



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.

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 by fax or in person, 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) 586-2283 or online at 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
Office: (520) 586-4109
Fax: (520) 586-4113

Arizona State Parks
1300 W. Washington
Phoenix, Arizona 85007

Phone & TTY (602) 542-4174
Toll Free (800) 285-3703
from 520 & 928 area codes
Fax (602) 542-4180

Equal Employment Opportunity
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available in alternative formats.
Contact the ADA Coordinator
at (602) 542-4174.



Kartchner Caverns State Park
2980 Highway 90
Benson, AZ
(520) 586-4118

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 of \$ 5.00 is due at the time of booking. This fee is non-refundable and non-transferable.

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, kitchen, private dressing areas, restrooms, tables, and chairs. (*Park specific*)

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 reservation area will be billed for an 8 hour use of the facility. Please refer to the *Arizona State Parks Wedding Reservation Fees* for complete cost information. Additional hours may be purchased on an hourly basis prior to event date and within normal operating park hours.

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 request that cash payments be made in the exact amount due.

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 60 days in advance of the event, all deposits and fees are non-refundable and no refund will be granted. Any cancellations made prior to 60 days before the event, will receive a refund for any fees paid, excluding the non-refundable reservation fee of \$ 5.00 . Payments for events that are transferred (from one date to another) are non-refundable regardless of cancellation date. Refunds will be processed 6-8 weeks of receipt 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 Parks'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. Upon approval a caterer of your choice.

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. Quiet hours must be 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 11am the morning 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.

Clean Up

You are responsible for returning the rented area to *original condition*. All rental items, decorations, flowers, personal belongings, etc. must be removed from the public areas immediately following the event and be picked up from the Park by midnight unless otherwise arranged with the Supervisor on duty. 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 upmost 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, 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 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

(Park Specific)

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.

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Phoenix, Arizona 85007

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Frequently Asked Questions for Weddings at Kartchner Caverns State Park

1. Q: How many guests can the area comfortably accommodate?
A: The area can accommodate up to 250 people.
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: All wedding events have an 8 hour time allotment that may be scheduled for day or evening events. Additional hours/allotments may be purchased on an hourly basis. No event shall extend beyond 12 pm.
4. Q: What does the facility rental fee include?
A: Your day includes 8 hour use of the reserved area (including setup and take-down time) and a 1-hour rehearsal time prior to the event date. The park will designate a park staff member to be your primary contact for any planning questions and during the hours of 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 (includes set up and clean up time) and a 1-hour rehearsal prior to the event date.
6. Q: In case of inclement weather, what happens to an outdoor wedding?
A: None at this time
7. Q: Is outside catering allowed?
A: Aramark does all catering. Ask Annette for copy of catering services contract. You may only choose another caterer for your event upon approval by Aramark. The propane grill is available for an additional fee, but you must bring your own grilling tools.
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 table 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
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
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 silk flowers, birdseed, 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 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. A non-refundable reservation deposit of \$5.00 is due at the time of booking. 1st half of balance is also due at this time.
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 reservation deposit is due at time of booking and is nonrefundable. 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 is available.
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: Prior arrangements must be made.
28. Q: Is there an extra charge for any amenities/facilities?
A: Grill is \$25.00
Guests may have to pay day use fees
29. Q: Is there a cleaning fee?
A: Security deposit of \$150.00 will be kept if the facility is not clean.