



ALAMO LAKE
STATE PARK

Alamo Lake State Park

P.O. Box 38
Wenden, AZ 85357

Dear Couple:

Thank you for considering Alamo Lake 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 Alamo Lake 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.

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

Sincerely,

Staff at Alamo Lake State Park
Office: (928) 669-2088
Fax: (928) 669-2088



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Wenden, AZ 85357
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FACILITY RENTAL INFORMATION

Alamo Lake 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. It is recommended reservations be made one year in advance as the group area is often reserved each weekend, especially in March and April.

Reservation Fee

A reservation fee of \$25 is due at the time of booking. This fee is non-refundable and nontransferable, but will apply towards the total rental fees.

Special Use Permit

Arizona State Park's 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: picnic tables, group

ramada, vault toilet facility

Men's and Women's vault toilets are available at the event area. In addition, a restroom/shower building is available in Camp Area C. This building also serves other park visitors and staff respectfully requests using this facility on an as-needed basis (e.g. Bride/Bridegroom requiring mirrors and sink prior to the ceremony).

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. There is an electrical outlet provided at Group Use 1 that requires a user-supplied portable generator to provide power. Gas is not sold at the park.

Photography

Photos are permitted throughout the park. However, no photographers, guests, or equipment will be allowed off marked trails and walkways.

Tenting

Tent rental must be through a licensed vendor and approved by the park supervisor. Tenting must be located in the open spaces.

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 10 the morning following the event, unless special arrangements have been made prior to the event.

Equipment Belonging to the Park

We have 10 8' rectangular tables available by request. 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 doorway or public corridor may be blocked in any way. It is recommended the user provide a small event sign to assist guests in directing them to the location of the event.

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 noon the following day, unless otherwise arranged with the park Manager. The park staff will remove any equipment (i.e. tables, chairs, etc.) belonging to the park. 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, it will be noted and signed by the event representative before leaving the facility. If the damage is found the morning after the event, 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. Before departing the premises, the caterer must get approval by a park staff member via a final inspection. If the caterer cannot, for any reason, provide full clean up, the Permittee is responsible for contracting a cleanup 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

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, 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

Pets are allowed within the event area and are to be leashed at all times. Failure to leash pets will result in eviction from both the event and the park. You must 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. The park facilities will be available only during the hours indicated in the Special Use Permit. All events must end by 10 p.m.

Frequently Asked Questions for Weddings at Alamo Lake

1. Q: How many guests can the area comfortably accommodate?

A: The area can accommodate up to 100 people.

2. Q: Can the Park host more than one event at a time?

A: Yes, the park has multiple group areas available that may be rented.

3. Q: At what times may events be held?

A: All wedding events have a 4-hour time allotment that may be scheduled for day events. Additional hours/allotments may be purchased on an hourly basis. No event shall extend beyond 5 p.m.

4. Q: What does the facility rental fee include?

A: Your day includes 4 hours use of the reserved area (including setup and take-down time) and a 1-hour rehearsal time prior to the event date. Rental also includes use of tables and charcoal grills. 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 4 hours 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: The park has no indoor facility to accommodate a wedding.

7. Q: Is outside catering allowed?

A: Yes, you may choose most any caterer for your event upon approval by the Park. All caterers must be able to provide proof of liability insurance to the Park. A professional caterer is not required, however, at least one member of your kitchen personnel must hold a current La Paz County Food Handlers Card. (Park Specific... The charcoal grills are available, but you must bring your own grilling tools. The Park Store also sells both block and cubed 8lb bags of ice)

8. Q: Is there a specific list of other vendors?

A: Your choice of vendors is at your discretion. We can provide a list of local vendors upon request. Please provide the Park's event coordinator with your vendors' contact information at least 2 weeks prior to your event.

9. Q: Are tables, chairs & linens included?

A: Yes, ten 8' rectangular tables.

10. Q: What is your alcohol policy?

A: No hard liquor is permitted on the premises. Only beer, wine, champagne and malt beverages (like wine coolers) are allowed. Outside alcohol is permitted but must be served by a designated bartender in a pre-approved area. Also, alcohol cannot be served in glass containers and must be transferred by the bartender into plastic containers before being served to guests.

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. There is an electrical outlet provided at Group Use 1 that requires a user supplied portable generator to provide power. Gas is not sold at the park.

13. Q: When can I start setting up for my event?

A: You will be required to set up all requested tables and chairs before the event time. The hour time allotment allows for 2 hours prior to the start of the event for setup and 1 hour of take-down. Additional time may be purchased on an hourly basis.

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.

15. Q: What restrooms are available for event guests?

A: Men's and Women's vault toilets are available at the event area. In addition, a restroom/shower building is available in Camp Area C. This building also serves other park visitors and staff requests using this facility on an as-needed basis (e.g. Bride/Bridegroom requiring mirrors and sink prior to the ceremony)

16. Q: Is there a dressing room?

A: No specified dressing room however the restroom/shower building in Camp C can serve this purpose (see #15 above).

17. Q: Is there parking?

A: Parking is available at the event site

18. Q: Is there handicap access?

A: No

19. Q: How do I book an event and hold the date?

A: All reservations are made on a first-come first-serve basis. To secure a reservation, a Wedding Special Use Permit Application must be completed, signed and returned to the Park. Also, a nonrefundable reservation deposit of \$ \$25.00 is due at the time of booking, which will be applied towards the total balance.

20. Q: What forms of payment do you accept?

A: We accept cash, credit cards (Visa & M/C), 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: It is recommended to make your reservations 1 year in advance. March and April are often booked every weekend.

23. Q: Do you offer overnight accommodations?

A: Camping is permitted within the Group Use site (no electric or water) or at any of the other camp areas, pending availability. Normal camping fees will apply.

24. Q: Are weapons allowed at your venue?

A: Yes. However, weapons are not allowed in the park store.

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

A: Yes. The Group Area (event area) has one large vault toilet facility and several chemical toilets.

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. Consult with the park event coordinator prior to your arrival to ensure the area is available.

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

A: If guests elect to camp overnight, normal camping fees will apply.

29. Q: Is there a cleaning fee?

A: \$100

Thank you for considering using Alamo Lake State Park for your wedding ceremony!