



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 additional information about using our facilities and policies & procedures. For additional wedding resources contact the Flagstaff Convention & Visitors Bureau www.flagstaffarizona.org

PLEASE NOTE:

1. Special Use Permit must be filed with a Ranger’s assistance, after approval of date
2. A NON-REFUNDABLE \$75.00 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
Park Ranger - Wedding Coordinator
nlober@azhs.gov

The Facilities

The two principal areas available for special use are the VERANDA and the VISITOR CENTER. The restrooms are located in the Visitor Center. Both sites are equipped with electricity and are handicap accessible.

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 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 the “Guest Drop Off” point. If no attendant is designated you will be charged a \$25.00 fee.

Equipment Available

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

Folding chairs: 125 metal folding chairs

Tables: 2 black card tables, 11 – 6’X30” and 1 – 10’X30” – the use of tablecloths is recommended

Canopies: Additional fee required – 2- 10’X20’ White, 2 – 10’X10’ White & 1 -10’X10’ Blue

Locations Available

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, the two wings of the Riordan Mansion create the boundaries on the sides and 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 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 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.

Fees for Weddings

Completing a Special Use Permit is a TENTATIVE RESERVATION pending the Park Manager's approval (signature). A \$75.00 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 \$75.00 deducted from the Special Use Fee.

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

\$200.00 per area for first 4 hour block of time (including set up & clean up time)

\$75.00 per area for each additional 4 hour block of time.

\$2.00 per individual

\$25.00 will be charged if the wedding party does not designate someone to assist in parking and directing guests.

\$25.00 for use of each 10'X10' canopy (includes set up and break down by Park staff)

\$50.00 for use of each 10'X20' canopy (includes set up and break down by Park staff)

Other fees may be applied if special needs are required.

\$25.00 rehearsal fee (plus \$2 per person)

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.

Policies & Procedures

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.

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

- 1) Events must terminate by dusk in the veranda 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 5:00 p.m. There is weekend parking on the NAU campus in 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 \$25.00 fee will be charged if there is a parking issue.
- 11) Tours of Riordan Mansion are offered on the hour. Guests who would like to tour the Riordan Mansion are encouraged to make reservations, for reservations and fee information contact the Park.
- 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.