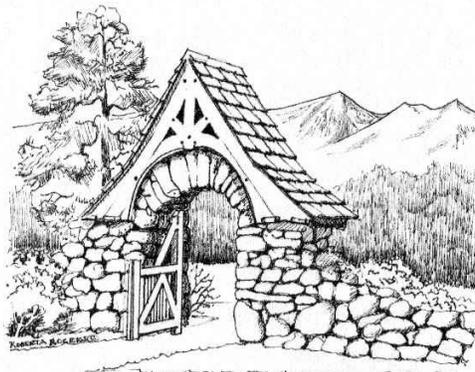


Riordan Mansion State Historic Park  
409 W. Riordan Road  
Flagstaff, AZ 86001



Dear Couple:

Thank you for inquiring about having your wedding at Riordan Mansion State Historic Park.

Imagine walking through a stone archway and up the walkway to your fiancé waiting on the front veranda of the historic Riordan family homes. Constructed in 1904, the Craftsman-style Riordan family homes embrace a courtyard featuring a stone archway over the entrance. One of the most beautiful and romantic locations in the Flagstaff area, the front veranda combines the history and scenic beauty of Flagstaff all in one location.

The duplex “mansion” was built for the families of Tim and Michael Riordan, brothers who owned the Arizona Lumber and Timber Company. As the largest employers in Flagstaff, the Riordans assumed leadership roles and joined their fellow citizens in building the Flagstaff community we enjoy today. Their homes, now preserved as an historic house museum, provide an opportunity for future generations to experience a small part of the Riordans' story.

When the Riordans lived in the homes, their front courtyard hosted many celebrations. Today we continue that tradition and their beautiful historic homes may be the perfect backdrop for the joining together of your two lives. The natural setting also provides a picturesque background for portraits.

Attached you will find information about using our facilities and policies & procedures. For additional wedding resources contact the Flagstaff Convention & Visitors Bureau [www.flagstaffarizona.org](http://www.flagstaffarizona.org)

PLEASE NOTE:

1. Special Use Permit must be filed with Staff assistance, after approval of date
2. A NON-REFUNDABLE \$100.00 Deposit must be submitted with permit.
3. Arizona State Parks Rules and Regulations will be observed.
4. Proposed changes in your schedule or activities must be pre-approved by the Park Manager or his/her representative.

Thank you again for considering Riordan Mansion State Historic Park.

Please call me to set up an appointment to see our facilities and complete your application. (928) 779-4395.

Sincerely,

Nikki Lober  
nlober@azhs.gov

## **FACILITY RENTAL INFORMATION**

Riordan Mansion State Historic Park is pleased to make its amenities available for your special event. To help you make your decision regarding 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 historic environment.

### **Reservations**

Reservations for wedding ceremonies, receptions and other rentals are on a first come first serve basis. Facility rental requires you to complete a Special Use Permit.

### **Reservation Fee**

A reservation fee of \$100 is due at the time of booking. This fee is non-refundable and non-transferable.

### **Special Use Permit**

Riordan Mansion is cooperatively managed by Arizona State Parks and the Arizona Historical Society. 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 and the mission for the Arizona Historical Society is to collect, preserve, interpret, and disseminate the history of Arizona and the West. Therefore, to hold a special event at Riordan Mansion a Special Use Permit is required. This agreement will be completed with the assistance of Park staff at the time of booking your event.

### **Rental Hours**

Outdoor areas can be reserved from 8:00am to dusk (no later than 8:00pm).

The Visitor Center may be reserved for use from 5:00pm to 9:00pm.

West House Museum may be reserved 8:00am to 8:00pm.

### **Rental Space & Inclusions**

The primary areas available for special use are the VERANDA and VISITOR CENTER. The restrooms are located in the Visitor Center. Both sites are equipped with electricity and are handicap accessible. Additional areas on the grounds are described below.

**Because of the limited number of parking spaces, event vehicles may be required to utilize designated parking areas outside the park.** There is weekend parking on the NAU campus in the Parking Lot 13 or for a fee the Parking Garage next to the Park entrance. The Park will provide signs to direct traffic to this parking location. The Wedding Party is required to have a parking attendant assist in directing guests to the parking area and to the wedding location. This parking attendant is to stand at Park entrance. A penalty fee of \$50 will be charged if no attendant is designated and utilized.

### **Veranda**

The Veranda is located in the front yard. This area was shared by both families. It consists of a stone archway and wall on the outside with the two wings of the Riordan Mansion creating the boundaries on the sides. The fourth side is a covered porch and veranda providing an ideal location for your ceremony. The natural setting adds to the beauty of the location providing a wonderful backdrop for your photographs. The Veranda has the capacity for 200 people standing, 150 seated, or 75 at tables. The Veranda may be reserved from 8:00am to dusk (no later than 8:00pm).

The service entrance (on Riordan Ranch Road) may be available for the florist, caterer, or limo to unload closer to the Veranda. However vehicles are **not permitted** to remain parked in the area. All vehicles must be moved from the service entrance to other designated parking areas.

### **Visitor Center**

This building was the Riordan family's six car garage built in 1914. It has a capacity for 100 people standing, 65 seated or 50 at tables. This location is used during Park hours to greet visitors; therefore it is not available for use during regular hours of operation. The Visitor Center may be reserved for use from 5:00pm to 9:00pm. During the “off” season the Park is closed on Tuesdays and Wednesdays and the Visitor Center may be available during those daytime hours. Please note smoking is not permitted in the Visitor Center.

### **Hitching Post Forest**

Adjacent to the historic Riordan hitching posts, this area is located across the pedestrian trail and to the north of the Veranda. The young ponderosa pine forest here makes a nice shady location for a reception. This area can accommodate approximately 100 people seated at tables and can be reserved from 8:00am to dusk (no later than 8:00pm).

### **Elm Grove**

Located east of the Visitor Center. The Siberian elms and the split rail fence make a nice defined area for a reception. This area can accommodate approximately 100 people seated or 75 at tables and can be reserved from 8:00am to dusk (no later than 8:00pm).

### **Heritage Garden**

A rolling lawn located west of the Visitor Center provides an open sunny area with the West House as a backdrop. This area can accommodate approximately 100 people seated or 50 at tables and can be reserved from 8:00am to dusk (no later than 8:00pm).

### **West House Museum**

The first floor of Michael and Elizabeth Riordan’s home has been transformed into an open museum space with exhibits about the Riordan Family, the lumber mill, and the Arts and Crafts Style of architecture. The West House allows your guests to experience some of the Riordan family history without the hour long commitment of the East House guided tour. Riordan Mansion staff or volunteer will be available to greet your guests and to answer questions. No food or drinks are permitted in the West House. Approximately 50 people can be in the West House at one time.

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

Rental of the reservation area will be billed for a 6 hour block of time. Please refer to Fees for complete cost information. An additional 4 hour block of time may be purchased prior to event date.

Balance of all charges is due the day of 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. Advance payments may be made.

Completing a Special Use Permit is a TENTATIVE RESERVATION pending the Park Manager's approval (signature). A \$100.00 Deposit Payment must be submitted with the application. This payment will be returned to the applicant if the Special Use request is denied. Approved applications will have the NON-REFUNDABLE \$100.00 deducted from the Special Use Fee.

Fees may be charged for each area being utilized per each block of time, rehearsals, guided tours and the number of participants.

## **Fee Schedule**

\$250.00 per area for first 6 hour block of time (including your set up & clean up time)

\$100.00 per area for each additional 4 hour block of time or additional area (s)

\$3.00 per individual

\$50.00 Rehearsal Fee

\$25.00 for use of each 10'X 10' canopy (includes set up and break down by Park staff)

\$50.00 for use of each 10'X 20' canopy (includes set up and break down by Park staff)

\$25.00 to use West House sewing room for staging

\$50.00 per hour for West House museum access during event

\$50.00 will be charged if the wedding party does not designate and utilize someone to assist in parking and directing guests

Guided Tours standard admission & group rates apply, ask for more information

Other fees may be applied if special needs are required

Riordan State Park requires the permittee to notify the Park of schedule changes, attendance adjustments, cancellation, etc. at the earliest possible time. Some variance of event participant attendance is expected.

**Reservations must be confirmed two weeks prior to the event.** Confirmation allows staff to review your specific needs and insures that these needs are met.

**Event fees are due on the day of the event.** Visa or Mastercard are the preferred method of payment.

## **Postponement of Event**

Any change in the event date must be agreed to in writing by both Riordan Mansion 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 \$ 100.00.

## **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. 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 two hours in duration for a \$50 charge. 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. 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.

## **Catering**

You may use the caterer of your choice or any person in possession of a Food Service License.

## **Alcoholic Beverages**

A champagne toast is permitted, but no open bar or other alcohol. Beverage service must conclude at least 30 minutes prior to an event's ending time.

## **Behavior**

Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of museum guests, personnel, visitors, collections or facilities are expressly prohibited. Staff may request that individuals engaging in such behavior leave the premises. Staff may terminate any event at any time, if, in their reasonable judgment, the event endangers the museum, its guests, personnel, visitors, collections or facilities. The client is responsible for the behavior of his or her guests, invitees, and agents while they are at the museum.

## **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 and cannot exceed 80 decibels.

## **Photography**

Photos are permitted throughout the Park. However, no photographers, guests, or equipment will be allowed off marked trails and walkways.

## **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, Arizona Historical Society 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 end of the event, unless special arrangements have been made prior to the event.

## **Equipment belonging to the Park**

Tables and chairs are included in your rental fee, although you are responsible for set up and break down. The Park's canopies require an additional rental fee which includes set up and break down by Park staff. You are responsible for ensuring that vendors provide sufficient extension cords, generators, etc. to cover the event's electrical needs. Electrical outlets are located in the visitor center and on the porch of the veranda. Power needs cannot exceed 15 amps (1800 watts) in the veranda.

The Park has the following equipment available for your use during your event:

**Folding chairs:** 125 metal folding chairs

**Tables:** 2 black card tables, 10 – 6'X30" and 1 – 10'X30" – the use of tablecloths is recommended

**Canopies:** Additional fee required – 2 – 10'X20' White & 3 – 10'X10' White

**Decorations**

No physical alterations may be made to any part of the Park's facility or property. The use of staples or push pins is prohibited on historic structures. 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, unless otherwise arranged with the Park Manager. Tables and chairs belonging to the Park must be returned to the designated location. The Park staff will not be responsible for the set-up or take-down of equipment (except for canopies). 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. Charges for unusual clean-up after the event will be billed to the Permittee.

**Pets**

Pets are permitted in the park grounds on a leash, but not in buildings. Pet owners are responsible for cleaning up any pet waste.

**Smoking**

Smoking is only in permitted designated areas.

**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.

# Policies & Procedures Summary

Special Use requests may be submitted up to one year prior to the date of the event, but no less than two weeks preceding the date. The special use permit and any changes in the permit must be approved by the Park Manager.

Staff will monitor all Special Use activities to ensure compliance with Arizona State Laws and State Park Rules & Regulations. Vendor services must be informed by the permittee of park policy and procedures regarding cleanup, equipment removal, and Ranger inspection deadline.

- 1) Events must terminate by dusk or 8:00pm in outdoor areas and by 9:00 p.m. in the Visitor Center.
- 2) Permittee is responsible for event set up and clean up.
- 3) All foodstuffs, decorations, equipment, etc. must be removed from park property by the end of the rental time period. All decorations must be portable and free-standing. No fixtures or other decorations may be planted or attached to the historic structures.
- 4) Smoking is not permitted in buildings.
- 5) A champagne toast is permitted, but no open bar or other alcohol.
- 6) All visitors must remain on designated roads and trails to avoid damaging vegetation.
- 7) Vegetation, wildlife, rocks, artifacts, and buildings must not be damaged in any way.
- 8) Radios and other sound producing devices must be kept at a reasonable level to avoid disturbing the tours inside the home and the neighborhood.
- 9) Riordan Mansion Parking Lot is typically available only after 4:00 p.m. Weekend parking is available at NAU Parking Lot 13 or for a fee the Parking Garage next to the Park entrance. These restrictions apply due to limited number of parking spaces.
- 10) Permittee must designate a person to direct guests to parking and the event. A \$50.00 fee will be charged if there is a parking issue.
- 11) Guests who would like to tour the Riordan Mansion must pay the Park fees to do so. Arrangements in advance are required for groups; contact the park for additional information.
- 12) The standard for an event's successful ending is simple: **The use area must be returned to its original appearance and condition AND the event executed in a manner complementing the integrity of the park.**

## Indemnification Certificate

PERMITTEE shall indemnify, defend, and save harmless the STATE OF ARIZONA 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 or incurred by the STATE OF ARIZONA on account of loss, or damage to, any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in part, by reasons of any act, omission, error, fault, mistake, or negligence of the PERMITTEE, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with, or incidental to, the performance of this agreement, or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of the PERMITTEE and/or its subcontractors or claims under similar such laws or obligations. The PERMITTEE's obligation under this section shall not extend to any liability caused by the sole negligence of the STATE OF ARIZONA, or its employees.