



2017-2018
Historic Sahuaro Ranch
Monday - Thursday
Week Day Event Package

9802 North 59th Avenue
Glendale, Arizona 85302

Website: www.historicsahuaroranch.org

623-930-4202

Jindelicato@GLENDALEAZ.COM

Rustic Charm in a Historic Setting



For information on Rose Garden Wedding Ceremonies
Please contact the Glendale Historical Society at (623) 435-0072



Fruit Packing Shed

This historic, brick building listed on the Arizona and National Historic Registry, was originally built in 1891 and used to dry and pack fruit in the 19th century. The space was updated to accommodate wedding receptions, social events and meetings. A unique feature of this space is the 14 windows with shutters.

A rental in the Fruit Packing Shed includes use of (130) padded chairs and (16) 5-foot round tables and/or (20) 6-foot rectangles, AC/Heat, utilities and on-site staff. In addition to the room space, the facility has a full-size refrigerator and freezer. The facility is 2,148 sq. ft. and includes one unisex restroom. Additional public restrooms are located next to the Carriage House. Photographers may purchase a 1-day use Photography Permit for \$25 for the day of the event/rental.

Rental rates include a \$200.00 refundable cleaning deposit, use of tables and chairs, and electrical access. The Client is responsible for setting up and breaking down tables and chairs in an arrangement where all exits are easily accessible. There may be some decorating restrictions to best preserve this historic site. Please ask before hanging up anytime inside this historic venue. Events including a beer permit will be required to pay for security based on a 4-hour minimum.

Week Day Rates (4 Hour Minimum)

RESIDENT \$600.00

NON-RESIDENT - \$690.00

Additional Hours can be added at

RESIDENT \$115.00 per hour / NON-RESIDENT \$139.00 per hour

Two staff is required for all rental events held in the Fruit Packing Shed

BEER, WINE OR CHAMPAGNE PERMIT / SECURITY PACKAGE

A Beer permit includes beer, wine or champagne only.

Security required for events with a beer permit. Security is charged at an hourly rate with a 4-hour minimum.

RESIDENT \$120.00

NON-RESIDENT - \$125.00

Please discuss all needs with the Rental Specialist.

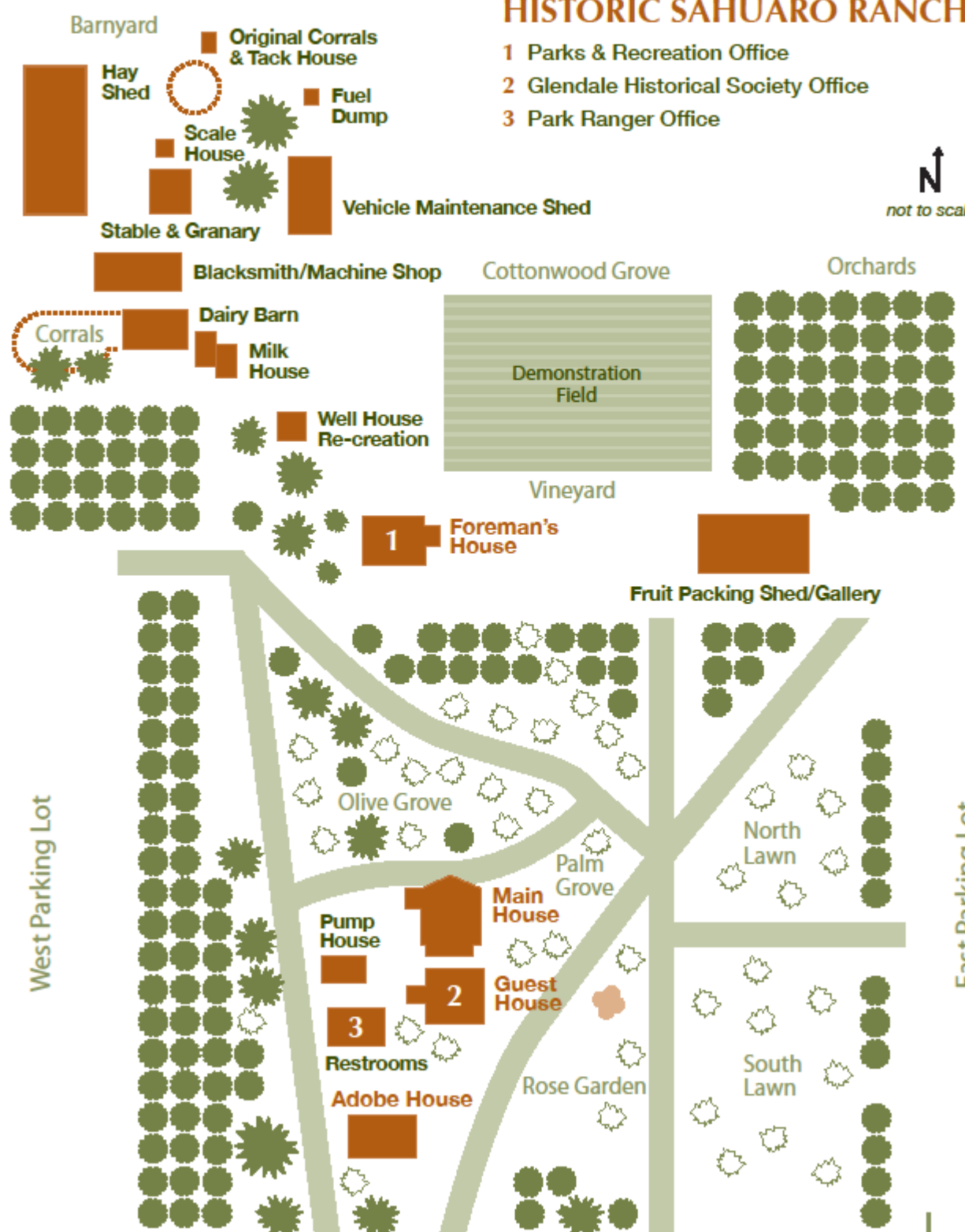
Demonstration Area

HISTORIC SAHUARO RANCH

- 1 Parks & Recreation Office
- 2 Glendale Historical Society Office
- 3 Park Ranger Office



not to scale



59th Avenue

West Parking Lot

East Parking Lot

Entry Driveway

POLICIES and PROCEDURES

DEPOSITS AND PAYMENTS: 50% of the full contracted amount is due at the time of booking the rental reservation and is non-refundable. The remaining balance is due 90 days prior to your event. The full amount is due for events booked less than 90 days prior to the event date and is non-refundable. All payments should be made in the form of check, credit card, money order, or cashier's check and made out to the *City of Glendale*. Site staff is unable to accept cash payments.

CANCELLATION AND REFUND POLICY:

- 45 or more days full refund minus 10%
- 30 to 44 days minus 50% amount collected
- 29 days or less – no refunds

REFUNDABLE DEPOSIT: A refundable deposit of \$200.00 (included in your rental price) will be retained if the area is not cleaned, decorations removed, damage has not occurred and items not missing upon departure or if rental policies were not observed or contracted times were exceeded. If there is damage that requires a contractor to repair, additional charges may be applied.

CLEANING OF THE FACILITY: In order to receive your cleaning deposit, the following is required.

Fruit Packing Shed:

Tables and Chairs wiped down, cleaned, and stacked against the wall; Refrigerator and Freezer emptied and wiped down; Sink area wiped down and cleaned; All trash picked up including inside, outside and the restroom; Toilet flushed; All decorations removed or disposed from the area; All of the floor area swept clean; No property removed or damage to rental property.

All Outside Areas:

All equipment removed; All trash around area picked up and removed; All decorations removed or placed in garbage bags; No property removed or damage to rental property.

EVENT TIMES / EVENT CHANGES: Your Event times are as set forth in your Use Agreement. Changes requested less than 10 days prior to the event may or may not be granted depending on the ability to change the original request and secure staff. Scheduling and time changes cannot be guaranteed. Staff will make every effort to work with the customer.

FOOD AND BEVERAGE: Clients may bring in their own food and beverage with a signed Outside Food & Beverage Release of Liability Form. Clients may choose to hire a licensed caterer, in which, a certificate of liability insurance from the caterer will be required 2 weeks prior to the event. No food and beverage can be cooked inside the Fruit Packing Shed. However, warming candle sternos are allowed.

Please note, no cooking or grilling may be done within 30 feet of any structure. Electrical resources are limited due to the age of the infrastructure on this property.

The rental of the Fruit Packing Shed includes use of a refrigerator, freezer and a 6-foot prep table. This facility does not include a catering kitchen or space for prepping food. Food should be brought onto the property already cooked and ready to serve.

SECURITY / ALCOHOL: No alcohol is allowed without a **Beer Permit and Security Package** and must be ordered 2 weeks in advance of your event. Only Beer, Wine and Champagne is allowed. Security is required for all events with alcohol. All drinkers must be 21 years of age or older. Notify your Rental Specialist if you plan to provide alcohol at your event. Historic Sahuaro Ranch Staff will file permits and make security arrangements on your behalf.

MUSIC AND NOISE ORDINANCE: All music and loud noise is strictly prohibited after 10:00 pm. Please provide your own DJ or sound equipment. Electrical access is limited or not available in some areas.

ELECTRICAL OUTLETS: Rental/events have access to limited electrical outlets. If you have something with a high-energy draw the property may not be able to accommodate such an electrical request. Please ask in advance.

PHOTO POICY: A Media permit is required for photography or videography at Historic Sahuaro Ranch. As a renter of the Fruit Packing Shed you may purchase a 1-day, \$25 Photography Permit which is good for the duration of your rental. An Annual Media Permit may be purchased for \$100/year. The annual permit is good for a full year from the date of purchase.

DECORATING RESTRICTIONS – OPEN FLAME: No candles, flames or sparklers are allowed in or near historic buildings. The use of streamers, silly string, rice, silk rose petals, confetti, or glitter is prohibited. Please discuss with your Rental Specialist any decorating plans before your event. A historic structure has limited decorating abilities due to the age and preservation of the buildings.

LOAD IN AND OUT: You may drive to the rented location to drop off / pick up items but then return the vehicle to the parking lot as soon as possible. Please maintain no more than a 7 mph speed limit while driving inside the historic area.

CANOPIES: The use of limited 10 x 10 canopies is allowed when secured with sand bags. Staking is strictly prohibited on this historic property. Consult your Rental Specialist for details.

EVENT LIMITATIONS: An event with over 500 people is considered a “Special Event”. Events/Rentals with more than 130 guests cannot be accommodated in the Fruit Packing Shed and may need to be scheduled in the Sahuaro Ranch Park group ramada area.

SMOKING POLICY: No smoking is allowed in or near historic buildings. Smokers must remain 20 feet from all buildings on the Historic Sahuaro Ranch property.

ANIMALS AT THE RANCH: We protect and value the animals and birds at Historic Sahuaro Ranch. Many animals call the Historic Sahuaro Ranch home. Please refrain from allowing guests to chase/harass the animals and birds. Always supervise children while visiting Historic Sahuaro Ranch. All animals, such as dogs and cats, brought onto the property must be on a leash at all times.

CHALK: Chalk is not allowed to be used inside or on the outside of any of the historic structures.