



# RIORDAN MANSION

## STATE HISTORIC PARK

Thank you for inquiring about having a wedding or event at Riordan Mansion State Historic Park.

Constructed in 1904, the Craftsman-style Riordan family homes were built for the families of Tim and Michael Riordan. These brothers owned the Arizona Lumber and Timber Company and were the largest employers in Flagstaff. As such, the Riordan brothers assumed leadership roles and joined their fellow citizens in building the Flagstaff community we enjoy today. Their homes, now preserved as an historic house museum, provide an opportunity for future generations to experience a small part of the Riordan family story.

When the Riordan family lived in the homes, they hosted many celebrations. Today we continue that tradition and their beautiful historic homes provide a wonderful location for a variety of events.

Attached you will find information about our facilities and the policies and procedures for using them.

### PLEASE NOTE:

1. A facility use reservation must be filed with staff assistance
2. A NON-REFUNDABLE \$200.00 deposit must be submitted with your reservation.
3. Arizona State Parks rules and regulations will be observed.
4. Event insurance is required.
5. The park manager may assess up to a \$250 fee for damages and cleanup when, in their judgment, facilities are not left in the same condition as when the activity commenced.
6. The park is not responsible for providing medical, sanitary or security services during the term of the reservation.
7. Proposed changes in your schedule or activities must be pre-approved by park staff.

Please call me to set up an appointment to tour the park facilities and to complete your reservation.

Best,

Shannon Benjamin  
Senior Park Ranger/Events Coordinator  
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(928) 779-4395

9/2024

## Facility Rental Information

The staff at Riordan Mansion State Historic Park is pleased to make park amenities available for your special event. We ask that you study our guidelines carefully. Your cooperation is needed in complying with the following regulations to ensure the success of your event, the security of the facilities, and the protection of the surrounding historic environment.

### Reservations

Reservations for wedding ceremonies, receptions, and other special events are on a first come first serve basis and require a facility use reservation. This reservation will be completed with the assistance of park staff at the time of booking your event. Prices are an estimation until the agreement is signed and details finalized.

### Deposit

A reservation fee of \$200.00 is due at the time of booking. This fee is non-refundable and non-transferable, but will apply towards the total amount of your rental fee.

### Rental Hours

Due to event space being outdoors, facilities are only available to be reserved April through October. The park facilities will be available only during the hours indicated in the reservation.

- Event areas may be reserved from 9:00 a.m. to dusk (see times in chart below).
- An after-hours fee will be charged for events that conclude after 5:00 p.m.

### Parking Limitations

The park has a limited number of parking spaces which are reserved for regular park visitors; therefore, **all event vehicles are required to utilize designated parking areas outside the park.** Parking is available next to the park entrance in the Northern Arizona University (NAU) campus Knoles Drive parking garage and in the nearby parking lot 13. Visit the website for NAU Parking Services for more information: <https://in.nau.edu/university-transit-services/Guest-Parking/>

The park will provide signs to direct traffic to off-site parking. Your parking attendant is **required** to assist in directing guests to the parking area and to your event location. The parking attendant is to remain at the park entrance from 45 minutes prior to the event until the start of the event. A penalty fee of \$150 will be charged if no attendant is designated and utilized. The parking attendant must be at least 16 years old. Event staff may utilize the parallel parking along Riordan Ranch Street.

### Restroom Facilities and Services

The restrooms are located in the Visitor Center. For events with more than 75 people, it is required for you to bring in portable restroom facilities. The park is not responsible for providing medical, sanitary or security services during the term of the reservation.

### Rental Fees & Payment Policy


Rental of the reservation area will be billed for a 4-hour or 8-hour block of time, which includes the set up through the cleanup of the event. Refer to the Fee Guidance for complete cost information.

**Balance of all charges is due 30 days prior to the event.** No tax or service charge will be applied to the rental fees. All deposits and payments may be made in the form of cash or credit.

## Fee Guidance

Package	Actual Price	#of People	Includes
Milton	\$700	30 or less	Use of the Veranda/Courtyard OR Hitching Post Forest for up to four hours during park hours, up to 30 chairs and 8 tables.
Flagstaff	\$820	31-50	Use of the Veranda/Courtyard OR Hitching Post Forest for up to four hours during park hours, up to 50 chairs and 10 tables.
Peaks	\$950	51-75	Use of the Veranda/Courtyard OR Hitching Post Forest for up to four hours during park hours, up to 75 chairs and 12 tables.
Coconino	\$1450	51-75	Use of the Veranda/Courtyard AND Hitching Post Forest for up to eight hours during park hours, up to 75 chairs and 12 tables.

**For groups larger than 75 please contact staff for more information.**

<p><b>Wedding Extras – add \$300 to any package</b> Add a rehearsal &amp; one hour of West House Access</p>	
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Additional options that can be added to any package.				
Cocktail Tables - 31" round X 43 1/2" tall - 5 available			\$7 each	
West House Museum Access - \$100 per hour			\$100	
Additional 4 hours for a total of 8 hours for event set up through cleanup			\$300	
Add Hitching Post Forest OR Veranda for the same time period			\$200	
Rehearsal on Separate Day - up to two hours during regular Park hours			\$100	
Guided Tours - Group rate available – ask for details			varies	
After Hours \$200 per hour for each hour after 5:00 p.m. Dusk times and maximum after hours fees by month.			varies by month and time needed see table	
	October	6:00 p.m.		\$200
	April, May, August & September	7:00 p.m.		\$400
	June & July	8:00 p.m.		\$600
Parking Penalty Fee - If your parking attendant fails to do their job			\$150	

**Other fees may be applied if special needs are required.**

Riordan Mansion requires notification of schedule changes, attendance adjustments, cancellation, etc. at the earliest possible time.

**Reservations must be confirmed 30 days prior to the event.** Confirmation allows staff to review your specific needs, ensures that these needs are met, and the accurate balance is paid.

## Event Areas & Amenities

Please read the amenities and capacity for each area carefully to determine which area(s) of the park you would like to utilize for your event. Two or more event areas may be reserved for an additional fee.

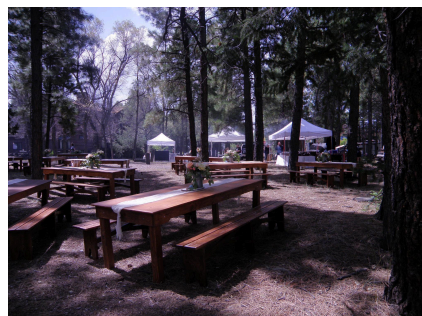
### Veranda/Courtyard

This area is the front yard on the north side of the houses. The veranda and courtyard were shared by both Riordan families. It consists of a stone archway and wall on the outside with the Riordan houses creating the boundaries on the sides. The south side is the veranda and covered porch providing some shade. The natural setting adds to the beauty of the location providing a wonderful backdrop for photographs. The Veranda has the capacity for 125 standing, 100 in chairs, or 75 at tables. The Veranda may be reserved from 8:00 a.m. to dusk.



### Hitching Post Forest

Located across the pedestrian trail and to the north of the Veranda/Courtyard. The young ponderosa pine forest provides partial shade. This area can accommodate approximately 150 standing, 125 in chairs, or 100 at tables and can be reserved from 8:00 a.m. to dusk.



## West House Museum

The first floor of Michael and Elizabeth Riordan's home has been transformed into a museum space with exhibits about the Riordan Family, the lumber mill, and the Arts and Crafts Style of architecture. Food and drinks are NOT permitted in the West House. Access to the West House Museum may be added to your event for an additional fee.

### Guest Viewing

The West House allows guests to experience some of the Riordan family history without the hour-long commitment of the East House guided tour. Riordan Mansion staff or a volunteer will be available to greet your guests and to answer questions. Maximum occupancy is 50 people.



### Bridal Party Hideaway

The West House second-floor hallway provides a large open space for the bridal party to "hide" and do those last-minute adjustments. Due to fire hazard, no heat producing appliances including curling irons are not permitted. Access to this area is only for the specified time on the reservation. Staff must be in the house whenever you are in the house, therefore plan to have all event items brought in and removed during the time reserved.



## Postponement of Event

Any change in the event date must be agreed to in writing by the park manager and will result in a modification of the contract price to conform to the current rates. In the event all parties agree to change the event date, all payments previously made towards the rental of the facility shall be credited toward any remaining or additional charges.

## Cancellation Policy

If a cancellation occurs fewer than 30 days in advance of the event, all deposits and fees are non-refundable and no refund will be granted. Any cancellations made prior to 30 days before the event, will receive a refund for any fees paid, excluding the non-refundable reservation fee of \$200.00. Payments for events that are transferred (from one date to another) are non-refundable regardless of cancellation date. Refund checks will be mailed with 6-8 weeks of cancellation.

## Inclement Weather

The park assumes no liability for inclement weather that affects the event or for any occurrence that may impact the event which is outside the park's control. You are responsible for any additional rentals (outdoor heaters, canopies/tents for rain or shade, towels for drying equipment, etc.) required to accommodate the needs of the event. You are required to inform the park of the use of additional rental equipment and to ensure the use of equipment is compatible with the park policies.

## Event Representative

A responsible party must be designated as an Event Representative prior to the start of the event. It will be the responsibility of the Event Representative to be available to answer questions and assist staff in enforcing all rules and regulations and they must check out with a staff member at the end of the event before leaving the facility. The Event Representative must be at the park during the entirety of the event.

## Behavior

Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of personnel, park visitors, collections or facilities are expressly prohibited. Staff may request that individuals engaging in such behavior leave the premises. Staff may terminate any event at any time, if, in their reasonable judgment, the event endangers personnel, visitors, collections, or facilities. The permittee is responsible for the behavior of their guests and vendors while they are on the premises.

## Vendor Selection

The park provides only the venue and limited rental equipment (tables, chairs, etc.). All costs of food, floral, rentals, entertainment, and other features of the event are your responsibility. All on-site vendors (including caterers, photo booth, etc.) must provide a Certificate of Insurance (see Insurance Requirements below) within 30 days of the event. It is your responsibility to ensure the park has received this paperwork.

## Insurance Requirement

You are considered a contractor and are required to have event insurance which can be obtained through your own insurance company as an endorsement or through various event insurance companies. You and all on-site vendors (caterers, etc.) must provide within 30 days of the event a copy of their certificate of insurance for A \$1,000,000 liability policy which shall be endorsed to include the following additional insured language: ***“The State of Arizona and Arizona State Parks Board shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor.”*** Please ask staff for a list of vendors already on file.

## Catering

You may use the caterer of your choice or any person in possession of a Coconino County-approved Food Service License. Food preparations requiring grease must have protective PIG matting in place to absorb any grease spilt. We allow propane grills and stoves in outdoor areas away from historic structures unless under fire restrictions.

## Alcoholic Beverages

A champagne toast is permitted (one glass per guest), no open bar or other alcohol. Beverage service must conclude at least one hour prior to an event's ending time. No dispensing to or use of alcoholic beverages by minors.

## Music

DJs, acoustic, and amplified music are permitted at the park. The volume of music must not disrupt the Riordan Mansion tours and must remain at a level satisfactory to guests and park staff. Speakers must draw less than 15 amps of power. Wi-fi is not available.

## Photography

Photography is permitted outside throughout the park and in the Visitor Center during the entire event. The interior of the West House is only available during the designated reserved time. Be aware of gardens and historic features. Artifacts including the split rail fences may not be moved. Artifacts, vegetation, wildlife, rocks, and buildings must not be damaged in any way. The park reserves the right to take photographs of your event set up and professional photographers are encouraged to share photos with staff for use in promoting the location.

## Service Entrance Access

The service entrance (at 1300 Riordan Ranch Street) is available for deliveries to be made closer to the Veranda and Hitching Post Forest. However, vehicles must stay in designated areas and are **not permitted** to remain parked in the event area. All vehicles must be moved to other designated parking areas during the event.

## Deliveries (Personal and Rental)

All deliveries and pick-ups must be arranged in advance with staff. Riordan Mansion does not have areas for the storage of personal belongings or rental equipment. Therefore, all deliveries of supplies and equipment must occur no sooner than the day before the event. Deliveries and pick up of rental equipment must be made during park operating hours. Staff will not sign for personal or rented supplies and equipment. If a vendor requires a signature upon delivery, a responsible party for the event must be present to sign the delivery slip. Neither Riordan Mansion nor its staff are responsible for loss or damage to property brought onto the premises and are not responsible for set up and breakdown of any rental equipment. All rental equipment must be scheduled for pick up by the end of the event, unless special arrangements have been made prior to the event.

## Equipment

Tables and chairs may be rented for a nominal fee; you are responsible for setting up, cleaning after use, and returning tables and chairs to the designated location. You are responsible for ensuring sufficient extension cords, generators, etc. to cover the event's electrical needs. The maximum capacity of park outlets is 15 amps. Outdoor heaters are not permitted near historic structures. Portable toilets must be placed in designated areas.

Shade structures, tents, tarps, pop-ups, canopies, etc., may not be attached to buildings, park structures or trees/shrubs. These items need to be secured from the wind with the use of weights on the legs, no staking in the grass. For events with 75 or more people, it is required for you to provide additional portable restroom facilities.

## Decorations

No physical alterations can be made to any part of the park facility or property. **The use of staples, push pins or adhesive is prohibited on historic structures.** Decorations can easily be hung using fishing line, floral wire, ribbon, etc. The use of stakes is prohibited. No doorway or public corridor may be blocked in any way.

In order to protect our wildlife, the following are not permitted: rice, glitter, confetti, or other small items that are difficult for you to clean up.

## **Clean Up**

You are responsible for returning the rented area to its original condition. All items, decorations, flowers, personal belongings, etc. must be removed immediately following the event, unless otherwise arranged with staff. Tables and chairs belonging to Riordan Mansion must be returned to the designated location. Staff will not be responsible for the set-up or take-down of equipment. Trash and recycling must be disposed of in the dumpster/recycling can by the service gate. Any decorations or personal items remaining after the event will be removed by staff and may be destroyed, sold, or otherwise disposed of without any liability to Arizona State Parks & Trails. If any damage or theft has occurred, it will be noted and signed by the Event Representative before leaving the facility. If the damage is found after the event, you will be contacted immediately. Arizona State Parks & Trails will determine the amount to be billed to you. Charges for unusual clean-up after the event will be billed to you.

## **Flora & Fauna**

As an Arizona State Park, the park asks all guests to show respect for all forms of plants and wildlife so that our park may be preserved intact for all to enjoy. All guests must stay on designated trails and roadways to protect the native flora of the forest. Trimming, cutting, or altering of any plants or trees can be extremely damaging and is not allowed. For the safety of the wildlife and plants near the park, please do not throw rice, birdseed, confetti, or similar materials. Hunting, fishing, handling, harassing, or disturbing the wildlife is not permitted. Please leave the grounds as you found them.

## **Minors**

Minors must be accompanied at a ratio of one adult to every ten minors. An adult must be with a minor at all times and are responsible for their safety and discipline.

## **Pets**

Pets are permitted on the park grounds on a 6' leash. Pets are not permitted in buildings. Pet owners are responsible for cleaning up and properly disposing of any pet waste.

## **Smoking**

Smoking is not permitted.

## **Fire and Safety**

All fire regulations and laws concerning public use and safety shall be observed at all times, such as no fireworks, sparklers, open fire pits, etc. Please note the location of fire extinguishers and exits. During event set-up or execution, entrances, exits, passages to exhibits and administrative areas may not be blocked. Use of rental spaces must comply with state and local fire ordinances at all times.

## **Park Staff**

A member of the Riordan Mansion staff will be on premises throughout your event. Staff will provide assistance to ensure the event meets specifications outlined in the facility rental agreement.

## **Public Health**

You are responsible for ensuring that the group follows any CDC and AZ State Health Department guidance and restrictions that are in place regarding on the day of the event. This includes but is not limited to maintaining physical distancing, wearing masks, and maintaining current group restrictions in the rented area. Park staff will inform you of the current recommendations and restrictions.