



Oracle State Park
P.O. Box 700
Oracle, AZ 85623

Dear Couple:

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

Sincerely,

Staff at Oracle State Park
Office: (520) 896-2425
Fax: (520) 896-3215

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



Oracle State Park
Center for Environmental Education
3820 Wildlife Drive
P.O. Box 700
Oracle, AZ 85623
(520) 896-2425

FACILITY RENTAL INFORMATION

Oracle State Park, Center for Environmental Education, 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 \$25 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 historic Kannally Ranch House at Oracle State Park, 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 may include exclusive use of the following: Kannally Ranch House patios, living room, kitchen, private dressing areas, restrooms, tables, and chairs.

Rental Hours

The Park facilities will be available only during the hours indicated in the *Special Use Permit*. All events must end by 10pm.

Rental Fees & Payment Policy

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 \$25.00. 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 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. 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. Rehearsals must be scheduled with park staff.

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.

Catering

You may use the caterer of your choice.

Alcoholic Beverages

Alcoholic beverages are allowed. Please drink responsibly.

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. Photographing the paintings on display in the Kannally Ranch House is not permitted.

Tenting

Tent rental must be approved by Park staff.

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 8am the morning following the event, unless special arrangements have been made prior to the event.

Equipment belonging to the Park

We have available for additional rental fee: 8 rectangular folding tables, 29"x70"; 5 42" round patio tables and 48 folding chairs. 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

Decorations or any physical alterations of the park's facility must be approved in advance by Park staff.

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 8am the following day, unless otherwise arranged with Park staff. 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 **IS** 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 on leash but are restricted from some trails. Please check with Park staff.

Smoking

Tobacco use is prohibited inside all buildings. A smoking area may be designated outside the ranch house upper patio wall.

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
1300 W. Washington
Phoenix, Arizona 85007
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Frequently Asked Questions for Weddings at Oracle State Park

1. Q: How many guests can the area comfortably accommodate?
A. The Kannally Ranch House patios can accommodate 150-200 people.
B. The Kannally Ranch House living room can accommodate 50 people.
C. The Group Use Area can comfortably accommodate seating for 60-80 people at existing picnic tables under shade ramadas; additional tables and chairs may be set up in the area to accommodate up to 120 people.
2. Q: Can the Park host more than one event at a time?
A: Yes, the Group Use Area can be used separately from the Kannally Ranch House.
3. Q: At what times may events be held?
A: Events may be held between 8am and 10pm.
4. Q: What does the facility rental fee include?
A: The rental fee for the Group Use Area includes two shaded ramadas with 10 picnic tables, a grill, four restroom facilities with running water, and the option of adding use of electricity.
B. Use of the Kannally Ranch House patios may additionally include the option of use of the Kannally Ranch House living room, refrigerator in the kitchen, 50 chairs and 10 tables.
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: The Group Use Area includes two covered shade ramadas. Canopies can be assembled on the upper patio of the Kannally Ranch House, or the inside of the house can be rented for an additional fee.
7. Q: Is outside catering allowed?
A: Yes. Use of the refrigerator and kitchen may be added to the rental fee. There is also a covered patio near the kitchen end of the Kannally Ranch House. Electricity is available at both the Group Use Area and ranch house.
8. Q: Is there a specific list of other vendors?
A: No.
9. Q: Are tables, chairs & linens included?

A: Yes, the Park has a variety of tables available for your use, including eight round patio tables, and for an additional fee, ten 8' rectangular tables. The park has 50 folding chairs. Linens are not included. The reservation party may rent additional chairs/tables.

10. Q: What is your alcohol policy?

A: Outside alcohol is permitted.

11. Q: Is smoking permitted?

A: Smoking is allowed in a pre-designated location outside the walled perimeter of the upper patio of the Kannally Ranch House, or in a pre-designated area of the Group Area. Please provide cigarette receptacles for your guests.

12. Q: Is music allowed?

A: Yes, a DJ or live band is allowed.

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

A: Set up time is dependent on whether or not the park is open to the public that day, which facility is to be used, and what other events may be scheduled that day – to be determined between wedding coordinator and park management.

14. Q: Are there any restrictions on decorations?

A: Yes; decorations must be cleared by park management to protect wildlife and the historic integrity of the Kannally Ranch House.

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

A: The Group Area has four large composting toilet facilities with running water.

B. Currently, two porto-potties are available for Kannally Ranch House reservations.

16. Q: Is there a dressing room?

A: Two rooms of the basement of the ranch house may be used as a dressing room. There is a basement bathroom that may be used by the bride and bride's mother, or up to three people only, due to the sensitive plumbing in the historic house.

17. Q: Is there parking?

A: In addition to the parking lot at the ranch house and another at the Group Area, arrangements may be made to allow parking of vehicles to continue along the right side of the main road. It may be appropriate to offer your own shuttle service for guests who may need to park further away from the facility, for large weddings requiring parking for more than 40 cars. The per vehicle park entrance fee will be charged in addition to the reservation fees for use of facilities.

18. Q: Is there handicap access?

A: There is handicap access to the Group Area. The Kannally Ranch House upper patio is handicap accessible, but not the lower patios or ranch house living room. The Kannally Ranch House is on the National Register of Historic Places with three levels of stairs inside and out that may not reasonably accommodate handicap needs.

19. Q: How do I book an event and hold the date?

A: Reservations for the Group Use Area can be made by calling the park at 520-896-2425.

B. For events at the Kannally Ranch House that require a Special Use Permit, contact Park Management for a Special Use Application.

20. Q: What forms of payment do you accept?
A: We accept cash, checks, and credit cards (Visa or MasterCard only).
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 the day of the event.
22. Q: How far in advance do you need to make reservations?
A: Reservations are accepted on a first-come first-served basis.
23. Q: Do you offer overnight accommodations?
A: No.
24. Q: Are weapons allowed at your venue?
A: No.
25. Q: Are there adequate bathroom facilities for large groups?
A: There are bathroom facilities, but 'adequate' is subjective; the park currently offers adequate facilities at the Group Use Area, but rustic facilities at the Kannally Ranch House, though we hope to acquire adequate green facilities with running water in the near future, to replace the porto-potty experience.
26. Q: Are any other permits required from the city/county?
A: No. A Pinal County Food Permit may be required if hot food is sold.
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: Negotiable upon availability.
28. Q: Is there an extra charge for any amenities/facilities?
A: Yes: In addition to the facility rental fee, there is a per vehicle parking fee, additional fees for use of the kitchen, chairs/tables, electricity at the Group Area, handling of garbage if not 'packed-out', and use of the facilities after 5pm. For Ranch House reservations, there is also a Special Use Permit Fee, starting at \$25.00, depending upon size of group.
29. Q: Is there a cleaning fee?
A: There is a pack-it-out policy at the park, and you are expected to clean up following the reservation. There is no designated cleaning fee for Group Area reservations, but park management may determine charges if a special use permit is required.