



RIORDAN MANSION

STATE HISTORIC PARK

Thank you for inquiring about having a wedding or event at Riordan Mansion State Historic Park.

Constructed in 1904, the Craftsman-style Riordan family homes were built for the families of Tim and Michael Riordan. These brothers owned the Arizona Lumber and Timber Company and were the largest employers in Flagstaff. As such, the Riordan brothers assumed leadership roles and joined their fellow citizens in building the Flagstaff community we enjoy today. Their homes, now preserved as an historic house museum, provide an opportunity for future generations to experience a small part of the Riordan family story.

When the Riordan family lived in the homes, they hosted many celebrations. Today we continue that tradition and their beautiful historic homes provide a wonderful location for a variety of events.

Attached you will find information about our facilities and the policies and procedures for using them.

PLEASE NOTE:

1. Special Use Permit must be filed with staff assistance
2. A NON-REFUNDABLE \$200.00 deposit must be submitted with permit.
3. Arizona State Parks Rules and Regulations will be observed.
4. Event insurance is required.
5. 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.
6. The park is not responsible for providing medical, sanitary or security services during the term of the reservation.
7. Proposed changes in your schedule or activities must be pre-approved by Park staff.

Thank you again for considering Riordan Mansion State Historic Park. Please call me to set up an appointment to tour the park facilities and complete your permit.

Sincerely,

Shannon Benjamin
Park Ranger II – Events Coordinator
sbenjamin@azstateparks.gov
(928) 779-4395

2021 Special Use Permit Information

The staff at Riordan Mansion State Historic Park is pleased to make park amenities available for your special event. 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 historic environment.

Reservations

Reservations for wedding ceremonies, receptions, and other special events are on a first come first serve basis and require a Special Use Permit.

Deposit

A reservation fee of \$200.00 is due at the time of booking. This fee is non-refundable and non-transferable, but will apply towards the total rental fees.

Special Use Permit

Arizona State Parks & Trails 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 Riordan Mansion a Special Use Permit is required. This agreement will be completed with the assistance of Park staff at the time of booking your event. Prices are considered an estimate until the permit is signed.

Rental Hours

The Park facilities will be available only during the hours indicated in the Special Use Permit.

Outdoor event areas may be reserved from 8:00am to 6:00pm.

The Visitor Center may be reserved for use from 5:00pm to 9:00pm.

Due to limited staff an after-hours fee will be charged for events that conclude after 5:00pm.

Parking Limitation

The Park has a limited number of parking spaces, therefore event vehicles are required to utilize designated parking areas outside the park. There is adjacent parking on the Northern Arizona University (NAU) campus in Parking Lot 13 or the Knoles parking garage next to the Park entrance. Visit the website for NAU Parking Services for more information. <https://in.nau.edu/university-transit-services/Guest-Parking/> The Park will provide signs to direct traffic to off-site parking. A parking attendant is required to assist in directing guests to the parking area and to the event location. The parking attendant is to remain at the Park entrance from 45 minutes prior to the event until the start of the event. A penalty fee of \$150 will be charged if no attendant is designated and utilized.

Event Areas & Amenities

There is one indoor area and three outdoor spaces to choose for your event. Please read the amenities and capacity for each area carefully to determine which area(s) of the Park you would like to utilize for your event. Two or more event areas may be reserved for an additional fee. Please keep in mind that the restrooms are located in the Visitor Center. The park is not responsible for providing medical, sanitary or security services during the term of the reservation. For events with 50 or more people, it is required for you to bring in portable restroom facilities.

The service entrance (on Riordan Ranch Street) is available for deliveries to be made closer to the Veranda and Hitching Post Forest. However, vehicles must stay in designated areas and are **not permitted** to remain parked in the area during the event. All vehicles must be moved from the service entrance to other designated parking areas during the event.

Veranda

The Veranda is located in the front yard on the north side of the houses. This area was shared by both families. It consists of a stone archway and wall on the outside with the two wings of the Riordan Mansion creating the boundaries on the sides. The fourth side is a covered porch and veranda providing some shade. The natural setting adds to the beauty of the location providing a wonderful backdrop for photographs. The Veranda has the capacity for 200 people standing, 150 seated in chairs, or 100 at tables. The Veranda may be reserved from 8:00am to 6:00pm.



Hitching Post Forest

Adjacent to the historic Riordan hitching posts, this area is located across the pedestrian trail and to the north of the Veranda. The young ponderosa pine forest provides partial shade. This area can accommodate approximately 150 people and can be reserved from 8:00am to 6:00pm.



Elm Grove

Located east of the Visitor Center, the Siberian elms and the split rail fence make a nice defined area for an event. This area can accommodate approximately 150 people and can be reserved from 8:00am to 6:00pm.



Visitor Center

This building was the Riordan family's six car garage built in 1914. It has a capacity for 100 people standing, 65 seated in chairs or 50 at tables. This location is used during Park hours to greet visitors; therefore, it is not available for use during regular hours of operation. The Visitor Center may be reserved for use from 5:00pm to 9:00pm, additional fees for after-hours apply April-October. Please note: all buildings on the State Park are designated NON-smoking.



West House Museum

The first floor of Michael and Elizabeth Riordan's home has been transformed into an open museum space with exhibits about the Riordan Family, the lumber mill, and the Arts and Crafts Style of architecture. Food and drinks are NOT permitted in the West House. Access to the West House Museum may be added to your event for an additional fee.

Guest Viewing

The West House allows guests to experience some of the Riordan family history without the hour-long commitment of the East House guided tour. Riordan Mansion staff or a volunteer will be available to greet your guests and to answer questions. Food and drinks are NOT permitted in the West House. Maximum occupancy is 50 people.



Bridal Party Hideaway

The West House second-floor hallway provides a large open space for the bridal party to "hide" and do those last-minute adjustments. Access to this area is only for the specified time on the permit. Staff must be in the house whenever you are in the house, therefore please plan to have all event items brought in and removed during the time reserved.



Rental Fees & Payment Policy

Rental of the reservation area will be billed for a 4-hour or 8-hour block of time, which includes the set up through the cleanup of the event. Please refer to the Fee Guidance for complete cost information.

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.

Completing a Special Use Agreement is a TENTATIVE RESERVATION pending staff approval (signature). A \$200.00 Deposit Payment must be submitted with the application. This payment will be returned to the applicant if the Special Use request is denied. Approved applications will have the \$200.00 deposit applied to the total Special Use Fee.

Fee Guidance 2021

Description	Fee
Basic Facility Use - First event area for up to 4 hours	\$500
Basic Facility Use - First event area for up to 8 hours	\$800
Park Entrance Per Person	\$2

Additional Options	
Metal Folding Chairs - 145 available	\$3 each
Tables - 6'x 30" Plastic Folding Serving - 12 available	\$7 each
Cocktail Tables - 31" round X 43 1/2" tall - 5 available	\$7 each
West House Museum Access	\$100 per hour
Additional Event Area - \$200 per area	\$200
Rehearsal on Separate Day - up to two hours during regular Park hours	\$100
Guided Tours - Group rate available – ask for details	varies
Summer After Hours April-Oct - \$100 per hour for each hour after 5:00p.m.	\$100 per hour
Parking Penalty Fee	\$150

Other fees may be applied if special needs are required.

Riordan Mansion requires notification of schedule changes, attendance adjustments, cancellation, etc. at the earliest possible time.

Reservations must be confirmed 30 days prior to the event. Confirmation allows staff to review your specific needs and ensures that these needs are met.

Postponement of Event

Any change in the event date must be agreed to in writing by both Arizona State Parks and the Permittee and will result in a modification of the contract price to conform to 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, all deposits and fees are non-refundable 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 \$200.00. Payments for events that are transferred (from one date to another) are non-refundable regardless of cancellation date. Refund checks will be mailed with 6-8 weeks 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 Park's control. The Permittee is responsible for any additional rentals (outdoor heaters, canopies/tents, towels for drying equipment, etc.) required to accommodate the needs of the event. Permittee is required to inform the Park of the use of additional rental equipment and to ensure the use of equipment is compatible with the Park policies. Shade Structures

Event Representative

A responsible party must be designated as an Event Representative prior to the start of the event. It will be the responsibility of the Event Representative to be available to answer questions and assist Staff in enforcing all rules and regulations and (s)he must check out with a Staff member at the end of the event before leaving the facility. The Event Representative must be at the Park during the entirety of the event.

Behavior

Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of personnel, park visitors, collections or facilities are expressly prohibited. Staff may request that individuals engaging in such behavior leave the premises. Staff may terminate any event at any time, if, in their reasonable judgment, the event endangers personnel, visitors, collections, or facilities. The permittee is responsible for the behavior of his or her guests and vendors while they are on the premises.

Vendor Selection

The Park provides only the venue and limited rental equipment (tables, chairs, etc.). All costs of food, floral, rentals, entertainment, and other features of the event are your responsibility. All on-site vendors (including caterers, bartenders, etc) must provide a Certificate of Insurance (see Insurance Requirements below) within 30 days of the event. It is your responsibility to ensure the Park has received this paperwork.

Insurance Requirement

The Permittee is considered a contractor and is required to have event insurance which can be obtained through permittee's own insurance company as an endorsement or through various event insurance companies. The Permittee and all on-site vendors (caterers, bartenders, etc.) must provide a copy of their certificate of insurance for A \$1,000,000 liability policy which shall be endorsed to include the following additional insured language: ***"The State of Arizona and Arizona State Parks Board shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor."*** Please ask staff for a list of vendors already on file.

Catering

You may use the caterer of your choice or any person in possession of a Coconino County-approved Food Service License. Food preparations requiring grease will have protective PIG matting in place to absorb any grease spilt. We allow propane grills and stoves in outdoor areas away from historic structures.

Alcoholic Beverages

Only the following alcohol may be served: beer, malt beverages, wine, and champagne. All alcohol **must be served by a licensed catering or bartending company**. No "personal" alcohol is allowed. Beverage service must conclude at least one hour prior to an event's ending time. Permittee must be in full compliance with the State of Arizona Department of Liquor Licenses and Control regulations. The Event Representative will be the responsible entity for the client's compliance with these state regulations and will monitor alcohol consumption at all times. Liquor may not be sold, unless a special event liquor permit is obtained from the City of Flagstaff and State of Arizona. Only a licensed catering or bartending company may serve alcohol. The catering and/or bartending company must be a licensed vendor. No alcohol will be served to persons under the age of 21. The contracted caterer and/or bartending company serving the alcohol must also have a minimum of \$1,000,000 host liquor

liability insurance coverage provided with their regular vendor insurance endorsed to name the State of Arizona and Arizona State Parks Board as additionally insured.

Music

DJs, acoustic, and amplified music are permitted at the Park. The volume of music must not disrupt the Riordan Mansion tours and must remain at a level satisfactory to guests and Park staff. Speakers must draw less than 15 amps of power.

Photography

Photography is permitted outside throughout the Park and in the Visitor Center during the entire event. The West House is only available during the designated reserved time. Be aware of gardens and historic features. Artifacts including the split rail fences may not be moved. Artifacts, vegetation, wildlife, rocks, and buildings must not be damaged in any way. The Park reserves the right to take photographs of your event set up for use in promoting the location and professional photographers are encouraged to share photos with staff.

Deliveries (Personal and Rental)

All deliveries and pick-ups must be arranged with Staff. Riordan Mansion 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. 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. Neither Riordan Mansion nor its Staff are responsible for loss or damage to property brought onto the premises and are 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, unless special arrangements have been made prior to the event.

Equipment

Tables and chairs may be rented for a nominal fee; the Permittee is responsible for setting up, cleaning after use, and returning tables and chairs to the designated location.

Permittee is responsible for ensuring sufficient extension cords, generators, etc. to cover the event's electrical needs. The maximum capacity is 15 amps.

Shade structures, tents, pop-ups, canopies, etc., must be erected & secured in a safe manner, free of any contact with park structures or flora.

Outdoor heaters are not permitted near historic structures.

Portable toilets must be placed in designated areas. For events with 50 or more people, it is required for you to bring in additional portable restroom facilities.

Decorations

No physical alterations can be made to any part of the Park facility or property. **The use of staples, push pins or adhesive is prohibited on historic structures.** No doorway or public corridor may be blocked in any way. Decorations can easily be hung using fishing line, floral wire, ribbon, etc.

In order to protect our wildlife, the following are not permitted: rice, glitter, confetti, or other small items that are difficult to clean up.

Clean Up

You are responsible for returning the rented area to its original condition. All rental items, decorations, flowers, personal belongings, etc. must be removed immediately following the event, unless otherwise arranged with Staff. Tables and chairs belonging to Riordan Mansion must be returned to the designated location. Staff will not be responsible for the set-up or take-down of equipment. Trash must be disposed of in the dumpster by the service gate. Any decorations or personal items remaining after the event will be removed by Staff and may be destroyed, sold, or otherwise disposed of without any liability to Arizona State Parks & Trails. 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 after the event, the Permittee will be contacted immediately. Arizona State Parks & Trails will determine the amount to be billed to the Permittee. 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 respect for all forms of plants and wildlife so that our Park may be preserved intact for all to enjoy. All guests must stay on designated trails and roadways to protect the native flora of the forest. 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.

Pets

Pets are permitted on the park grounds on a 6' leash. Pets are not permitted in buildings. Pet owners are responsible for cleaning up and properly disposing of any pet waste.

Smoking

Smoking is not permitted in any of the buildings. Smoking Stations are located near the Parking Lot and adjacent to the Veranda. Smoking is not permitted during fire restrictions.

Fire and Safety

All fire regulations and laws concerning public use and safety shall be observed at all times, such as no fireworks, sparklers, open fire pits, etc. Please note the location of fire extinguishers and exits. During event set-up or execution, entrances, exits, passages to exhibits and administrative areas may not be blocked. Use of rental spaces must comply with State and local fire ordinances at all times.

Park Staff

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

COVID-19

The Event Representative is responsible for ensuring that the group follows any CDC and AZ State Health Department guidance and restrictions that are in place regarding COVID-19 on the day of the event. This includes but is not limited to maintaining physical distancing, wearing masks, and maintaining current group restrictions in the rented area. Park staff will inform the Permittee of the current recommendations and restrictions.