



# *The Desert Outdoor Center*



## *at Lake Pleasant*

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Peoria, Arizona 85383

Phone 602.372.7470 Fax 602.372.7475

Thank you for your interest in using the facilities at the *Desert Outdoor Center at Lake Pleasant*. The Desert Outdoor Center is nestled in the hills of the Sonoran Desert overlooking the waters of Lake Pleasant, one of the most beautiful locations in the Valley of the Sun. The Desert Outdoor Center is a beautiful and unique facility...the "perfect" location for your wedding reception. You and your guests are sure to experience a truly memorable day.



The Desert Outdoor Center provides many resources for your wedding day. To enter the facility, all guests will pass through a secured gateway to ensure that no uninvited persons will attend your event. As your guests arrive or during cocktail hour, they can wander the exhibit hall to see many native desert animals, which is a favorite of both child and adult alike. Large, private dressing areas are provided for the entire bridal party to get ready for the special day. Exchange your vows during a sunset ceremony at the terraced amphitheater overlooking scenic Lake Pleasant. The lake, mountains and desert provide a picturesque backdrop for wedding photos you will treasure for a lifetime. The spacious multipurpose room or adjacent outdoor patio are an ideal reception locations adaptable to your special bridal style and the large commercial kitchen is ideal for your caterer's use.

We can "pencil you in" on any available date, with no cost or obligation, for 30 days. The reservation office is open Monday thru Friday 8am-5pm. If you have any questions or require additional information, please contact our front office at (602)372-7470 ext.200.

## FACILITY RENTAL INFORMATION

The Desert Outdoor Center is pleased to make its amenities available for your special event. However, because the Center is a facility of Maricopa County Parks and Recreation Department, there are a number of conditions placed upon its use. To help you make your decision regarding the use of the Center, 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 natural environment.

### Reservations

Reservations for wedding ceremonies, receptions and other rentals are on a first come first serve basis. A *Facility Use Agreement* must be signed and returned to the Center to confirm reservation of the facility.

### Reservation Fee

A reservation fee of \$500.00 is due at the time of booking and must be accompanied by a *Facility Use Agreement*. This fee is non-refundable, non-transferable, but does apply towards the total rental fees.

### Facility Use Agreement

The Center's primary mission is to serve as an educational center, therefore to hold a special event at the facility, the Maricopa County Parks & Recreation Department requires a *Facility Use Agreement*. This agreement must be completed, initialed, signed and returned to the Center at the time of booking your event.

### Rental Space & Inclusions

The Center is rented "as is." Rental includes exclusive use of the following: multipurpose room, amphitheater, commercial kitchen, animal exhibit hall, private dressing areas, restrooms, Honeymoon Cove Trail, gate & parking lot attendants, tables, and chairs (inside use only).

### Occupancy

For the ceremony, the outdoor amphitheater may hold up to 200 seated guests. Legal occupancy within the multipurpose room is 150 guests. An additional 100 guests may be seated on the outdoor patio, located just outside the multipurpose room.

### Rental Hours

All events are allowed an 8 hour time allotment that may be scheduled for day or evening. The Center facilities will be available only during the hours indicated in the *Facility Use Agreement*. All events must end by 11:30pm, with an additional 30 minutes to leave the premises. After a ½ hour grace period, an additional 50% surcharge per hour (based on the total facility rental charge) will be added to the total fee for the use of the Center facilities. The 8 hour allotment includes setup, decorating and take-down and begins when the first person arrives on the premises.

### Rehearsal

The Center will allow a rehearsal of up to one hour in duration on weekdays at no extra charge. Additional rehearsal time will be charged \$200.00 per hour. Rehearsals must conclude by 8:00 p.m. The Center reserves the right to change a rehearsal date and/or time with at least a 60 day notice given to the Applicant.

### Rental Fees & Payment Policy

Rental of the Center will be billed for an eight hour use of the facility. Please refer to the *Desert Outdoor Center Wedding Reservation Fees* for complete cost information. Additional hours may be purchased on an hourly basis. A summer discount is available after Memorial Day and before Labor Day weekend.

**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, check, credit card, money order or cashier's check. All payments should be made out to "The Desert Outdoor Center." 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 the Desert Outdoor Center and Applicant 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

A cancellation made prior to 30 days before the event, will receive a refund for any fees paid, excluding the non-refundable reservation fee of \$500.00. 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. Payments for events that are transferred (from one date to another) are non-refundable regardless of cancellation date. Refund checks will be mailed 6-8 weeks from receipt of cancellation.

### Inclement Weather

The Center assumes no liability for inclement weather that affects the event or for any occurrence that may impact the event which is outside the Center's control. If needed, the multi-purpose room can serve as a rainy day back-up. You are responsible for any additional rentals required to accommodate the needs of the event (i.e. tents or canopies).

### 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 Center staff in enforcing all rules and regulations and (s)he must check out with a Center 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 Center Supervisor may terminate the event as a breach of contract. The Event Representative must be at the Center during the entirety of the event.

### Access to the Center

Access to the Center is restricted by an entry gate. A gate code will be designated especially for your event, which may be given only to the members of the wedding party, special guests, and vendors who will be arriving for set-up. Do not put this gate code on the invitations. At the designated guest arrival time, a member of the Center's staff will be posted at the gate to welcome your guests and direct them through the gate. This will help eliminate the occurrence of non-invited parties attending your special event. The gate code will be

removed immediately after your event, unless prior arrangements have been made with the Center Supervisor.

### Vendor Selection

The Center 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, contact names and phone numbers for each vendor must be provided to the Center. 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 Center.

### Catering

You may use the caterer of your choice or any person in possession of a Maricopa County-approved Food Service License. Any person who is using the kitchen facilities must read and agree to the *Kitchen Usage Agreement*. It is your responsibility to pass all necessary information to the catering staff or those who are using the kitchen facilities.

### Alcoholic Beverages

Only the following alcohol may be served: beer, malt beverages, wine, and champagne. **No hard liquor is permitted on the premises.** The Center does not allow self-service of alcoholic beverages, thus a designated individual must serve all alcohol and ensure that minors cannot access any alcoholic beverages. If any person other than the designated individual is found serving alcohol, we reserve the right to end the event as a breach of contract. Alcohol cannot be sold at any time during the event. **Alcohol may not be served in glass containers.** Beverage service must conclude at least 30 minutes prior to the event's ending time.

### Music

DJs, acoustic and amplified music are permitted at the Center. The volume of music must remain at a level satisfactory to guests and Center staff.

### Photography

Photos are permitted throughout the Center. However, photographers, guests, and equipment must stay on marked trails and walkways. Drones or engine powered models are not permitted within the park.

### Tenting

Tent rental must be through a licensed vendor and approved by the Center Supervisor. Tenting must be located in the open spaces behind the Center. Stakes may not be used to secure tenting; tenting may be secured with water barrels, sand bags or concrete blocks.

### Deliveries (Personal and Rental)

All deliveries and pick-ups must be arranged with the Center staff. The Center 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 of the event with advanced notice of time of delivery. Deliveries and pick up of rental equipment must be made between the hours of 8:00am – 5:00pm Monday through Friday.

Center 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. Maricopa County or the Center 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 12:00pm the Monday following the event, unless special arrangements have been made prior to the event.

#### Equipment belonging to the Center

We have 24 round tables available. Each table is 60" diameter and sit 6-8 guests. We also have 5', 6', and 8' rectangular tables and three 12' x 30" buffet tables available by request. BLACK lap-length tablecloths can be supplied for all table sizes at no additional cost. We do not supply skirting, chair covers, napkins, china, glasses/cups or flatware. The chairs provided by the facility are burgundy plastic/chrome stackable chairs. All chairs are for indoor use only and may NOT be used in the outdoor amphitheater.

#### Decorations

No physical alterations may be made to any part of the Center's facility or property. No doorway or public corridor may be blocked in any way. Please see the *Decorating Guidelines* for more information regarding event decorations.

#### Electrical & Lighting

We have limited receptacles in the amphitheater, patio and multi-purpose room. If you or a vendor have extensive power needs, you are responsible for ensuring that proper extension cords, generators, etc. are provided to cover the event's electrical requirements. Failure to notify Center staff of electrical requirements may result in inadequate power or power failure. If extension cords are used, they must not be in a walkway or cause a tripping hazard; non-residue floor tape may be used to secure cords to floor.

If you wish to use additional lighting in any event area, this must be discussed and approved by the Center Supervisor prior to set-up.

#### Clean Up

You are responsible for returning the rented space 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 Center by 12:00pm the following Monday, unless otherwise arranged with the Center Supervisor. The Center staff will not be responsible for the set-up or take-down of non-Center equipment. The Center staff will remove any equipment (i.e. tables, chairs, etc.) belonging to the Center. Any decorations or personal items remaining from the event will be removed by the Center staff and may be destroyed or otherwise disposed of without any liability to the Center. 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 Applicant will be contacted immediately. The Center will determine the amount to be billed to the Applicant.

The caterer is responsible for clean-up of kitchen during and after the event. Before departing the premises, the caterer must get approval by a Center staff member via a final inspection. When a caterer is not used, the Applicant assumes the responsibility of the caterer and clean-up of the kitchen facility. Charges for unusual clean-up required in the kitchen after the event will be billed to the Applicant.

#### Vehicles & Parking

There are a limited number of parking spaces available to guests, however, a parking attendant will be provided during the event to guide guests to appropriate parking areas.

There are two designated handicap accessible parking spots available. More spots may be reserved, if requested.

Vehicles may be left in the parking lot overnight if needed, but must be picked up before 5:00pm the day after the event.

The Center Staff must be advised when valet parking or charter bus arrival has been arranged. Valet parking requires documentation of an agreement with a permitted valet parking company and an accompanying certificate of liability. Parking attendants/drivers must park cars or buses in designated areas and in a manner so they do not block the Center's entrance or exit for emergency vehicles.

Taking off from and/or landing by any plane, helicopter, glider, balloon, dirigible, parachute, or other aerial apparatus is specifically prohibited on the Center grounds, except when human life is endangered.

No person is allowed to operate or dock any boat, yacht, cruiser, canoe, kayak, raft, or other watercraft on the pier in Honeymoon Cove.

#### Flora & Fauna

As a Maricopa County park, the Center asks all guests to show the upmost 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 can be extremely damaging and is prohibited. For the safety of the wildlife and plants near the Center, 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. Any major damages resulting from the event will be charged to the Applicant.

#### Minors

Minors must be supervised at a ratio of one adult to every 10 minors. Minors must stay on trails and are not allowed to remove any items from the premises. Minors are allowed in all rented areas, however, the staff reserves the right to close exhibit halls to the renting party under these circumstances.

#### Pets

Only service animals are permitted on the Center property.

#### Smoking

Tobacco use is prohibited inside all buildings. Designated smoking areas are marked outside the facility with proper disposal receptacles.

#### Center Staff

A member of the Center staff will be on premises throughout your event. Center staff will open and close the building, oversee gate entrance and parking areas, provide assistance in building and equipment use and ensure the event meets specifications outlined in the *Facility Use Agreement*.