



Fort Verde State Historic Park  
P.O. Box 397  
Camp Verde, AZ 86322

Dear Couple:

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

Sincerely,

Staff at Fort Verde State Historic Park  
Office: (928) 567-3275  
Fax: (928) 567-4036

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

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at (602) 542-4174.



Fort Verde State Historic Park  
125 E Hollamon Street  
Camp Verde, AZ 86322  
(928) 567-3275

## **FACILITY RENTAL INFORMATION**

Fort Verde State Historic 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*.

### **Reservation Fee**

A reservation fee of \$5 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". There are six picnic tables available.

### **Rental Hours**

The Park facilities will be available only during the hours indicated in the *Special Use Permit*. All events must end by 5pm.

### **Rental Fees & Payment Policy**

Rental of the reservation area will be billed for 8 hour use of the facility. Please refer to the *Arizona State Parks Wedding Reservation Fees* 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.

### **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 \$5. 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 Parks' 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 at no extra charge. Rehearsals must take place during park operating hours.

### **Vendor Selection**

The Park provides only the venue and limited rented equipment (tables, chairs, etc.). All costs of food, floral, rentals, 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 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 Coconino County approved Food Service License.

**Alcoholic Beverages** - Alcohol is not permitted at the park.

### **Music**

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.

## **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 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 11AM the morning following the event, unless special arrangements have been made prior to the event.

## **Equipment belonging to the Park**

Banquet tables and chairs are available for an additional fee. 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.

## **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 11AM 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 clean up 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**

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 grounds may be preserved intact for all to enjoy. All guests must stay on designated

trails and roadways to protect the native flora of the Park grounds. 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, 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 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 permitted in the park as long as they are on a leash and refrain from entering the historic homes and Museum.

### **Smoking**

Smoking is only permitted in the designated areas in upper parking lot. No smoking allowed on parade grounds.

### **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 Fort Verde State Historic Park

1. Q: How many guests can the area comfortably accommodate?  
A: - Parade ground is available to accommodate anywhere from a small to large crowd... 25-300
2. Q: Can the Park host more than one event at a time?  
A: Yes, depends on the events.
3. Q: At what times / seasons may events be held?  
A: All wedding events may be held from 8am - 5pm; Thursdays - Mondays
4. Q: What does the facility rental fee include?  
A: Rental fee includes a historic wedding site an possibility of dressing in period clothing. Tables and chairs are available for an additional fee. The park will designate a park staff member to be your primary contact for any planning questions during the hours of your event.
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: We may be able to use the Town of Camp Verde's Ramada, located West of Administration building.
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 Coconino County Food Handlers Card.  
\* Please note: Propane grilles, charcoal and wood fires are prohibited.
8. Q: Is there a specific list of other vendors?  
A: No. Choice of vendors is at your discretion. Please provide the parks event coordinator with your vendors' contact information at least 2 weeks prior to your event.
9. Q: Are tables, chairs & linens included?  
A: No, the park has tables and chairs available for an additional fee.

10. Q: What is your alcohol policy?  
A: Alcohol is not permitted on the park.
11. Q: Is smoking permitted?  
A: Smoking is only permitted in the designated area in upper parking lot. No smoking on parade grounds.
12. Q: Is music allowed?  
A: Yes, a DJ or live band is allowed to play at an undistruptive volume.
13. Q: When can I start setting up for my event?  
A: The park opens at 8am. All visitors must exit the park by 5pm.
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: Public restrooms
16. Q: Is there a dressing room?  
A: No.
17. Q: Is there parking?  
A: Yes
18. Q: Is there handicap access?  
A: Site specific.
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 \$5 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, check, Visa or Mastercard.
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: 30 days
23. Q: Do you offer overnight accommodations?  
A: No
24. Q: Are weapons allowed at your venue?  
A: Yes, but with no live rounds

25. Q: Are there adequate bathroom facilities for large groups?  
A: Yes
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. The wedding party may rehearse within one week prior to the event.
28. Q: Is there an extra charge for any amenities/facilities?  
A: No
29. Q: Is there a cleaning deposit?  
A: Additional fees may be assessed if the facilities are not left in the same conditions as when activities began.