

RED ROCK STATE PARK - FACILITY RENTAL INFORMATION

Red Rock 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. Rental fees must be paid in full at the time of booking in order to secure the reservation. Facility rental also requires an Indemnification Form be signed by the individual(s) hosting or planning the event associated with the venue rental.

Reservation Fees

A non-refundable reservation fee of \$ 25.00 is due at the time of booking in addition to rental fees.

Rental Fees & Payment Policy

Rental of the individual reservation venues will be billed as \$100 for a 4 hour block per venue. Additional one hour time blocks per venue may be purchased at \$25.00 per hour. The reservation has not been booked until all rental and reservation fees have been paid. Payments can be made in person via cash, check, Visa or MasterCard. Payments may also be arranged over the phone with Visa or MasterCard.

Park Regulations and Indemnification Certificate

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 responsible party signatures on an Indemnification Form. This agreement must be completed, signed and returned to the Park prior to confirming your reservation.

Rental Space & Inclusions

The reserved area is rented "as is." The picnic area has numerous grills available for use with charcoal. Areas available for rental include the following: Twin Cypress Ramada (suggested occupancy 75, electric outlet, hose bib), Habicamp Ramada (suggested occupancy 50, hose bib), Wedding Tree (max occupancy 100), Visitor Center Rooftop (max occupancy 75), and 2 indoor classrooms (max occupancy 25 each).

Rental Hours

Each rental fee will reserve an area for a 4 hour block of time of your choice between the hours of 8 am and 4 pm. All events must end by 4 pm and all event participants/staff must depart the park by 5 pm.

Set up of equipment is typically limited to 1 hour prior to reservation unless alternate times are prearranged with management. Take down of equipment and clean-up must be completed within the hour following the reservation end time.

Postponement of Event

Any change in the event date must be agreed to in writing by both Arizona State Parks and Permittee and may result in a modification of the contract price to conform with any changes to rental rates that occurred after the original reservation was made. 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 without management approval. 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 \$25.00. Payments for events that are transferred (from one date to another) are non-refundable regardless of cancellation date. Refund checks will be mailed within 6-8 weeks of receipt of cancellation if paid in cash or check. Payments made using credit cards are usually refunded back to the credit card within 10 business days.

Inclement Weather

The Park assumes no liability for inclement weather that affects the event or for any occurrence which is outside the Park's control that may impact the event. You are responsible for any additional rentals required to accommodate the needs of the event.

Event Representative

A responsible party must be designated as an Event Representative prior to the start of the event. The Event Representative may be neither the bride nor groom. It will be the responsibility of the Event Representative to be available to answer questions and assist Park staff in enforcing all rules and regulations and (s)he must check out with a Park staff member at the end of the event before leaving the facility. If the Event Representative becomes intoxicated at any point during the event, the Park Manager may terminate the event as a breach of contract. The Event Representative must be at the Park during the entirety of the event. The Event Representative will also be responsible for ensuring that all reserved venues are free of trash and debris that resulted from the event.

Rehearsal

The Park will allow a rehearsal of up to one hour in duration for \$25.00 including 10 guests. Additional time will be charged \$25.00. Additional visitors will be charged normal entrance fees. Rehearsals must take place during park operating hours.

Vendor Selection

The Park provides only the venue. All arrangements for food, floral, chairs/tables, entertainment, and other features of the event are your responsibility. Once the service vendors have been selected, key contact names and phone numbers for each vendor must be provided to the Park. It is your responsibility to make sure that any outside vendors abide by the policies/regulations stated in this Facility Rental Information document. You are also responsible for supplying a copy of each vendor's Worker's Compensation and Employer's Liability Insurance to the Park within two weeks of the event. If the vendor in question has conducted work at the park in the last 6 months their information may already be on file, check with the park administration.

Catering

You may use the caterer of your choice or any person in possession of a Yavapai County-approved Food Service License.

Alcoholic Beverages

Only the following alcohol may be served: beer, malt beverages, wine, and champagne. Alcohol may not be served in glass containers. Beverage service must conclude at least 30 minutes prior to an event's ending time.

Music

Acoustic music is permitted at the park. The volume of music must remain at a level that does not disturb other park visitors, the park's neighbors, and park staff. Amplification is discouraged and can only be used with permission from the Park Manager. If amplification is pre-approved, speaker volume must be kept to a minimum level that meets the needs of the event and does not broadcast further than the reserved venue location.

Photography

Photos are permitted throughout the park. However, no photographers, guests, or equipment are permitted off marked trails and walkways. The park prohibits the use of drones for photography or any other purpose.

Tenting

Tent rental must be through a licensed vendor and approved by the Park Manager. Tenting will not be permitted anywhere except the Twin Cypress Picnic Area.

Deliveries (Personal and Rental)

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 of the event. Deliveries and pick up of rental equipment must be made during park operating hours and as close the rental start/end time as possible. In certain circumstance the Park Manager may approve deliveries as early as 7 am as long as adequate notice is provided by the representative of the event. 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 the end of the event.

Electrical Needs

You are responsible for ensuring that vendors provide sufficient extension cords, generators, etc. to cover the event's electrical needs. Failure to discuss electrical requirements with park staff ahead of time may result in insufficient power to meet the needs of your event 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. All decorations must be free standing and moveable. No decorations may be anchored into the ground (i.e. archways, signs, etc ...) other than tents mentioned in one of the previous sections.

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, unless otherwise arranged with the Park Manager. 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, donated to charity, or otherwise disposed of without any liability to the park. If any damage or theft of personal property occurs during the event, the Event Representative should notify park staff and sign an incident report prior to leaving the park. If damage to park equipment or facilities is found after the conclusion of the event, the designated responsible part will be contacted immediately and informed that damage charges will be assessed. Park management will determine the amount to be billed. The designated responsible party for the event is responsible for arranging clean up during and after the event. Charges for unusual clean-up after the event will be billed to the individual who booked the event.

Flora & Fauna

As an Arizona State Park, Red Rock State Park asks all guests to show the utmost respect for all forms of plants and wildlife so that our desert may be preserved 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 permitted. For the safety of the wildlife and plants near the park, the park does not allow wedding groups to throw rice, birdseed, confetti, or similar materials. An acceptable alternative is for wedding guests to blow bubbles. 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

No pets are permitted in the park. Visitors bringing service animals into the park must be able to provide documentation.

Smoking

Smoking is only permitted in personal vehicle. This includes cigarettes, cigars, pipes, and all tobacco vapor products.

Park Staff

A member of the park staff will be on premises throughout your event. Please do not hesitate to contact a member of the staff if you have questions or comments.