



Kartchner Caverns State Park  
P.O. Box 1849  
Benson, AZ 85602

Dear Couple

Thank you for considering Kartchner Caverns as the location for your wedding. The enclosed material will help you decide if an Arizona State Park will be the best backdrop for your wedding. The material includes information on wedding sites and facilities for weddings and receptions. Please contact us by phone for available dates or to answer any questions you may have. 520-586-4105

Attached you will find an application, price packages, frequently asked questions and rules and regulations. Applications/Forms should be completed and returned to Kartchner Caverns as soon as possible.

Payment is due at the time a reservation is made with a Visa, Mastercard or cash.

**PLEASE NOTE:**

- 1) Arizona State Parks Rules and Regulations will be observed.
- 2) Proposed changes in your schedule or activities must be pre-approved by the Park Manager or his/her representative.

The Park Manager may assess up to a \$250 fee for damages and cleanup when, in his/her judgment, facilities are not left in the same condition as when the activity commenced. The park is not responsible for providing medical, sanitary or security services during the term of the reservation.

If wedding guests are interested in cave tours, they may be arranged by calling reservation line at (520) 586-4100 or online at [azstateparks.com](http://azstateparks.com)

Thank you again for considering Kartchner Caverns. We are looking forward to working with you. Please feel free to call us if you have any questions.

Sincerely,

Staff at Kartchner Caverns State Park  
2980 Highway 90  
Benson, AZ  
(520) 586-4105

## **FACILITY RENTAL INFORMATION**

Kartchner Caverns State Park is pleased to make its amenities available for your special event. To help you make your decision regarding the use of the Park, 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 natural environment.

### **Reservations**

Reservations for wedding ceremonies, receptions and other rentals are on a first come first serve basis. Facility rental requires that you apply for a *Special Use Permit*.

### **Reservation Fee**

A reservation fee/security deposit of \$ 150.00 is due at the time of booking. This fee is refundable if no damages are assessed or if event is cancelled with at least 30 days notice.

### **Special Use Permit**

Arizona State Parks mission is to manage and conserve Arizona's natural, cultural and recreational resources for the benefit of the people, both in our Parks and through our Partners. Therefore to hold a special event at the facility, Arizona State Parks requires a *Special Use Permit*. This agreement must be completed, signed and returned to the Park at the time of booking your event.

### **Rental Space & Inclusions**

The reserved area is rented "as is." Rental includes exclusive use of the following: amphitheater and/or group ramada, private dressing areas, restrooms, and picnic tables.

### **Rental Hours**

The Park facilities will be available only during the hours indicated in the *Special Use Permit*. All events must end by 10 pm.

### **Rental Fees & Payment Policy**

Rental of the group ramada area will be billed for an 8 hour use of the facility. Rental of the amphitheater will be billed for a minimum of 2 hours. Additional hours can purchased if needed. This includes a 1 hour rehearsal the day before your wedding, 2 hours of setup time prior to the event, and 1 hour of clean up time. Please contact the park for more information on fees.

**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, credit cards, or debit cards. We highly recommend paying the refundable security deposit with a credit/debit card or your refund may be delayed.

### **Postponement of Event**

Any change in the event date must be agreed to in writing by both Arizona State Parks and Permittee and will result in a modification of the contract price to conform with 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 we will retain half of all fees paid. Any cancellations made prior to 30 days before the event will receive a full refund.

### **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 required to accommodate the needs of the event.

### **Rehearsal**

The Park will allow a rehearsal of up to one hour in duration at no extra charge. Rehearsals must take place during park operating hours.

### **Vendor Selection**

The Park provides only the venue. All costs of food, floral, rentals, entertainment, and other features of the event are your responsibility. It is your responsibility to make sure that these vendors follow the rules of the Park.

### **Catering**

You may use Aramark's catering services. If you wish to use another caterer, please contact Aramark for a waiver at 520-586-4166.

### **Alcoholic Beverages**

Alcohol is permitted.

### **Music**

DJs, acoustic and amplified music are permitted at the Park. The volume of music must remain at a level satisfactory to guests and Park staff. Music must end at 9pm and quiet hours must be strictly observed starting at 10pm.

### **Photography**

Photos are permitted throughout the Park. However, no photographers, guests, or equipment will be allowed off marked trails and walkways. (Photography is not permitted inside Kartchner Caverns).

### **Tents**

Tents must be located in the open spaces and approved by the Park Supervisor.

### **Deliveries (Personal and Rental)**

All deliveries and pick-ups must be arranged with the Park staff. The Park 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 with advanced notice of time of delivery, unless special arrangements have been made prior to the event. Deliveries and pick up of rental equipment must be made during park operating

hours. Park staff will not sign for personal or rented supplies and equipment. If a vendor requires a signature upon delivery, a responsible party must be available to sign the delivery slip.

Arizona State Parks or any Park staff is not responsible for loss or damage to property brought onto the premises and is not responsible for set up and breakdown of any rental equipment. All rental equipment must be scheduled for pick up by midnight following the event unless special arrangements have been made prior to the event.

### **Special Event Equipment**

You are responsible for ensuring that vendors provide sufficient extension cords, generators, etc. to cover the event's electrical needs. Failure to notify Park staff of electrical requirements may result in inadequate power or power failure.

### **Decorations**

No physical alterations may be made to any part of the Park's facility or property. No silk flowers, birdseed, or tape. Confetti must be biodegradable. No doorway or public corridor may be blocked in any way. All decorations must be removed and all confetti/flower petals must be cleaned immediately following the event.

### **Clean Up**

You are responsible for returning the rented area to *original condition*. Trash must be placed in receptacles, confetti/flower petals swept up, grill cleaned (if used), etc. All rental items, decorations, flowers, personal belongings, etc. must be removed from the public areas immediately following the event unless otherwise arranged.

The Park staff will remove any equipment (i.e. tables, chairs, etc.) belonging to the Park by prior arrangement only. The Park staff will not be responsible for the set-up or take down of equipment. Any decorations or personal items remaining from the event will be removed by the Park staff and may be destroyed, sold, or otherwise disposed of without any liability to the Park. If any damage or theft has occurred, the Permittee will be contacted immediately. The Park will determine the amount to be billed to the Permittee.

The caterer is responsible for clean up during and after the event. If the caterer cannot, for any reason, provide full clean up, the Permittee is responsible for contracting a clean up service. When a caterer is not used, the Permittee assumes the responsibility of the caterer and clean-up. Charges for unusual clean-up after the event will be billed to the Permittee.

### **Flora & Fauna**

As an Arizona State Park, the Park asks all guests to show the utmost respect for all forms of plants and wildlife so that our desert may be preserved intact for all to enjoy. All guests must stay on designated trails and roadways to protect the native flora of the desert. 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, 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 10 minors. An adult must be with a minor at all times and are responsible for their safety and discipline. Minors must stay on trails and are not allowed to remove any items from the premises. Minors are allowed in all rented areas unless the Park is threatened by damage.

**Pets**

Dogs are allowed as long as they are leashed. Please clean up after your pet.

**Smoking**

Tobacco use is prohibited inside all buildings.

**Park Staff**

A member of the Park staff will be on premises throughout your event. Park staff will provide assistance to ensure event meets specifications outlined in the Special Use Agreement.

## **Frequently Asked Questions for Weddings at Kartchner Caverns State Park**

1. Q: How many guests can the area comfortably accommodate?  
A: The ramada area can accommodate 250 people. 50-100 more may be accommodated if the open area next to the ramada is used. The amphitheater can seat up to 250.
2. Q: Can the Park host more than one event at a time?  
A: No
3. Q: At what times may events be held?  
A: Weddings may be held during normal park hours (6:00a.m-10:00p.m.).
4. Q: What does the facility rental fee include?  
A: Rental of the group ramada area includes an 8 hour use of the facility and exclusive use of the area, grill (if needed) and picnic tables. Rental of the amphitheater will be billed for a minimum of 2 hours and additional hours can purchased if needed. This includes a 1 hour rehearsal the day before your wedding, 2 hours of setup time prior to the event, and 1 hour of clean up time after. Any rental includes private dressing rooms (front family and back women's restrooms). Front restrooms will be left open for your event.
5. Q: Can I rent the facility for a ceremony only?  
A: Yes, ceremony rental includes 2 hour use of the reserved area and a 1-hour rehearsal prior to the event date.
6. Q: In case of inclement weather, what happens to an outdoor wedding?  
A: There is no alternative building for covered shelter. We recommend that the wedding party make alternative preparations in this event to include tent rental, other facilities, etc.
7. Q: Is outside catering allowed?  
A: Upon approval by Aramark. Contact Jennifer Cassel 520-586-4166 to discuss catering options or to receive a catering waiver.
8. Q: Is there a specific list of other vendors?  
A: Your choice of vendors is at your discretion.
9. Q: Are tables, chairs & linens included?  
A: Only the picnic tables already at the Ramada.
10. Q: What is your alcohol policy?  
A: Alcohol is permitted.
11. Q: Is smoking permitted?  
A: There is no smoking permitted inside any of our buildings, however, smoking is allowed outside at least 20 feet away from an exit. (Please provide cigarette receptacles for your guests.)

12. Q: Is music allowed?  
A: Yes, a DJ or live band is allowed. Quiet hours must be observed starting at 10pm. Music must be off by 9pm. The volume of music must remain at a level satisfactory to guests and Park staff.
13. Q: When can I start setting up for my event?  
A. The hour time allotment allows for 2 hours prior to the start of the event for setup and 1 hour of take down. Special arrangements must be made in advance for additional time.
14. Q: Are there any restrictions on decorations?  
A: Yes, no physical alterations may be made to any part of the Park's facility or property. No doorway or public corridor may be blocked in any way. No artificial flowers, birdseed, rice, or tape. Confetti must be biodegradable.
15. Q: What restrooms are available for event guests?  
A: Front restrooms remain open for the event.
16. Q: Is there a dressing room?  
A: Back ladies restroom and front family restroom
17. Q: Is there parking?  
A: Yes
18. Q: Is there handicap access?  
A: Yes
19. Q: How do I book an event and hold the date?  
A: All reservations are made on a first-come first-serve basis. The security deposit must be paid to reserve the date.
20. Q: What forms of payment do you accept?  
A: We accept cash, credit cards, debit cards, or any combination of the above.
21. Q: When is payment due?  
A: The security deposit is due at time of booking. The remaining balance of your event is due 30 days prior to the event date.
22. Q: How far in advance do you need to make reservations?  
A: N/A
23. Q: Do you offer overnight accommodations?  
A: Camping and cabins are available for a separate fee. We recommend that you book these in advance.
24. Q: Are weapons allowed at your venue?

A: According to State & Federal laws.

25. Q: Are there adequate bathroom facilities for large groups?

A: Yes

26. Q: Are any other permits required from the city/county?

A: No

27. Q: What is your policy for dress rehearsals? Are the wedding party allowed to use the facility for this purpose prior to the wedding?

A: Yes, please schedule your rehearsal with the park.

28. Q: Is there an extra charge for any amenities/facilities?

A: Grill is \$25.00

29. Q: Is there a cleaning fee?

A: Security deposit of \$150.00 will be kept if the facility is not clean. Additional charges may be assessed at the discretion of management.