

Usage Agreement for
RECEPTION & EVENTS AT TLAQUEPAQUE

SITE FEES

Tlaquepaque Chapel

(Acoustic music only, guests not to exceed 45)
90 minute rental at either 5:00 pm or 7:00 pm
Ceremony Site Fee: \$450.00
Rehearsal Site Fee: \$100.00
Additional 30 minute blocks \$50.00 per ½ hour

Bridal Suite

(Comfortably accommodates 2 to 4 people)
Bridal Suite Fee (per hour) \$50.00

Patio De Las Campanas

(Acoustic music only. Guests not to exceed 60 for receptions; not to exceed 100 for ceremonies)
Reception Site Fee \$1,000.00
Ceremony Site Fee \$450.00
Rehearsal Site Fee: \$75.00

Calle Independencia

(DJ's and live music permitted. Guests not to exceed 100)
Reception Site Fee: \$1,500.00
Rehearsal Site Fee: \$75.00

Terrace at Patio del Norte

(Acoustic music only. Guests not to exceed 100)
Reception Site Fee: \$1,000.00
Ceremony Site Fee: \$450.00
Rehearsal Site Fee: \$75.00

La Sala De Los Milagros (The Room of Miracles)

(DJ's and live music permitted. Guests not to exceed 100)
Room includes use of 100 Charivari Chairs and 10 -60" round tables
Reception Site Fee: \$1,000.00
Day Use: Time Varies - Please Call

*All Reception Site Fees Require a \$500.00 Refundable Security Deposit
A Tlaquepaque Ceremony only requires a \$300.00 Refundable Security Deposit
If you book a ceremony and reception, you are required to pay a \$500.00 Refundable Security Deposit*

*Upon completion of your event, the security deposit will be returned via
US Mail to the address listed on the agreement form within 48 hours.
Guidelines will be enforced. Management reserves the right to deduct fees for not following
Tlaquepaque policies, including but not limited to damage to property, cleaning fees, or trash.*

RESERVATIONS

Tlaquepaque's courtyards are available seven days a week after 5 p.m., excluding Thanksgiving and Christmas. Courtyard Ceremonies may begin at 6 p.m. and receptions may commence at 6:30 p.m. No reservations will be held unless a signed agreement form and full payment including the site fee and refundable security deposit are received.

Site fees are for the venue and overhead lighting only. The fee does not include tables, chairs or any other coordination. Rentals, set-up, trash removal, tables, chairs, decorations and all other items are the responsibility of the booking party. Ceremony site fee rentals are for 90 minutes.

We accept money orders, checks, Visa and Mastercard. All checks should be made payable to Tlaquepaque and mailed to PO Box 1868, Sedona, AZ 86339, or faxed to 928.282.4805. If paying by credit card, a \$3.00 credit card processing fee will be imposed.

◆ Cancellations

Cancellations must be received no later than 30 days prior to the scheduled event. A fifty percent (50%) cancellation fee will be deducted from any refund. Any cancellation received *less than* 30 days prior to the event will be refunded the security deposit only. There are no refunds on any scheduled rehearsals or bridal suite rentals.

◆ Inclement Weather

Any event scheduled outdoors will have the opportunity to move their event to the Sala de Los Milagros ballroom in case of inclement weather conditions. There will not be any additional fees; however; there will not be any refunds since Tlaquepaque is accommodating the event as scheduled.

◆ Rental Items Available To Rent

Outdoor Patio Heaters (3 available)	\$40.00 / each
Podium	\$25.00
Two Speaker Microphone System	\$50.00
White Folding Chairs (75 available)	\$1.40 per chair + \$25.00 setup fee (Ceremony only)

AGREEMENT FORM

We accept the Chapel, Patio, Bridal Suite, and/or La Sala de los Milagros, the Indoor Reception room and surrounding areas, (collectively, the "Premises") and are aware of the condition of the Premises site seen or unseen. We accept the Premises in their "AS IS" condition and the owners of the Patio, Chapel, and/or Reception Room shall have no obligation to improve or repair the Premises in connection with our use. We agree to repair any damage to the Premises incurred during the period of our use of the Premises, regardless of the cause of such damage (including without limitation to damage caused by negligence or intentional misconduct by guests and / or vendors). We agree to clean the Premises during or in connection with our use of the premises. We agree to indemnify, protect, defend and hold the owners and managers of the Premises harmless from any claims of any nature arising during or in connection with our use of the Premises, including damage to property or injury or death of persons, whether or not arising from negligence or intentional misconduct by guests and/or vendors. We agree to hire a caterer from the Tlaquepaque approved list of caterers. We understand the maximum number of guests at a Tlaquepaque event is 100 due to Sedona Fire Code.

Bride Signature: _____ Date: _____

Groom Signature: _____ Date: _____

We would like to book a **CEREMONY:**

(SPECIFY LOCATION) _____ On _____, 20____ From _____ pm to _____ pm

We would also like to book a **RECEPTION:**

(SPECIFY LOCATION) _____ On _____, 20____ From _____ pm to _____ pm

We would also like to book a **REHEARSAL:**

(SPECIFY LOCATION) _____ On _____, 20____ From _____ pm to _____ pm

We would also like to book the **TLAQUEPAQUE BRIDAL SUITE:**

(SPECIFY LOCATION) _____ On _____, 20____ From _____ pm to _____ pm

We would also like to purchase additional **30 MINUTE ALLOCATIONS** at \$50.00 per ½:

(SPECIFY LOCATION) _____ On _____, 20____ From _____ pm to _____ pm

BRIDE

PRINTED NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE / ZIP: _____

PHONE: _____ MOBILE PHONE: _____

FAX: _____ E-MAIL: _____

SIGNATURE: _____

GROOM

PRINTED NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE / ZIP: _____

PHONE: _____ MOBILE PHONE: _____

FAX: _____ E-MAIL: _____

SIGNATURE: _____

WE HEREBY AGREE TO PAY

Ceremony Fee: \$ _____
Reception Fee: \$ _____
Credit Card Processing Fee (\$3.00): \$ _____
Refundable Security Deposit: \$ _____
Rehearsal Fee: \$ _____
Additional 30 minute allocations: \$ _____
Bridal Suite: \$ _____
TOTAL FEES DUE: \$ _____

Visa/MasterCard Number: _____
Expiration Date: _____
CVV Code (On Back Of Card By Signature Line): _____
Name as it appears on card: _____
Cardholder Signature: _____
Billing Address for Credit Card: _____
City/State/Zip Code: _____

ANTICIPATED NUMBER OF GUESTS: _____

If paying by check, please make out one check for the total fees listed above. Please mail the check and this Agreement Form to: P.O. Box 1868, Sedona, AZ 86339. If paying by Credit Card, Visa and MasterCard are accepted and a \$3.00 credit card usage fee will be imposed.

Upon receipt of the Agreement Form and full payment, a Letter of Confirmation will be sent to confirm your booking. Please fill out this document and fax to Tlaquepaque at (928) 282-4805.

If you have questions, please call us at (928) 282-4838 or via e-mail at info@tlaq.com.

Mailing address: P.O. Box 1868, Sedona, AZ 86339

<http://www.tlaqedonaweddings.com>


TLAQUEPAQUE PRIVATE EVENT GUIDELINES

PRE-EVENT

1. All Caterers and Event companies must provide Tlaquepaque with a Certificate of Liability Insurance detailing the following:
 - ◆ \$1,000,000 in liability coverage
 - ◆ “Additional Insured” needs to be listed as: *Tlaq Partners LLC, CMR/Sedona LLC, Ragland/Sedona LLC, Horn/Sedona LLC.*
 - ◆ Mailing Address: P.O. Box 1868, Sedona, AZ 86339
 - ◆ Physical Address: 336 State Route 179, Sedona, AZ 86336
 - ◆ This Certificate of Liability must be received by Tlaquepaque *at least 3 weeks prior to the event.*
 - ◆ A copy of this Certificate of Liability may be faxed to Tlaquepaque at (928) 282-4805.
2. A detailed schedule of the event should be submitted to the office *at least 3 weeks prior to the date of the event.* Please include the following information.
 - ◆ The number of people attending the event
 - ◆ Contact name and phone number for all Vendors. (i.e. Wedding Planner, Caterer, Bartender, Florist, Equipment/Rentals, Music/DJ, Officiate, Photographer, Wedding Cake, etc.)
 - ◆ Timeline of the event (i.e. 6:00pm – Reception start time, 6:30pm – Cake cutting, 6:45 pm – dinner, etc.)
 - ◆ A list of the rental equipment of a copy of the rental contract and any other items that might be getting dropped off indicating time of delivery and pick up.
 - ◆ A diagram / map of the event setup (where the tables, bar, chairs, etc. will be placed in your rental space)
3. Tlaquepaque provides the site venue only. Tlaquepaque requires full service catering companies at their events and a caterer must be selected from our approved list of caterers.

DAY OF THE EVENT

1. Equipment/Rental Drop Offs:
 - ◆ Equipment and supplies may be dropped off at 3:00 pm or later on the day of the event.
 - ◆ The drop off location for the equipment and supplies must be approved by Tlaquepaque Management.
 - ◆ Equipment and Supplies must be picked up **before 9:00 am** the next morning after the event.
 - ◆ Equipment and supplies must be neatly stacked and placed in the designated pickup area immediately following the event in preparation for removal on the following day.
2. Setup begins at 5:00 pm on the day of the event. Events on the Terrace on Patio del Norte can be setup earlier than 5:00 pm if approved by Tlaquepaque management in advance. A reception can begin anytime after 6:30 pm.
3. No doorways, entryways, driveways, or parking spaces can be blocked or shutdown on the Tlaquepaque property. No ice or beverages can be dumped in our flower beds, plants, or trees. This kills our vegetation. Fresh rose petals are not allowed at any outdoor function. Silk rose petals are permitted. Fresh rose petals are allowed in the chapel.
4. Each vendor is responsible for creating a “safe” environment at Tlaquepaque, i.e. using orange cones to mark hazards, taping cords down with duct tape, etc. No fireworks of any kind are allowed at a Tlaquepaque function.

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5. All garbage must be removed from Tlaquepaque by the Client's representative and/or caterer on the evening of the event. If the Tlaquepaque crew removes trash or equipment, the before mentioned party will be charged \$60.00 per hour. This fee will be automatically taken out of the security deposit.
 6. The music to be utilized at your event must be approved by Tlaquepaque Management. Some areas are designated as "acoustic style" music only, and some areas are designated for a live band or DJ. The City of Sedona sound ordinance requires that the music be lowered at 10:00 pm and the amplified speakers be turned off. Acoustic music can continue through the end of your event.

DAY AFTER THE EVENT

1. Equipment/Rental Pick Up:
 - ◆ Equipment and Supplies must be picked up BEFORE 9:00 am the morning after the event.

I do hereby agree to the terms and conditions of holding an event at Tlaquepaque as listed above.

Name: _____ Date: _____