

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.



Wedding Pre-Application

Call Park for date availability
 prior to filling out this form.

Steps to Make a Wedding Reservation

1. Visit [AZ State Parks Wedding Home Page](http://azstateparks.com/find/f_act_wedding.html) and choose a specific park's **Wedding Page**.
http://azstateparks.com/find/f_act_wedding.html
2. Download and review the park-specific **Wedding Packet** and general **Wedding Pre-Application**.
3. Call the park you are interested in to inquire about wedding date availability, start a reservation request, and get a park wedding contact.
4. Fill out the Wedding Pre-Application form and mail, fax, or scan and email the form to your park wedding contact.
5. On the phone with your park wedding contact determine final facility and rental needs, and calculate total fees. Arrange for deposit and fee payments to finalize your reservation. **Your reservation is not complete until payment is received at the park.**
6. Prepare for your special day!

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Person 1: | | Person 2: | |
| Address: | | City, State, Zip: | |
| Phone: | | Phone: | |
| Email: | | Email: | |
| Key Contact: | | Key Contact: | |
| Officiant: | | Coordinator: | |
| Park Name: | | | |
| Park Areas Needed: | | | |
| WEDDING Scheduling Information | | | |
| WEDDING EVENT DATE: CONFIRMATION NUMBER: Set up Time: Bridal Party/Arrival: Ceremony Time: Event Ends: Clean-up End time: | | NUMBER OF WEDDING GUESTS: Rehearsal: <input type="checkbox"/> yes <input type="checkbox"/> no Rehearsal Date: Rehearsal Start Time: Rehearsal end: | |
| FACILITIES FOR WEDDING (Each park has different facilities available) | | | |
| <i>IDENTIFY THE TYPE OF FACILITIES or EQUIPMENT YOU WILL NEED AT THE SPECIFIC PARK</i> | | | |
| Group Ramada: | | Amphitheater: | |
| Group camping area: | | Wedding tree: | |
| Indoor building: | | Kitchen: | |
| Other: | | Tables: | |
| Dressing Rm Person 1: | | Chairs: | |
| Dressing Rm Person 2: | | Audio Video: | |
| Special Needs: | | Special Needs: | |

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OUTSIDE VENDORS WHO WILL ARRIVE AT THE PARK

| | | | |
|-----------------------|--|----------------------------------|--|
| Photographer: | | Tel & Arrival Time: | |
| Florist name: | | Tel & Arrival Time: | |
| Caterer: | | Tel & Arrival Time: | |
| Musicians: | | Tel & Arrival Time: | |
| Special Requests: | | Tel & Arrival Time: | |
| Parking Attendant: | | Tel & Arrival Time: | |
| Bartenders: | | Tel & Arrival Time: | |
| Alcohol to be served: | | Hosted or non hosted service: | |

PAYMENT RECORD

| | | | |
|--------------------------------------------------------------------------|--|---------------|--|
| Price Quote: | | Quoted Date: | |
| Damage Deposit: | | Date: | |
| Total To Reserve Payment Name of Cardholder (one month in advance) | | Date: | |
| Damages or Misc. Charges: | | | |
| Visa/MC/Cash (card #) | | Name on Card: | |

Approved and Agreed:

Applicant *Date* *Arizona State Parks Board* *Date*

Stipulations & Conditions:

Applicant shall indemnify, defend, and save harmless Arizona State Parks from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorney's fees and/or litigation expenses, which be made or brought against the Agency due to loss or damage to any property, or for injuries or death of any person, caused by or contributed to, in part or by reasons of any act, omission, error, fault, or negligence of the Applicant, or its agents or representatives, in connection with the performance of this agreement. The Applicant's obligation under this section shall not extend to any liability caused by the sole negligence of Arizona State Parks.

RETURN THIS FORM TO YOUR PARK WEDDING CONTACT AT THE PARK.