



Tonto Natural Bridge State Park
P.O. Box 1245
Payson, AZ 85547

Dear Couple:

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

Sincerely,

Staff at Tonto Natural Bridge State Park
Office: (928) 476-4202
Fax: (928) 476-2264

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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928-476-4202

FACILITY RENTAL INFORMATION

Tonto Natural Bridge State 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 \$ 5.00+\$95.00 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: Goodfellow lawn area and upper lawn. Exterior porch of lodge if requested. Parking area adjacent to lodge, restrooms, and east wing parking if requested. Tables on lawn are included – any additional tables requires advance notice.

Rental Hours

The Park facilities will be available only during the hours indicated in the *Special Use Permit*. All events must end by park closing time (varies by season).

Rental Fees & Payment Policy

Rental of the reservation area will be billed for full day 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. 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 \$ 5.00 + 95.00 . 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'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 \$ 50.00 per hour. Rehearsals must take place during park operating hours.

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 or any person in possession of a Gila 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

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 10am the morning following the event, unless special arrangements have been made prior to the event.

Equipment belonging to the Park

Our banquet tables are 60" rounds, sit 6-8 guests, and we have 12 tables available. We also have 4 8' rectangular tables and four 6' rectangular tables available for a nominal fee. The chairs supplied by the Park are white plastic stackable chairs. Table linens are also available for rental. In addition the park offers a secure room for changing, gift/purse/clothing storage and includes a accessible restroom. This is available for a nominal 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 10 am 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 permitted in the park on a controlled 6' leash. Pets are NOT permitted on any park trails. It is recommended that you leave your pet at home for a special event.

Smoking

Tobacco use is prohibited inside all buildings. A designated smoking area is available near the venue.

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

1. Q: How many guests can the area comfortably accommodate?
A: The area can accommodate up to 200 people.
2. Q: Can the Park host more than one event at a time?
A: Only one wedding per day will be scheduled. A picnic ramada is available for rental in addition to the wedding venue.
3. Q: At what times may events be held?
A: Weddings must fall within the park operating hours of either 9 am – 5 pm or summer hours of 8 am – 6 pm.
4. Q: What does the facility rental fee include?
A: The rental fee includes use of the Goodfellow Lawn and associated picnic tables. The rental is good for all day. For large groups a parking area for up to 30 vehicles can be included if requested. Other items available for an additional charge are:
Round banquet tables that seat 8 (12 available)
Rectangular banquet tables (three 6' and two 8' available)
Linens for all tables
96 folding chairs – an additional 50+ stacking chairs also available
Two outdoor built in propane grills are available for an additional charge
Rental area includes electric outlets
The park will designate a park staff member to be your primary contact for your event.
5. Q: Can I rent the facility for a ceremony only?
A: Yes, ceremony rental includes 3 hour use of the reserved area (includes set up and clean up time) and a 1-hour rehearsal prior to the event date.
6. Q: In case of inclement weather, what happens to an outdoor wedding?
A: It is recommended that you make arrangements for additional facilities (tents, etc.) in the event of bad weather. If available the event MAY be moved to a covered ramada. Currently the lodge is not ready for group rental.
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 Gila County Food Handlers Card.

8. 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' event coordinator with your vendor contact information at least 2 weeks prior to your event.
9. Q: Are tables, chairs & linens included?
A: Yes, the Park has a variety of tables available for your use, including 60" round and 8' rectangular tables. The chairs supplied are plastic stackable chairs. Linens are also available. Costs vary depending on the number of items needed.
10. Q: What is your alcohol policy?
A: Alcohol is permitted provided guests abide by all applicable state liquor laws. Any violation of AZ Dept. of Liquor and License Control will result in immediate shut down of event and loss of all security deposits.
- **No hard liquor is permitted on the premises. Only beer, wine, champagne and malt beverages (like wine coolers) are allowed. Outside alcohol is permitted but must be served by a designated bartender in a pre-approved area. Also, alcohol cannot be served in glass containers and must be transferred by the bartender into plastic containers before being served to guests.
- **Can we legally do this?
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. A designated smoking area with receptacles is provided.
12. Q: Is music allowed?
A: Yes, a DJ or live band is allowed. If live music is requested it must be approved in advance and be non-disruptive to other park visitors.
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. Set up may begin on your event day at park opening hours. For large events set up may be allowed the previous day with prior approval.
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. Rice throwing is not permitted. No attaching of decorations to historic structures is permitted.
15. Q: What restrooms are available for event guests?
A: Restrooms are located adjacent to the venue.
16. Q: Is there a dressing room?
A: A dressing room is available at the site for a nominal fee.
17. Q: Is there parking?
A: A large parking area near the venue can be designated for your group.

18. Q: Is there handicap access?
A: The venue is handicap accessible. Parking for persons with disabilities is also available nearby.
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 \$200.00 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: We accept cash, Visa, or MasterCard 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 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: Due to the popularity of the venue and to lock in your date 6 months to a year is recommended.
23. Q: Do you offer overnight accommodations?
A: Overnight lodging or camping is currently not available.
24. Q: Are weapons allowed at your venue?
A: Arizona State Park R12-8-119: Weapons states:
1. "Improved recreation area" means a camping unit, roadway, amphitheater, boat launching ramp, developed picnic area, developed swimming beach, and any other area within a state park that is designated by the Director and reserved for an assembly or other temporary gathering of persons.
 2. "Prohibited weapon" means a firearm as defined by A.R.S. § 13-3101, including a BB or pellet gun, bow, or slingshot.
- B. A peace officer or private security guard employed by the holder of a park concession is authorized to carry a firearm in a state park if:
1. The peace officer is certified under state law, or
 2. The holder of the park concession complies with A.R.S. § 32-2606(3) regarding private security guards.
- C. Unless authorized under subsection (B), a person shall not enter or remain in an improved recreation area while carrying a prohibited weapon after a reasonable request from a park ranger to remove it. A request to remove a prohibited weapon is reasonable if a park ranger believes that the person carrying the prohibited weapon poses a danger or threat to others lawfully present. If, after a reasonable request is made, a person carrying a prohibited weapon within an improved recreation area chooses to remain in the improved recreation area, the person shall place the weapon in the custody of a park ranger until the person leaves the improved recreation area.

A firearm may be transported or stored in a vehicle on any state park area as allowed by A.R.S. § 13-3102(F).

A hunter who holds a current license issued by the Arizona Game and Fish Department may carry a lawful hunting weapon in any state park area designated for hunting and may carry the hunting weapon through the state park to reach the state park area designated for hunting.

25. Q: Are there adequate bathroom facilities for large groups?
A: There are sufficient restroom facilities.
26. Q: Are any other permits required from the city/county?
A: If alcohol is sold a permit is required, otherwise 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: You may use the site for a rehearsal with prior approval. A nominal fee may apply.
28. Q: Is there an extra charge for any amenities/facilities?
A: There are additional charges for certain facilities depending on the items requested including use of grills, tables, etc.
29. Q: Is there a cleaning fee?
A: A minimum security deposit of \$250.00 is required from all groups. This may be higher depending on group size and is refundable if no damages or problems are found.