



Roper Lake State Park
101 E Roper Lake Road
Safford, AZ 85546

Dear Couple:

Thank you for considering Roper 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 Roper Lake by fax, email, 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 Roper Lake. We are looking forward to working with you. Please feel free to call us if you have any questions.

Sincerely,

Staff at Roper Lake State Park
Office: (928) 428-6760
Fax: (928) 428-3544

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.



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FACILITY RENTAL INFORMATION

Roper Lake 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. Roper Lake State Park offers three Day-use Group Ramadas available for daily reservation. These areas are available for wedding ceremony/reception use, and may require an Arizona State Park Special Use Permit. Please contact the Park Manager for details.

Reservation Fee

A reservation fee of \$5 and a Use Fee of \$25 is due at the time of booking. The reservation fee is non-refundable and non-transferable. Details of the Ramada cancelation Policy can be found at <http://azstateparks.com/find/reservations.html>

Special Use Permit

If your request falls into the Special Use Permit category, the Arizona Special Use Permit must be issued prior to 30/60 days before to the event. Please contact the Park Manager for details.

Rental Space & Inclusions

The reserved Day-use group areas are rented "as is." The reservation of a Day-use group area includes the large Ramada, 6 picnic tables, BBQ grill(s), use of the park's day-use areas and facilities. The East Mesa Group Ramada does offer an electrical outlet.

Rental Hours

The Park facilities will be available between 6 am and 9:30 pm, unless stated differently in the *Special Use Permit*.

Rental Fees & Payment Policy

Rental of the reservation area will be billed for the day. Payment of the reservation is due at the time the reservation is made. Payment of entrance fees are made as each individual arrives, unless stated differently in the *Special Use Permit*.

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. Any change of the event date must remain within a one-year time frame of the original date the reservation was booked.

Cancellation Policy

If a cancellation occurs fewer than 60 days in advance of the event, all deposits and fees are non-refundable and no refund will be granted. Any cancellations made prior to 60 days before the event, Permittee will receive a refund for any fees paid, excluding the non-refundable reservation fee. 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.

Event Representative

A responsible party must be designated as an Event Representative prior to the start of the event. 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 designated 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.

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, Employer's Liability Insurance, and all necessary County/State license or permits to the Park within two weeks of the event. Standard entrance fees apply to all vendors entering the park, unless stated differently in the *Special Use Permit*.

Alcoholic Beverages

Alcoholic beverages are permitted on Arizona State Parks. All Arizona state laws apply to alcohol consumption on Arizona State Parks. Please note that glass containers of any type are prohibited on the Day-Use Island of Roper Lake State Park.

Music

DJs and amplified music are permitted at the park, through special use permit only. The volume of music must remain at a level satisfactory to guests and park staff. Please contact the Park Manager for details.

Photography

Photos are permitted. However, commercial photographers are considered vendors and must be identified and treated as such.

Tenting

Tent rental must be through a licensed vendor and approved by the Park Manager. Tenting must be located in the open spaces, and approved by Park Manager.

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 the agreed upon time, unless special arrangements have been made prior to the event.

Decorations

No physical alterations may be made to any part of the park's facility or property. Please contact the Park Manager for details.

Clean Up

You are responsible for returning the rented area to *original park 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 the agreed upon time, unless otherwise arranged with the Park Manager. The park staff will remove any park owned equipment (i.e. tables, chairs, etc.). The park staff will not be responsible for the set-up or tear-down of non park equipment. Any personal items remaining from the event will be removed by the park staff and will 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 Permittee is responsible for ensuring the clean up of all vendors brought onto the park for the event. 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, handling, harassing, or disturbing the wildlife is not permitted. Please leave the grounds as you found them.

Minors

An adult must be with a minor at all times and are responsible for their safety and discipline.

Pets

Pets must be on a 6' or less leash at all times when on the park. Pets are not permitted on the beach area or around the hot tub.

Smoking

Tobacco use is prohibited inside all buildings and outside of parking areas, if the park is under fire restrictions.

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Frequently Asked Questions for Weddings At Roper Lake State Park

1. Q: How many guests can the area comfortably accommodate?
A: The area can accommodate up to 50 people.
B: For an event requiring a Special Use Permit accommodations can be made for 150+ people. (For a large wedding ceremony, wedding reception, or both contact the Park Manager to discuss the need for a Special Use Permit.)
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: Between the hours of 6am to 9:30pm
4. Q: What does the facility rental fee include?
A: Each of the 3 group ramadas offer 6 picnic tables, BBQ grill, and near by water source and restrooms. East Mesa Ramada offers 1 electrical outlet.
B: If you are obtaining a Special Use Permit for your wedding the details will vary depending on the event size, location, date, resources required (i.e. traffic control, EMT, etc...), and clean up costs.
5. Q: Can I rent the facility for a ceremony only?
A: The rental fee for each of the Day-Use Ramadas are an all day fee, regardless of how long you will use it that day.
B: Yes, talk to Park Manager about a Special Use Permit for specific details.
6. Q: In case of inclement weather, what happens to an outdoor wedding?
A: Each of the Day-Use Ramadas are covered. If inclement weather is expected tents maybe a viable contingency plan to consider. Talk to the Park Manager for possible options. (tents are not provided by the park).
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 1 million dollar liability insurance & maintain all necessary state and local Health Department requirements.
8. Q: Is there a specific list of other vendors?

A: Your choice of vendors is at your discretion. The park may be able to provide a list of local vendors upon request.

9. Q: Are tables, chairs & linens included?

A: If your event requires a special use permit, outside tables and chairs are permitted if you include the use of them in your special use application. The park has picnic tables available for use.

10. Q: What is your alcohol policy?

A: No glass containers allowed on the Day-Use Island. All state laws apply.

11. Q: Is smoking permitted?

A: Yes, unless the park is under fire restrictions. Please provide cigarette receptacles for your guests.

12. Q: Is music allowed?

A: Yes, a DJ or live band is allowed through special use permit.

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

A: 6 am of the day of the event.

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. All decorations must be pre approved by Park Manager prior to set up.

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

A: Depends of the location. Each group ramada does have either flush restrooms or vault toilets near by.

16. Q: Is there a dressing room?

A: There are no designated dressing rooms. Restrooms are available for those needs.

17. Q: Is there parking?

A: Yes, number of parking spaces varies on the location of the Ramada reserved.

18. Q: Is there handicap access?

A: Yes, amenities depends on the ramada reserved.

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

A: All reservations are made on a first-come first-serve basis. Reservations can be made by calling the park at 928-428-6760.

B. For events that require a Special Use Permit, contact the Park Manager for a Special Use Application.

20. Q: What forms of payment do you accept?

A: We accept cash, Visa or MasterCard credit cards, or any combination of the above.

21. Q: When is payment due?

A: The reservations for the group Ramadas are due at time of booking and is nonrefundable.

B: For events requiring a special use permit, the reservation deposit is due at time of booking. The remaining balance of your event is due 14 days prior to the event date.

22. Q: How far in advance do you need to make reservations?
A: Reservations can be made up to 1 year in advance, and no less than 24 hours of the event date.
23. Q: Do you offer overnight accommodations?
A: The park offers camping sites and cabins.
24. Q: Are weapons allowed at your venue?
A: No
25. Q: Are there adequate bathroom facilities for large groups?
A: Restroom facilities varies on location. Renting additional portable toilets are an option through Special Use Permit.
26. Q: Are any other permits required from the city/county?
A: Generally speaking, food vending permits are the only required county permits.
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: Yes, normal park fees apply.
28. Q: Is there an extra charge for any amenities/facilities?
A: There are no additional charges when reserving the Day-Use Ramadas.
B: If a special use permit is required, the Park Manager will determine any charges.
29. Q: Is there a cleaning fee?
A: There are no cleaning fees when reserving the Day-Use Ramadas.
B: If a special use permit is required, the Park Manager will determine any charges.