

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 read our guidelines carefully. Your cooperation is required with the following regulations to ensure the success of your reservation, the security of the facilities, and the protection of the surrounding natural environment.

Reservations

Venue reservations for wedding ceremonies, receptions, and other activities 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 to be signed by the individual(s) hosting or planning the event associated with the venue rental, along with signatures from responsible parties agreeing to adhere to park rules/policies and to inform other reservation guests about these policies.

Rental Fees & Payment Policy

A non-refundable reservation fee is required for all venue rentals. Rental of individual venues are billed at \$100 for a minimum 4-hour time block. Additional one-hour time blocks per venue may be added to the reservation 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 or over the phone with Visa or MasterCard.

Park Regulations Agreement 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 this facility, Arizona State Parks requires responsible party signatures on an Indemnification Form. As a habitat protection park, Red Rock State Park also requires signatures on an agreement to adhere to park rules and to take responsibility for your guest also adhering to park rules.

Reservation venues: Inclusions and Exclusions

The reserved area is rented "as is." The picnic area has numerous grills available for use with charcoal (you must bring your own charcoal). Areas available for rental at Red Rock State Park 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).

The Twin Cypress Ramada and Habicamp Ramada are the only reservable venues available for activities that plan to include the serving of food or alcohol. The serving of food, whether catered or self-prepared is NOT permitted at the Wedding Tree or Visitor Center Rooftop and should be limited to snacks and drinks in either of the Classroom venues.

Rental Hours

Reservations for park venues can be made for any 4-hour time block between 8 am and 4 pm. Park entrance gates open at 8 am but can be opened up to 1 hour early for rental equipment delivery if arranged with park management. All events must end by 4 pm and all event participants/vendors must depart the park by park closing time which is 5 pm most of the year. 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 an 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 less than 30 days prior to the reserved date, all deposits and fees will be forfeit 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 \$25.00. All payments for reservations that have been transferred from the original date to a different date become non-refundable once transferred to an alternate date. Refund checks will be mailed within 6-8 weeks of receipt of cancellation and corresponding refund request form. A refund request form must be submitted for all fees paid in cash, check, or in cases when a refund cannot be processed back onto the same credit card used to make a reservation payment.

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. If the reservation is for a wedding then the Event Representative must be someone other than the bride or 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 before they leave the park.

Rehearsal

If a reservation is made for a wedding ceremony, the Park will allow a rehearsal of up to one hour in duration during regular business hours on a prior date for a fee of \$25.00. This fee includes up to 10 guests. Additional time beyond one hour can be requested for an additional \$25.00/hr. Additional visitors beyond the 10 included in the rehearsal fee will be charged regular park entrance fees.

Vendor Selection

The Park provides only the venue. All arrangements for food, floral, chairs/tables, entertainment, and other features of the event are the sole responsibility of the party making the venue reservation. 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 management team.

Catering

Any caterers or paid vendors providing food must be in possession of a Yavapai County-approved Food Service License. If food is being provided by event guests in a potluck style then no food handling permit is required. Reservations that include food distribution or catering will only be authorized at the picnic area ramada venues. Catered events or any food/beverage service will not be permitted at the Wedding Tree or on the Visitor Center Rooftop.

Alcoholic Beverages

Only the following alcohol may be served: beer, malt beverages, wine, and champagne. Alcohol **may not** be served in glass containers. It is okay to have wine or champagne bottles but any champagne flutes or wine glasses must be plastic, not glass. Beer may be consumed from cans but not from glass beer bottles. Beverage service for catered events must conclude at least 30 minutes before park closing. At no point while on park property should any visitor be 'publicly intoxicated'.

Music

Acoustic music from an unamplified musical instrument (i.e. violin, flute, etc) is permitted at the park. The music volume must remain at a level that does not disturb other park visitors, the park's neighbors, or park staff. Amplification through an external speaker is not permitted without written permission from the Park Manager. If pre-approved, speaker volume must be kept to the minimum level that meets the needs of the event but does not broadcast further than the reserved venue. Park

management will usually approve low volume music for a wedding march but will not approve amplified music as part of a reception at the picnic area. All other individuals listening to recorded music must keep the volume at an individual hearing level. If you wish to have a reception with a dance party, this is not the right venue for your event.

Photography

Photos are permitted in all visitor areas but all visitors must remain on marked trails or authorized walkways. Off trail travel is not permitted. The park prohibits the use of drones for photography or any other purpose without appropriate permits.

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 and does not provide security for any unattended items. 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 or equipment. If a vendor requires a signature upon delivery, a responsible party must be available to sign the delivery slip. Arizona State Parks and Park staff are 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 prior to the posted park closing time.

Electrical Needs

You are responsible for ensuring that vendors provide sufficient extension cords, generators, etc. to cover your reservation's electrical needs. Electricity is not available at the Wedding Tree and use of a generator at that location will not be permitted. Failure to discuss electrical requirements with park staff ahead of time may result in insufficient power to meet the needs of your event.

Decorations

No physical alterations may be made to any part of the park's facility or property. No doorway or public corridor/walkway 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 at Twin Cypress Picnic Area.

Clean Up

You are responsible for returning the reserved area to original condition. All rental items, decorations, flowers, personal belongings, etc. must be removed from the public areas immediately following the reservation, 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 reservation, the designated responsible person will be contacted immediately and informed that damage or clean up 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 is responsible for their safety and adherence to park rules.

Pets

No pets are permitted in the park. Trained service animals are permitted but must be declared to the attendant at the entry station before entering the park. Arizona State Parks policy on the definition of service animals complies with Americans with Disabilities Act: "A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability". Emotional support animals not trained to perform a task do not qualify as service animals under this definition.

Smoking

Smoking within the park boundaries is only permitted in a personal vehicle. This includes cigarettes, cigars, pipes, or other implements that deliver inhalants by way of flame. Vape pens or other nicotine

delivery systems that do not use a flame may be used by visitors but exhaled vapor is not permitted in proximity to any buildings or near other visitors who are not part of your group.

Park Staff

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