



Lost Dutchman State Park
6109 N Apache Trail
Apache Junction, AZ 85119

Dear Couple:

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

Sincerely,

Staff at Lost Dutchman State Park
Office: (480) 982-4485
Fax: (480) 982-4485

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.



Lost Dutchman State Park
6109 N Apache Trail
Apache Junction, AZ 85119
(480) 982-4485

FACILITY RENTAL INFORMATION

Lost Dutchman 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 \$30.00 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:

Group use Ramadas: Cholla or Saguaro, both have 4 permanent tables underneath, the parking lots may be able to be exclusive certain days of the week but not always available.

The Parking lot at Palo Verde can be exclusive if Palo Verde Ramada is used.

The Group use Campground has a 20' x 40' Ramada and parking lot(s).

The amphitheater has a small parking lot that can be used but note this area is also Search & Rescue parking in case of a mountain rescue.

The nearby restrooms can be used by the wedding party by all the reservable areas.

Rental Hours

The Park facilities will be available only during the hours indicated in the *Special Use Permit*. All events must end by 10pm. In the case of the Group Campground area overnight parking is allowed when approved in advance

Rental Fees & Payment Policy

Rental of the reservation area will be billed for All day or Part of the day specified in the SE permit for selected facility. On the phone with your park wedding contact determine final facility and rental needs, and calculate total fees. Additional hours may be purchased on an hourly basis prior to event date and within normal operating park hours.

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 . 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 of Park 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 specified in the permit. Rehearsals must take place during park operating hours. Rehearsals may be on a day before the event if approved by the park.

Vendor Selection

The Park provides only the venue. 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 Pinal 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.

Quiet hours are 9 pm to 8 am

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

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. Cardboard signs and Balloons are permitted.

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 11 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 allowed at the Park, however. Dogs and Cats must be on a leash at all times, length to be no more than 6'. Cleaning up after your pet is mandatory.

Smoking

Tobacco use is prohibited inside all buildings. Smoking outdoors is permitted, as long as butts are properly disposed of.

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

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 Questions for Weddings Lost Dutchman State Park

1. Q: How many guests can the area comfortably accommodate?
A: We have (4) usable areas that can accommodate 30-100+ people depending.
2. Q: Can the Park host more than one event at a time?
A: Yes, the park has multiple group areas available that may be rented.
3. Q: At what times may events be held?
A: Events may be held from 6:00 am to 10:00 pm, either all day or part of the day. No event shall extend beyond 10:00 pm unless approved by a park manager in advance.
4. Q: What does the facility rental fee include?
A: One group area for the day and a 1-hour rehearsal time prior to the event date. The park will designate a park staff member to be your primary contact for any planning questions and during the hours of your event.
5. Q: Can I rent the facility for a ceremony only?
A: Yes, ceremony rental includes 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 out-door wedding?
A: All group areas have a large ramada for shelter or the group is welcome to bring other types of shelters, tents, etc.
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 Pinal County Food Handlers Card. The charcoal grills are available, but you must bring your own grilling tools. During summer months no open flames or charcoal will be allowed.
8. Q: Is there a specific list of other vendors?
A: No, your choice of vendors is at your discretion. We can provide a list of local vendors upon request. Please provide the Park's event coordinator with your vendors' contact information at least 2 weeks prior to your event.
9. Q: Are tables, chairs & linens included?
A: No, there are however several area vendors

10. Q: What is your alcohol policy?
A: No hard liquor is permitted on the premises. Only beer, wine, champagne and malt beverages (like wine coolers) are allowed.
11. Q: Is smoking permitted?
A: Yes, however, please provide cigarette receptacles for your guests.
12. Q: Is music allowed?
A: Yes, a DJ or live band is allowed. Quiet hours begin at 9:00 pm.
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 on the day of the event. The hour time allotment allows for 2 hours prior to the start of the event for setup and 1 hour of take-down.
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 and no confetti is allowed. All decorations must be removed directly following the event.
15. Q: What restrooms are available for event guests?
A: Day use restrooms and the campground restroom near Group Camp.
16. Q: Is there a dressing room?
A: No, however the restroom near the Group Camp is rather roomy.
17. Q: Is there parking?
A: Yes, most parking is shared by the public. Only Palo Verde and Group Camp have their own parking.
18. Q: Is there handicap access?
A: Yes, Palo Verde and Group Camp areas are paved. Cholla and Saguaro have hard packed dirt paths.
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 deposit of \$30.00 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, 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 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: Up to one year.

23. Q: Do you offer overnight accommodations?
A: Yes, the bridal party can reserve individual campsites in the Group Camp.
24. Q: Are weapons allowed at your venue?
A: As long as they are in compliance with State Law.
25. Q: Are there adequate bathroom facilities for large groups?
A: They are adequate for up to 50 people.
26. Q: Are any other permits required from the city/county?
A: No other permits are required.
27. Q: What is your policy for dress rehearsals? Is the wedding party allowed to use the facility for this purpose prior to the wedding?
A: Yes, for no extra charge the area can be utilized for a rehearsal the day of or evening before the event, but must set it up in advance with park staff.
28. Q: Is there an extra charge for any amenities/facilities?
A: There are no additional fees unless reserving multiple group areas, there is a \$30.00 reservation fee per area.
29. Q: Is there a cleaning fee?
A: No cleaning fee is required.