



Cattail Cove State Park
P.O. Box 1990
Lake Havasu City, AZ 86406

Dear Couple:

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

Sincerely,

Staff at Cattail Cove State Park
Office: (928) 855-1223
Fax: (928) 855-1730

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.



Cattail Cove State Park
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Lake Havasu City, AZ 86405
(928) 855-1223

FACILITY RENTAL INFORMATION

PARK NAME 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 \$ 100.00 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 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, restrooms and tables. (*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

Refer to the agreed upon terms in the *Special Use Permit*.

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 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 \$ 100.00 . 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.

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. 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.

Rehearsal

The Park will allow a rehearsal of up to one hour in duration on weekdays at no extra charge.

Vendor Selection

The Park provides only the venue and limited equipment (tables). All costs of food, floral, rentals, 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 these guidelines are provided to any outside vendor, and that these vendors follow the rules of the Park. 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.

Catering

You may use the caterer of your choice or any person in possession of a Mohave 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 and amplified music are permitted at the Park with prior Manager's approval. The volume of music must remain at a level satisfactory to guests and Park staff.

Photography

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

Tenting/Camping

Tenting/Camping is allowed only in designated site within the campground.

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

Equipment belonging to the Park

Upon request picnic tables will be placed and removed from amphitheater area.

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.

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 11 a.m. the following day, unless otherwise arranged with the Park Manager. The Park staff will remove any equipment (i.e. tables, 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.

Flora & Fauna

As an Arizona State Park, 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

(Refer to park Rules)

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.

Arizona State Parks
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Phoenix, Arizona 85007

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Frequently Asked Questions for Weddings at Cattail Cove State Park

1. Q: How many guests can the area comfortably accommodate?
A: The Amphitheater area can accommodate up to 40 people.
2. Q: Can the Park host more than one event at a time?
A: No, it is limited by parking and event space.
3. Q: At what times may events be held?
A: Any time of year between the hours of 8am to 10pm as long as another event is not already scheduled for that facility.
4. Q: What does the facility rental fee include?
A: A pleasant outdoor atmosphere for an intimate wedding. Semi-private with metal benches to seat guests.
5. Q: Can I rent the facility for a ceremony only?
A: Yes
6. Q: In case of inclement weather, what happens to an outdoor wedding?
A: There is no alternative location, as we have no covered structures in which to move the ceremony to.
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 Mohave County Food Handlers Card.
8. Q: Is there a specific list of other vendors?
A: No, there are many options available in Lake Havasu City.
9. Q: Are tables, chairs & linens included?
A: No, however a limited number of picnic tables can be placed outside of the amphitheater by park staff for seating for a meal.
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.

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 any exit. (Please provide cigarette receptacles for your guests.)

12. Q: Is music allowed?

A: No DJ or live band is allowed. A small PA system can be used for a speaker or to play music softly so as not to disrupt any guests in the campground

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

A: Whatever time deemed necessary by the organizers on the day of the event. Must be completed during normal daylight hours.

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. If unsure, first clear with management of the Park.

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

A: Upper campground restroom.

16. Q: Is there a dressing room?

A: No

17. Q: Is there parking?

A: Very limited parking adjacent to the facility. Additional parking available, but would require a short walk.

18. Q: Is there handicap access?

A: Yes. Ground is level with a concrete walkway to the ceremony area.

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 non-refundable reservation deposit of \$ 100.00 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: Cash, check or credit cards.

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: The sooner the better, as requests are considered on a "first come, first serve" basis.

23. Q: Do you offer overnight accommodations?

A: 61 campsites are available by reservation adjacent to the amphitheater area. Sandpoint Resort is located within walking distance of Cattail Cove and offers campsites as well as modular home rentals.

24. Q: Are weapons allowed at your venue?

A: No

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

A: Our campground restrooms can serve large groups, but there is not a changing room available.

26. Q: Are any other permits required from the city/county?

A: No. To our knowledge, only if food is going to be served.

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, upon availability.

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

A: No.

29. Q: Is there a cleaning fee?

A: Probably not, as the number of people for this location is 40 people or less.