



Lyman Lake State Park
P.O. Box 1428
St. Johns, AZ 85936

Dear Couple:

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

Sincerely,

Staff at Lyman Lake State Park
Office: (928) 337-4441
Fax: (928) 337-4649

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
Agency. This document is
available in alternative formats.
Contact the ADA Coordinator
at (602) 542-4174.



Lyman Lake State Park
P.O. Box 1428
Saint Johns, AZ 85936
(928) 337-4441

FACILITY RENTAL INFORMATION

Lyman Lake 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.

Reservation Fee

A reservation fee of \$ 60.00 for the Group Camp area or \$ 25.00 for the Group Day Use area is due at the time of booking. This fee is non-refundable and non-transferable, but will apply towards the total rental fees.

Rental Space & Inclusions

The reserved area is rented "as is." Rental includes exclusive use of the following:

Group Camp Area: compound, campsites, building, restrooms, grill, 8 folding tables, 50 folding chairs and 25 padded chairs.

Group Day Use Area: ramada, 10 picnic tables, horseshoe pits, restrooms.

Rental Hours

The Park facilities will be available during normal operating hours. All events must end by 10:00 pm.

Rental Fees & Payment Policy

Rental of the reservation area will be billed for a daily use of the facility. The Group Camp area may be reserved overnight with checkout at 12:00 noon. 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. 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 \$ 60.00 for the Group Camp area or \$ 25.00 for the Group Day Use area. 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. Additional time will be charged as the per vehicle Day use fee. Rehearsals must take place during park operating hours. Contact park staff to arrange for rehearsal, opportunity to rehearse will be subject to availability of site if not previously reserved.

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. 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.

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

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 the 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 12:00 noon the morning following the event, unless special arrangements have been made prior to the event.

Equipment belonging to the Park

The park has 8 rectangular tables (8' long, sits 6-8 guests), 50 metal folding chairs and 25 padded chairs available with the Group Camping rental. 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 12:00 noon 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 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

Pets are allowed if supervised and kept on a leash. Please bear in mind that a large group of people in an unaccustomed environment may be stressful or over stimulating to pets, a neutral area that the pets can go to should be planned if necessary. Food, water and shelter should be made available appropriate to the time of day, length of event and environmental conditions.

Smoking

Tobacco use is prohibited inside all buildings.

Park Staff

A member of the Park staff will be on park throughout your event. Park staff will provide assistance to ensure event meets specifications outlined in park policies and agreements.

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
Agency. This document is
available in alternative formats.
Contact the ADA Coordinator
at (602) 542-4174.*



Frequently Asked Wedding Questions for Lyman Lake

- Q: How many guests can the area comfortably accommodate?
A: The area can accommodate up to 60 - 70 people.
- Q: Can the Park host more than one event at a time?
A: Yes, the park has a group camping area and a group Day Use area available that may both be rented.
- Q: At what times may events be held?
A: The group camping area is reserved by the day and may be scheduled for any time throughout the day, Day Use events are restricted to Day Use hours from 6:00 am to 10:00 pm. No event shall extend beyond 10:00 pm when quiet hours begin.
- Q: What does the facility rental fee include?
A: Your Group Use reservation includes an all day use of the reserved area (including setup, take-down and rehearsal time). Rental of Group Camping area includes use of outdoor tables, a grill on the patio, a ramada; indoor tables and chairs in the Group Use Building. The Group Day Use area includes use of 10 tables, a grill in the center of the ramada and horseshoe pits. The park will designate a park staff member to be your primary contact for any planning questions and during the hours of your event.
- Q: Can I rent the facility for a ceremony only?
A: Yes, ceremony rental includes all day use of the reserved area (includes set up, clean up and rehearsal time).
- Q: In case of inclement weather, what happens to an outdoor wedding?
A: The Group Use Camping area has an indoor area inside the Group use Building and the Group Day Use area is located under a large ramada.
- 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, a large charcoal grill area is located in each Group Use area, you must bring your own charcoal and grilling tools. The Park also has a standard kitchen sized refrigerator available to keep food & drinks cold in the Group Camping area only.
- Q: Is there a specific list of other vendors?
A: Your choice of vendors is at your discretion. We can provide a list of local vendors upon request. Please provide the Parks's event coordinator with your vendors' contact information at least 2 weeks prior to your event.

9. Q: Are tables, chairs & linens included?
A: Yes, the Park has 8 rectangular tables (8' long, sit 6-8 guests), 50 metal folding chairs and 25 padded chairs available with the Group Camping rental. Linens are not included. There are 8 outdoor picnic tables on the patio of the Group Camping building and 10 picnic tables under the ramada at the Day Use area.
10. Q: What is your alcohol policy?
A: 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.
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 an exit. Cigarette receptacles are available.
12. Q: Is music allowed?
A: Yes, a DJ or live band is allowed. Quiet hours start at 10:00 P.M., music is not allowed after that time.
13. Q: When can I start setting up for my event?
A: You will be required to set up all requested tables and chairs before the event time. The daily time allotment allows for set up prior to the start of the event and take-down time afterwards.
14. Q: Are there any restrictions on decorations?
A: Decorations should be restricted to the immediate area of the Group Use structures and should be removed and disposed of prior to the check out time. No doorway or public corridor may be blocked in any way.
15. Q: What restrooms are available for event guests?
A: The Day Use restroom is located adjacent to the Group Day Use area and the Group Camping area has two restrooms located inside the Building.
16. Q: Is there a dressing room?
A: The park has no designated dressing areas. Restrooms may be used for dressing if needed.
17. Q: Is there parking?
A: A large parking lot is located adjacent to the Group Day Use area, an area for parking is available within the Group Camping compound but may be limited by the number of campers using the site. The boat parking lot is located outside the compound and may be used for overflow parking if needed.
18. Q: Is there handicap access?
A: Both Group areas are handicap accessible.
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 Application must be completed, signed and returned to the Park. Also, a non-refundable reservation one time deposit of \$50.00 is due at the time of booking to reserve the Group Camping Area, which will be applied towards the total balance. A total of six campsites must be reserved to qualify for a group, each campsite will be charged a nightly per vehicle fee. A daily per vehicle Day Use fee will be charged for party members attending only for the day. A daily \$30.00 fee will be charged to reserve the Group Day Use area and each vehicle will be charged a daily per vehicle fee.

20. Q: What forms of payment do you accept?
A: We accept cash, credit cards, debit cards, or any combination of the above.
21. Q: When is payment due?
A: The reservation deposit is due at time of booking and is nonrefundable. The remaining fees may be paid prior to or on arrival at the event date.
22. Q: How far in advance do you need to make reservations?
A: It is advisable to make reservations prior to the event as far as possible as the areas are available on a first come, first served basis.
23. Q: Do you offer overnight accommodations?
A: The Group Camping area has 12 designated sites within the compound and other sites are available elsewhere on the park. Party members using the Day Use area may reserve campsites in the campgrounds.
24. Q: Are weapons allowed at your venue?
A: A Law Enforcement Ranger resides on the park for security, weapons are not allowed at events. Exceptions may be made in advance for certified Law Enforcement Officers attending the event, please make requests when making reservations.
25. Q: Are there adequate bathroom facilities for large groups?
A: The Group Day Use area has a restroom featuring several stalls for each sex. The Group Camping area has only one toilet for each sex.
26. Q: Are any other permits required from the city/county?
A: No specific permits are required from other agencies for most events. Please contact the park if you have questions or particular circumstances.
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: The Park will allow a rehearsal of up to one hour in duration on weekdays at no extra charge. Additional time will be charged as the per vehicle Day use fee. Rehearsals must take place during park operating hours. Contact park staff to Arrange for rehearsal, opportunity to rehearse will be subject to availability of Site if not previously reserved.
28. Q: Is there an extra charge for any amenities/facilities?
A: All facilities are included in reservation fees and per vehicle permits.
29. Q: Is there a cleaning fee?
A: All customers are expected to clean the area prior to check out time, removal of bagged trash will be provided by the park.