

## **RED ROCK STATE PARK - FACILITY RENTAL INFORMATION**

Red Rock State Park is pleased to make its amenities available for your special event. To help you make your decision regarding the use of our venues, we ask that you read our guidelines carefully. Your cooperation is required regarding adherence to the following regulations in order to ensure the success of your reservation, the security of our facilities, and the protection of the natural environment.

### **Reservations**

Venue reservations for wedding ceremonies, family picnics, and other activities are on a first come, first serve basis. Facility reservations require an Indemnification Form to be signed by the individual(s) hosting or planning the event associated with the venue rental, along with **signatures** of the responsible parties agreeing to adhere to park rules/policies and to hold their event guests accountable to these same policies.

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

A non-refundable reservation fee is required for each venue rental. Rental of individual venues are billed at \$200 per 4-hour time block (either 8 am – 12 pm AND/OR 12 pm – 4 pm). The reservation is not confirmed until all rental and reservation fees have been paid. Payments can be made in person via cash, check, Visa or MasterCard or over the phone with Visa or MasterCard. Reduced rate group entry fees

### **Park Regulations Agreement and Indemnification Certificate**

The mission of Arizona State Parks 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 this facility, Arizona State Parks requires responsible party signatures on an Indemnification Form. As a habitat protection park, Red Rock State Park also requires signatures indicating your agreement to adhere to all park rules/policies and to take responsibility for your guests also adhering to park rules and policies. The signature page of the application requires **actual signatures**. Typed names on the signature page will result in invalidation of the application.

### **Reservation venues: Inclusions and Exclusions**

Areas available for rental at Red Rock State Park include the following: Twin Cypress Ramada (suggested occupancy 75, includes electric outlet, hose bib), Habicamp Ramada (suggested occupancy 50, includes hose bib but no electricity), Wedding Tree (max occupancy 100), Visitor Center Rooftop (max occupancy 75), and 2 indoor Classrooms (max occupancy 25 each).

The reserved area is rented "as is." The picnic area has numerous grills available for use with charcoal (you must bring your own charcoal). During the summer months use of grills may be limited due to County fire restrictions. During Stage 2 fire restrictions, charcoal grills may **NOT** be used. Propane stoves are the only cooking device permitted during State 2 fire restrictions.

The Twin Cypress Ramada and Habicamp Ramada are the only reservable venues available for activities that include the serving of food or alcohol. The serving of food, whether catered or self-prepared is **NOT** permitted at the Wedding Tree or Visitor Center Rooftop and will be limited to snacks and drinks in either of the Classroom venues.

Red Rock State Park is a Pack-in/Pack-out facility, and thus, does not provide garbage cans for park visitors. The Event Representative should plan to bring whatever supplies are necessary to remove all trash produced by their reservation event from the park property at the end of the event.

## **Rental Hours**

Reservations for park venues are only available between 8 am and 4 pm. Park entrance gates open at 8 am but can be opened up to 1 hour early for rental equipment delivery **if arranged and confirmed in writing with park management**. All reservations must end by 4 pm and all event participants, vendor, and equipment must depart the park by the posted park closing time, which is 5 pm most of the year. Set up of equipment is typically limited to 1 hour prior to reservation unless alternate times are prearranged with management. Take down of equipment and clean-up must be completed within an hour following the reservation end time.

## **Postponement of Event**

Any change in the event date must be agreed to in writing by both the Manager of Red Rock State Park and the Permittee and may result in a modification of the contract price to conform with any changes to rental rates that occurred after the original reservation was made. 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 less than 60 days prior to the reserved date, all deposits and fees will be forfeit and no refund will be granted. Any cancellations made prior to 60 days before the event will receive a refund for any fees paid, excluding the non-refundable reservation fees. All payments for reservations that have been transferred from the original date to a different date become non-refundable once transferred to an alternate date. Refund checks will be mailed from the State of Arizona usually within 6-8 weeks of receipt of cancellation request and corresponding refund request form. A refund request form must be submitted for all fees paid in cash, check, or in cases when a refund cannot be processed back onto the same credit card used to make a reservation payment.

## **Inclement Weather**

The Park assumes no liability for inclement weather that affects the event or for any occurrence which is outside the Park's control that may impact the event. 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. If the reservation is for a wedding then the Event Representative must be someone other than the bride or groom. It will be the responsibility of the Event Representative to be available to answer questions and assist Park staff in ensuring that all participants are aware of the park rules and regulations and they 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. The Event Representative will also be responsible for ensuring that all reserved venues are free of trash and debris that resulted from the event before they leave the park. As described in the "Inclusions and Exclusions" section above, the Event Representative is responsible for making sure all trash produced by the event is removed from the park property before leaving the park at the end of the event.

## Rehearsal

If a reservation is made for a ceremony, the Park will allow a rehearsal of up to one hour in duration during regular business hours on a prior date for a fee of \$50.00. This fee will cover the park entry fees for up to 10 guests. Additional time beyond one hour can be requested for an additional \$25.00/hr. Additional guests/participants beyond the 10 included in the rehearsal fee will be charged regular day-use park entrance fees.

## Vendor Selection

The Park provides only the venue. All arrangements for food, flowers, chairs/tables, event logistics, entertainment, and other features of the event are the sole responsibility of the party making the venue reservation. Once the service/equipment vendors have been selected, key contact names and phone numbers for each vendor must be provided to the Park by the Event Representative. It is your responsibility to make sure that any outside vendors abide by the policies/regulations stated in this Facility Rental Information document. 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. If the vendor in question has conducted work at the park in the last 6 months their information may already be on file, check with the park management team.

## Catering

Any caterers or paid vendors providing food must be in possession of a valid Yavapai County-approved Food Service License. If food is being provided by event guests in a potluck style then no food handling permit is required. Reservations that include food distribution or catering will **ONLY** be authorized at the picnic area ramada venues. Catered events or any food/beverage service will not be permitted at the Wedding Tree, Visitor Center Rooftop, or Classroom facilities.

## **Alcoholic Beverages**

Only the following alcohol may be served: beer, malt beverages, wine, and champagne. Alcohol **may not** be served in glass containers. Mixed drinks consisting of hard alcohol are **NOT** permitted. It is okay to have wine or champagne bottles but any champagne flutes or wine glasses for serving the drinks must be made of plastic, not glass. Beer may be consumed from cans but not from glass beer bottles. Beverage service for catered events must conclude at least 30 minutes before park closing. At no point while on park property should any visitor be 'publicly intoxicated'.

## **Music**

Acoustic music from an unamplified musical instrument (i.e. violin, flute, etc) is permitted. The music volume must remain at a level that does not disturb other park visitors, the park's neighbors, or park staff. Amplification through an external speaker is not permitted without written permission from the Park Manager. Park management will only consider for approval a maximum of two songs on a small hand-held speaker for ceremonial purposes at either the Wedding Tree or Rooftop venues. Amplified music will **NOT** be permitted for "party" purposes and therefore, will not be permitted for any reason at the picnic area. If pre-approved for a ceremony venue, the speaker volume must be kept to the minimum level that meets the needs of the event and must not broadcast beyond the reserved venue. If you wish to have a reception with a dance party, this is not the right venue for your event. All other individuals listening to recorded music while at the park must keep the volume at an individual hearing level.

## **Photography**

Photos are permitted in all visitor areas but all visitors must remain on marked trails or authorized walkways. Off trail travel is not permitted in order to get a particular rock formation in the photo background. The park prohibits the use of drones for photography or any other purpose without appropriate permits arranged through the park management in writing.

## **Tenting**

Tent rental must be through a licensed vendor and approved by the Park Manager. Tenting will not be permitted anywhere except the Twin Cypress Picnic Area. Any plans for place a tent at the picnic area must be discussed with park management prior to the day of the event.

## **Deliveries (Personal and Rental)**

The park does not have areas for the storage of personal belongings or rental equipment and does not provide security for any unattended items. Therefore, all deliveries of supplies and equipment must occur no sooner than the day of the event. Deliveries and pick up of rental equipment must be made during park operating hours and as close the rental start/end time as possible. In certain circumstance the Park Manager may approve deliveries as early as 7 am as long as adequate notice is provided by the

representative of the event. Park staff will not sign for personal or rented supplies or equipment. If a vendor requires a signature upon delivery, a responsible party for the event must be available to sign the delivery slip. Arizona State Parks and Park staff are not responsible for loss or damage to property brought onto the premises and is not responsible for assisting with set up or breakdown of any rental equipment. All rental equipment must be scheduled for pick up prior to the posted park closing time.

## **Electrical Needs**

You are responsible for ensuring that vendors provide sufficient extension cords, etc. to cover your reservation's electrical needs. Electricity is not available at the Wedding Tree and use of a generator at that location will not be permitted. Failure to discuss electrical requirements with park staff ahead of time may result in insufficient power to meet the needs of your event.

## **Decorations**

No physical alterations may be made to any part of the park's facility or property. No doorway or public corridor/walkway may be blocked in any way. All decorations must be free standing and moveable. No decorations may be anchored into the ground (i.e. archways, signs, etc ...) other than tents mentioned in one of the previous sections at Twin Cypress Picnic Area.

## **Clean Up**

You are responsible for returning the reserved area to original condition. All rental items, decorations, flowers, personal belongings, etc. must be removed from the public areas immediately following the reservation, unless otherwise arranged with the Park Manager. 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, donated to charity, or otherwise disposed of without any liability to the park. If any damage or theft of personal property occurs during the event, the Event Representative should notify park staff and sign an incident report prior to leaving the park. If damage to park equipment or facilities is found after the conclusion of the reservation, the designated responsible person will be contacted immediately and informed that damage or clean up charges will be assessed. Park management will determine the amount to be billed. The designated responsible party for the event is responsible for arranging clean up during and after the event. Charges for unusual clean-up after the event will be billed to the individual who booked the event. Please keep in mind that Red Rock State Park is a pack-in/pack-out park. We do not have trash cans for visitor use. The responsible representative for the event will be responsible for ensuring that all trash produced by the event is removed from the park at the end of the event.

## **Flora & Fauna**

As an Arizona State Park, Red Rock State Park asks all guests to show the utmost respect for all forms of plants and wildlife so that our desert may be preserved 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 is not permitted. For the safety of the wildlife and plants near the park, the park does not allow wedding groups to throw rice, birdseed, confetti, flower petals, or any small size, loose materials that are very difficult to clean up entirely. An acceptable alternative is for wedding guests to blow bubbles. Hunting, fishing, handling, harassing, or disturbing the wildlife is not permitted. Take only pictures, leave only footprints”.

## **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 adherence to park rules.

## **Pets**

No pets are permitted in the park. Trained service animals are permitted but must be declared to the attendant at the entry station before entering the park. Arizona State Parks policy on the definition of service animals complies with Americans with Disabilities Act: “A service animal is a dog (or miniature horse) that is individually trained to do work or perform tasks for a person with a disability”. Emotional support animals not trained to perform a task to assist with a specific disability do not qualify as service animals under this definition.

## **Smoking**

Smoking within the park boundaries is only permitted inside personal vehicle. This includes cigarettes, cigars, pipes, or other implements that deliver inhalants by way of flame. Because the park does not provide garbage cans for visitor use, those that choose to smoke in their vehicles must plan to transport any cigarette or cigar remains out of the park with them when they leave. Vape pens or other nicotine delivery systems that do not use a flame may be used by visitors but exhaled vapor is not permitted in proximity to any buildings or near other visitors who are not part of your group.

## **Park Staff**

A member of the park staff will be on premises throughout your reservation. Please do not hesitate to contact a member of the staff inside the Visitor Center if you have questions or comments.