceremony at the Clovis Civic Center.*

# Reception Package Upgrades

\* Minimum of 100 Guest \*

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

- *Herb crusted NY Roast or Prime Rib with brown gravy, garlic mashed potatoes and asparagus \$6*
- *Grilled salmon with lemon herb beurre blanc sauce and glazed carrots \$6*
- *Pork tenderloin with spiced rum apple sauce, sautéed veggies and wild rice pilaf \$5*
- *Chicken Cordon Bleu with mashed potatoes and grilled asparagus \$5*
- *Chicken Marsala with baby portabella mushroom sauce, garlic mashed potatoes and grilled asparagus \$5*

## Salad Upgrades: + \$2\*per person in addition to the package price

- *Baby mixed greens with candied pecans, feta, raisins and balsamic vinaigrette*
- *Spinach with Mandarin oranges, candied walnuts, bleu cheese crumbles and raspberry vinaigrette*
- *Traditional Caesar salad*

## 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*
- *Chili Cheese Dip*
- *Mediterranean Hummus*
- *Nacho Cheese*

# Alcohol Selections

*Hosted Open Bar Selections by the Hour, Minimum of 100 Guest*

## **Premium Package:**

*\*selections may change at anytime*

- *Select Liquors (vodka, gin, tequila, whiskey, bourbon, rum) and mixers*
- *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 \$30 or Sparkling Juice \$18*

## **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 \$7.50 per Guest*

## **Cash Bar – Hosted Bar by Consumption**

- *Premium Liquor \$6*
- *Wines \$6*
- *Domestic Beers \$4*
- *Assorted Coke Products \$3*
- *Import Beers \$5*
- *Bottled Water \$3*

