



TOWN OF FOUNTAIN HILLS

WEDDING PACKET

COMMUNITY AND EVENT CENTER

AND

FOUNTAIN PARK





Town of Fountain Hills

Dear Bride & Groom:

Thank you for your interest in Fountain Park and the Fountain Hills Community and Event Center for your upcoming wedding. We know that this can be an exciting and wonderful time for you, and it can also be filled with difficult decisions. We would like to help you find the perfect spot for your happy occasion in beautiful Fountain Hills, Arizona.

Please find attached facility information for both venues. Fountain Park is a wonderful location for the wedding ceremony and our Event Center is available for receptions or rehearsal dinners. By contacting either department we can check the date availability for your event, quote the price, and assist with completing the reservation form. You may also be interested in having the "World Famous Fountain" operate during your ceremony as guests arrive or depart, or for photos before or after the ceremony.

You can obtain additional information on the Town's website, www.fh.az.gov, where you can download a detailed packet of information and review our weddings FAQ page. Thank you again for considering lovely Fountain Hills for your wedding and best wishes!

Sincerely,

Town of Fountain Hills Staff

For questions or to schedule a tour of our park and facilities,
contact our Event Coordinator at weddings@fh.az.gov or 480-816-5116.

Updated July 2013



Fountain Hills Community & Event Center

The Fountain Hills Community Center is set in one of the most beautiful locations in the area, surrounded by the Superstition and McDowell Mountains, Red Mountain and the Sonoran Desert. The beautifully appointed Grand Ballroom offers sweeping views of the Four Peaks and Fountain Hills' world famous fountain.

The Grand Ballroom provides 8,100 square feet of elegant space and can hold up to 450 people in a typical banquet setting. The 5,000 square foot lobby can be used for wedding ceremonies and cocktail receptions, and flows smoothly into the ballrooms. A 990 square foot service kitchen is an extra benefit for caterers. Fountain Park, just two blocks away, is also available for wedding ceremonies and/or receptions.

Rental Information

All events must end by 11:00 pm and will have one (1) hour to exit the building by midnight.

At the time your event is booked we require:

- Event date
- Rooms requested and estimated guest count
- Window of time you would like to book
- Contact Information (mailing address, phone number(s), main contact)
- Credit Card number (Visa, Master, Discover, American Express)

Ballroom Rentals: One-half of all ballroom rental fees are non-refundable, no exceptions!

The person whom the event is for (i.e. bride/groom) must be the individual booking the room and signing the contract. A third party may make payments.

Ballroom Cancellation/Date Change

One half of all ballroom rental fees are non-refundable. 120 days notice prior to event date is required in order to receive the remaining amount otherwise all payments are forfeited. Cancellations must be sent in writing. One half of the rental fee is non-transferable if the date is changed.

Damage Deposit

A damage deposit of \$50 per ballroom is required for ballroom events. The amount to be refunded will be determined by the Center Director or designee upon inspection of Center immediately following the event. In order to receive a refund you must check out with the Manager on Duty before exiting the facility. Refunds will be returned by mail or a credit to the original card; refunds may take up to six weeks.

Food Service

The Fountain Hills Community & Event Center requires food service be provided by a Maricopa County licensed and insured caterer. Business license and insurance paperwork will be required prior to the event date for any person using the facility. The caterer will be required to follow all policies as set forth in the facilities Operating Policies; you will receive a copy of these policies as a part of the contract. It is your responsibility to provide a copy to all vendors who will be operating in the Center.

Bar Service

The Community & Event Center does not provide liquor service. If alcohol will be served at your event, each licensee is be required to use a bartending service. The bartending service will be a proven professional business that is licensed by the State of Arizona Department of Liquor Licenses and Control and will carry liability insurance. The Center has a list of reputable bartending servers that have frequented our location. *Note: The licensee will also be allowed to furnish their own alcoholic beverages (excluding keg beer) as long as they are served by the above mentioned bartending service.*

The Center staff will arrange for security services through the Maricopa County Sheriff's Office; payment for MCSO security will be collected by the Center's administrative staff.

Security

Uniformed security is required at all events where liquor is served. Service is to be provided by the Maricopa County Sheriff Office. An officer is required to be present from the time the bar opens until one hour past the bar's closing time; the number of officers is determined by MCSO.

Table Sizes

We do not supply tablecloths, napkins, skirting, china or flatware. Our banquet tables are 60" round and we have a limited number of 72" round tables available. Buffet tables are 72" long by 30" wide. Other tables available include (2) 48" rounds and (6) 36" round high-top cocktail tables.

Clean Up

You are responsible for all clean up. You will be given an agreement to sign outlining cleaning requirements for the kitchen and all rooms used for your event; it is your responsibility to pass this information along to the catering staff and other vendors.

Following the close of your event, all decorations and trash must be removed and placed into the dumpster located behind the Center. Any decorations or trash remaining from the event on floors or tables will be removed by the Center staff at the prevailing labor rate.

All items, including rental items, brought into the Center must be removed from the building immediately following your event. Prior arrangements are required to be made with Center staff when any rentals will be dropped off or picked up. No items are to be left in the building overnight. A member of your party is required to be on site for both delivery and pick up of any rental items; Center staff will not take responsibility for deliveries. Any items not picked up prior to midnight will be placed outside of the building in the gated parking area.



Town of Fountain Hills
Community Services Department

Community Center Fee Schedule

RENTAL FEES

Facility	Per Hour (four hour minimum unless indicated)	
	Resident/Non-Profit (Tier 2)	Non-Resident/Commercial (Tier 3)
	Any Meeting Room ¹	\$17.00
One Ballroom (30 - 90 people)	\$36.00	\$83.00
Two Ballrooms ^{2,3} (91 - 160 people)	\$72.00	\$166.00
Three Ballrooms ^{2,3} (161 - 250 people)	\$108.00	\$249.00
Grand Ballroom ^{2,3} (251 - 450 people)	\$144.00	\$332.00
Lobby	\$34.00	\$69.00
Grand Ballroom & Lobby ³		
• All Day Rate (Mon-Thurs; 7am to Midnight)	\$1,760.00	\$4,400.00
• All Day Rate (Fri-Sun; 7am to Midnight)	\$2,200.00	\$5,500.00
Ballrooms 3 or 4 ^{2,3} (includes patio access and views)		
• Weekend Rates: Fri-Sun	\$41.00	\$124.00
Groups meeting 6 or More Times per Year:		
• Ballrooms Only	\$18.00	\$41.50
Centennial Circle ⁴	\$75.00	\$112.50

1. Two (2) hour minimum
2. Ballroom 3 not available as a standalone rental
3. 10% wedding discount when combined with Fountain Park Rental
4. Three (3) hour minimum

Town Sponsored Or Affiliated Events Are Exempt From Fees

- Activities and programs sponsored by the Town of Fountain Hills.
- Co-Sponsored events conducted in cooperation with outside individuals, organizations or agencies and approved by the Town.
- Meetings conducted by the Town Council or any appointed Town Board or Commission.

Resident: A person whose residence is in Fountain Hills, Arizona and/or a Town licensed business located within the limits of the Town of Fountain Hills. To qualify for the resident rental rate, the user must meet the above criteria, and the event must not be a profit-making event as determined by the Director or designee. **A resident may not book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.**

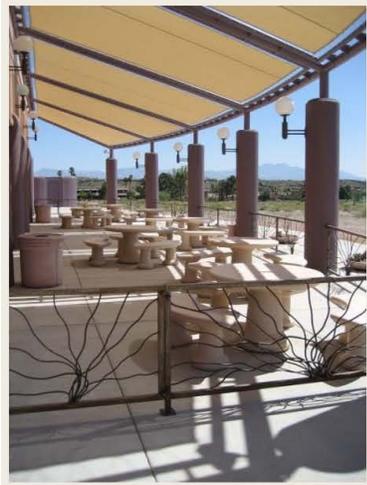
All Rentals Are Subject To Applicable Arizona Sales Taxes

EFFECTIVE 7/1/16

COMMUNITY CENTER EXTRA SERVICE FEES

<u>Item</u>	<u>Resident/Non-Profit</u>	<u>Non-Resident/Commercial</u>
Video Projector - Note Vision 3,000 Lumens	\$40.00	\$75.00
Overhead Projector	\$15.00	\$30.00
Slide Projector	\$15.00	\$30.00
Flat Screen TV	\$25.00	\$50.00
VCR or DVD Player	\$10.00	\$20.00
Small Screen	\$5.00	\$10.00
Large Screen (8' x 10')	\$10.00	\$20.00
Internet Access		
Hard Wire	\$125 per day	\$125 per day
Sound Reinforcement		
Microphones – Wireless	\$5.00	\$15.00
Speaker Table (Includes Mixing Board)	\$15.00 each	\$15.00 each
Conference Phone	\$10.00	\$20.00
Portable Sound System (Includes Mixing Board and/or Portable Speaker)	\$25.00	\$50.00
CD Player	\$10.00	\$20.00
Electricity (per booth)		
110 V \$15.00	\$15.00	\$25.00
220 V \$40.00	\$40.00	\$75.00
Other		
Easel	\$5.00	\$10.00
Papers & Markers	\$10.00	\$20.00
Portable White Board	\$5.00	\$10.00
Walker Display Board	\$5.00	\$10.00
Items for Sale		
25' Extension Cord	\$15.00 each	\$15.00 each
Power Strip	\$15.00 each	\$15.00 each
Masking Tape	\$5.00 per roll	\$5.00 per roll
Miscellaneous		
Dance Floor - per 3' x 3' parquet square	\$3.00	\$5.00
Staging 6' x 8" section	\$5.00	\$10.00
Piano - Tuning Extra		
• Upright	\$25.00	\$50.00
• Grand	\$50.00	\$100.00
Coffee Service	\$5.00 per 8 cup pack	\$5.00 per 8 cup pack

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COMMUNITY CENTER
FLOOR PLAN



March 1998

Center
Courtyard Area



Town of Fountain Hills
Community Services Department

Facility Fee Schedule

RENTAL FEES

Facility	Per Hour (2 hour minimum)	
	Residents	Non-Residents
Small Ramada	\$10.00	\$15.00
Medium Ramada	\$15.00	\$22.50
Large Ramada	\$20.00	\$30.00
Meeting Rooms	\$10.00	\$15.00
Multi Purpose Fields	\$15.00	\$22.50
Open Park Space, including Amphitheater, Avenue of the Fountains Plaza, Great Lawn and other lawns ^{1,2,3}	\$400.00/half day \$750/full day	\$750.00/half day \$1,400.00/full day

1. Half day is considered a 6 hour time block
2. 10% wedding discount when combined with Community Center Ballroom Rental
3. There are several Open Turf Areas at Fountain Park available for rental. The fee listed above is per area and each area can be reserved for approved activities. Individuals may reserve multiple areas for larger events and will be charged accordingly.

	Residents		Non-Residents	
	Daylight	Evening w/ Lights	Daylight	Evening w/ Lights
Tennis Courts ⁴	\$5.00	\$7.00	\$10.00	\$14.00

4. All Tennis Court Policies and Procedures will apply. 90-minute reservations only.

RENTAL EXTRA FEES

Service	Fee
Athletic Field Lights ⁵	\$10.00 Per Hour
Athletic Field – Prep & Bases ⁶	\$25.00 Each
Alcohol Permit with Park Reservation	\$10.00 for 50 Consuming Adults
Fountain Operation ⁶	\$265.00 Per Half-Hour
Park Personnel Labor ⁷	\$21.00-\$38.00 Per Hour
Power Distribution Box Rental Fee & Deposit	\$15.00/box per day; \$100 deposit per box and cable

5. Two Hour Minimum
6. Includes Park Personnel Labor Costs
7. Additional Park Personnel Labor costs determined by the Community Services Department

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All Rentals Are Subject To Applicable Arizona Sales Taxes

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Fountain Park – Fountain Hills, Arizona



Beautiful Fountain & Mountain Views!



Book Your
Wedding Today!



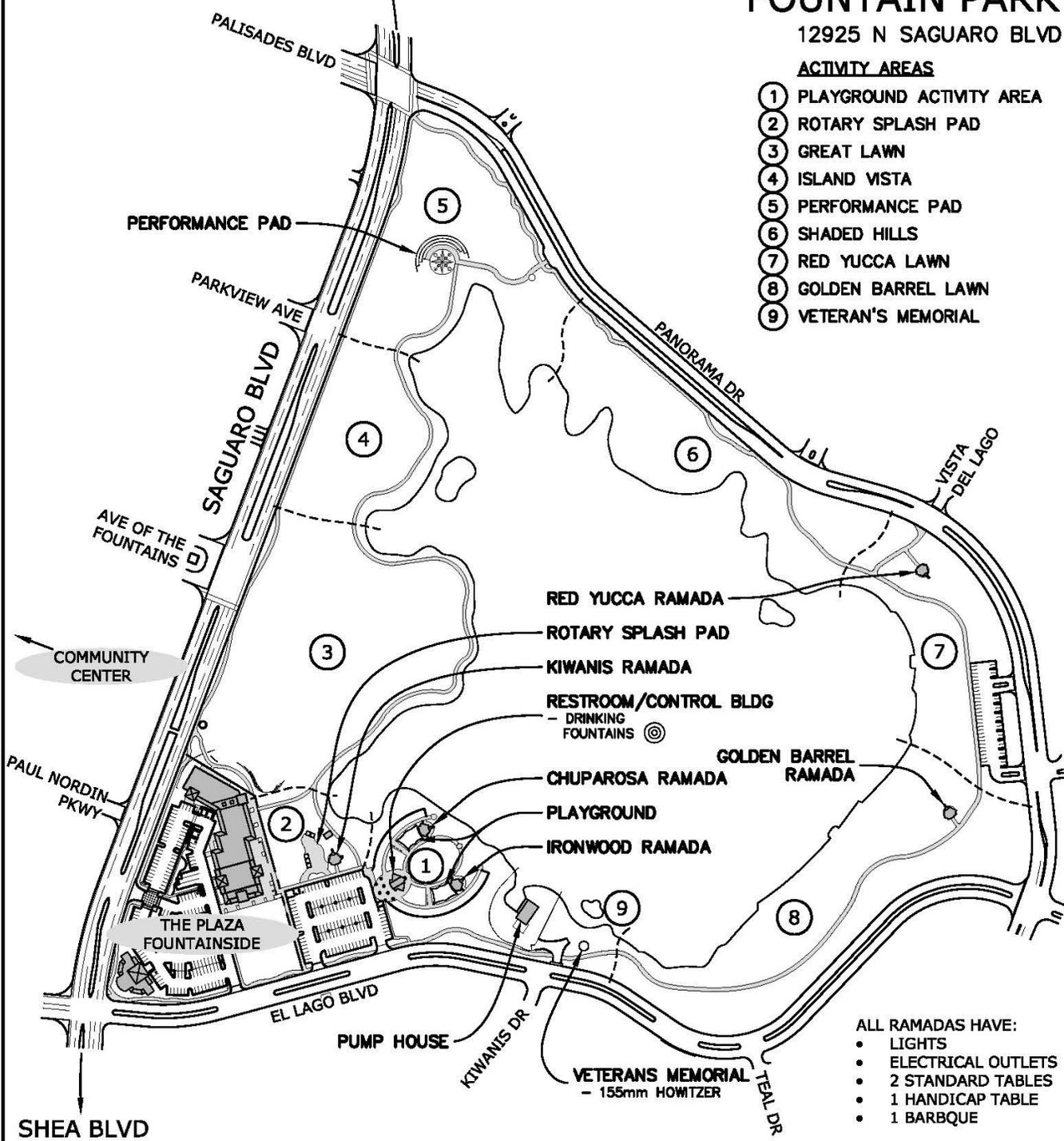
FOUNTAIN HILLS BLVD

FOUNTAIN PARK

12925 N SAGUARO BLVD

ACTIVITY AREAS

- ① PLAYGROUND ACTIVITY AREA
- ② ROTARY SPLASH PAD
- ③ GREAT LAWN
- ④ ISLAND VISTA
- ⑤ PERFORMANCE PAD
- ⑥ SHADED HILLS
- ⑦ RED YUCCA LAWN
- ⑧ GOLDEN BARREL LAWN
- ⑨ VETERAN'S MEMORIAL



ALL RAMADAS HAVE:

- LIGHTS
- ELECTRICAL OUTLETS
- 2 STANDARD TABLES
- 1 HANDICAP TABLE
- 1 BARBQUE



Built in 1970, Fountain Hills World Famous Fountain draws from a 33 acre, million gallon lake and reaches a height of 330 ft. with two pumps for 15 minutes on the hour from 9am to 9pm daily. On special occasions the fountain can attain 560 ft. with all three pumps running. In the event winds exceed 10 mph the fountain will automatically shut-down.

Frequently Asked Questions

Event Center...

What specialties is your venue known for?

Both the Event Center and Fountain Park offer panoramic views of the surrounding mountains and the World Famous Fountain.

How many people does the space “comfortably” accommodate?

The Event Center can accommodate up to 450. Fountain Park can accommodate several thousand depending on the specific area chosen for your event.

How do you usually charge?

Event Center charges are based on the number of guests and amount of time required. Please see facility fee schedule for a current list of fees. Community and Event prices include all tables and chairs.

Do you provide rentals?

Tables and chairs come with the room rental. Dance floor, AV equipment, and other items are available for an additional fee.

Do you provide dishes, silverware, and linens?

The Community and Event Center does not supply any table linens, flatware, silverware, or glassware. Rental companies or caterers can provide these items.

Do you require customers to use a specific list of vendors?

No, however, vendors must be licensed and insured. Proof of insurance is required.

Do you require customers to use your musicians? If you do not require this, is there an additional fee to bring in one's own musicians?

Your choice of music is permitted, no extra charge. Additional electricity, if needed, is available for bands. Please notify staff ahead of time.

Do you have any special side rooms that can be rented out for the occasion?

The Event Center has meeting rooms available to rent if additional space is needed.

Do you have cooking facilities?

The facility has a 990 sq. ft. service kitchen available for use by a Maricopa County licensed and insured caterer. The kitchen is equipped with four convection ovens, stove top, two commercial size refrigerators, two coffee and tea machines, three-vat sinks, garbage disposal, and several feet of counter space.

Do you provide your own catering? If so, can a customer opt to use an outside caterer if they prefer?

No on-site service is available. Outside caterers are welcome; they must be licensed and insured. All documentation will need to be provided to Event Center staff prior to the event date

What restrictions (if any) are there on decorations?

All fire code regulations must be followed. Candles must be enclosed (votive, hurricane lamp, floating). Nothing can be attached to facility walls or ceiling.

What restrictions (if any) are there on photography and/or videography?

None.

Does your venue often accommodate more than one wedding at a time?

Yes. Staff makes a conscious effort to book events so that they do not interfere with one another.

Do you offer security, if required?

Yes. We contact the Maricopa County Sheriff's Office and make the necessary arrangements. Security is required for all events serving alcohol and some events not serving alcohol may require security as determined Center staff.

Describe your bathroom facilities.

The Event Center has large, tastefully decorated restroom facilities.

Describe your parking facilities.

Over 350 parking spaces are available in the Event Center complex. Additional parking along Avenue of the Fountains is also available.

Is there handicap access and parking?

Yes, each facility complies with current ADA requirements. Several handicap accessible spots are located near the front entrance.

Do you offer valet parking?

No.

Do you provide ice?

Yes, the Event Center has an ice machine which makes up to 500 lbs. of ice.

Fountain Park...

Park Hours of Operation:

Sunrise to sunset.

Can I have a horse drawn carriage?

Yes, however a certificate of liability insurance would be required.

Do you provide rental equipment, such as wedding arches, tents, tables or chairs?

No, however these items are allowed in the park with prior approval. The park has sprinklers and other infrastructure that need to be marked prior to any items being set up so that no damage occurs.

What if I wanted to serve liquor at my event?

Beer and wine only are permitted at Fountain Park with the purchase of a separate Park Alcohol Permit, which is good for up to 50 consuming adults. Multiple Park Alcohol Permits may be issued. No hard liquor is permitted.

What restrictions are there on decorations?

All fire code regulations must be followed, including tents at Fountain Park. We do not allow any items, such as floating candles, to be placed in the lake.

If your site is in a public location, is the couple required to get any permits?

Depending on the function, additional permits may be necessary for rentals at Fountain Park. Tent rentals would require a permit. An 8 1/2" x 11" diagram showing the location, size of tent and type of fabric would need to be submitted to the Fountain Hills Fire Department no later than two weeks prior to the event date. After a final inspection of the tent, FHFDD would then issue a permit.

Do you have bathroom facilities?

Fountain Park has public restroom located on the Southwest corner of the park; however, most events take place far away from those facilities.

Do you require the event to use specific musicians?

Your choice of music is permitted at no extra charge. Electricity for bands and DJs are available at the Fountain Park Amphitheater only. There are a few outlets between Open Turf Area 3 and Open Turf Area 4 along with those at the Amphitheater.

What restrictions are there on music or noise levels?

Must comply with Town Code Section 1-1-7 Noise. Code can be found on our website at <http://www.fh.az.gov/town-code.aspx>

Describe your parking areas.

Fountain Park has two parking lots and on-street parking. Please refer to park map for specific locations.

Is there handicap access?

Yes, each facility complies with current ADA requirements.

Do you have any special side rooms that can be rented out for the occasion?

The Event Center has meeting rooms available to rent if additional space is needed. There is a hotel located across the street from Fountain Park.

Who would I speak with about booking the Event Center?

You can download a detailed event packet at <http://www.fh.az.gov/community-center>, e-mail weddings@fh.az.gov, or call the Event Coordinator at 480-816-5116 for additional information.

Can I have the Fountain operate during my event?

The Fountain runs seven days a week from 9:00 a.m. to 9:00 p.m., for 15 minutes at the top of the hour. You can choose to have the Fountain run for additional time; however, there is a fee. The Fountain is equipped with a wind gauge and if winds gust more than 10 mph, it will automatically shut down.