

# Wedding Package

## Frequently Asked Questions



### PRICING & POLICIES

#### ■ WHAT WEDDING PACKAGES ARE AVAILABLE?

We have three affordable packages that allow you to plan your dream wedding on any budget, 6-Hour, 8-Hour and 10-Hour options. Reservations can be made 30 days to 12 months before your desired wedding date.

#### ■ WHAT'S INCLUDED IN THE WEDDING PACKAGE?

Exclusive use of the courtyard, patio and reception hall, along with tables and chairs for up to 150 guests is included in our wedding package fee. Table and chair set-up & event space clean-up, Wi-Fi & audio-visual equipment and event staff are also included.

#### ■ HOW DO I SECURE OUR WEDDING DATE?

With a \$200 security deposit and 25% down payment, we can secure your perfect date!

#### ■ DO YOU OFFER PAYMENT PLANS?

Once the deposit and down payment are received, our staff will work with you to create a flexible payment plan. Final payment will be due a minimum of 30 days prior to the event date. Additional fees may be assessed for reservations requiring special accommodations.

#### ■ WHAT IS YOUR CANCELLATION/REFUND POLICY?

Cancellation requests received with more than 60 days from the event date will be subject to a \$100 cancellation fee. Cancellation requests received 30-60 days from the event date are subject to forfeit 25% of the reservation charge. No refunds or credits will be given for cancellation requests received within 30 days of the event date.

#### ■ WILL I BE REFUNDED FOR ANY UNUSED RESERVATION TIME?

Refunds will not be given for unused reservation time. Please plan accordingly.

### VENUE INFORMATION

#### ■ HOW MANY GUESTS CAN YOUR VENUE ACCOMMODATE?

The McQueen Park Activity Center can accommodate up to 150 guests for your wedding ceremony, cocktail hour and reception. Say your vows under the stars in an enclosed, private courtyard, host a cocktail hour under a covered patio then step inside to dine and dance the night away in an enchanting reception hall.

#### ■ CAN WE ACCESS YOUR VENUE BEFORE OUR EVENT TIME?

Your reservation hours include delivery of event related supplies and equipment, decorating and guest arrival and must take place as a continuous block of time. Entrance into your event space begins at the time listed on your permit. The wedding party must arrange to have all equipment delivered and picked up within their reservation hours and must be on-site to accept deliveries. Facility staff is unable to accept deliveries. Additional hours can be purchased if early access is desired.

#### ■ IS A WEDDING PLANNER INCLUDED?

While we do not provide a wedding planner, we welcome you to provide your own. No prior approval is required.



■ **HOW LATE CAN MY WEDDING RECEPTION GO UNTIL?**

To comply with the Town of Gilbert’s noise ordinance and to be respectful to our community neighbors, all wedding events must be concluded by 10:00 PM, to include the DJ, bands and any other entertainment. Your event clean-up is included in your reservation time. All party supplies, equipment and guests must vacate the facility by this time.

■ **IS THERE AN OVERTIME FEE IF I STAY LONGER?**

Yes. Any time over your reservation will incur premium hourly room rates plus staffing fees. No discounts will be given for overage charges. We kindly ask that you plan accordingly.

■ **WHAT IS YOUR INCLEMENT WEATHER CONTINGENCY FOR OUTDOOR WEDDINGS?**

Unfortunately, Mother Nature can be very unpredictable. Should rain be in the forecast on your special day, we may allow for the wedding party to bring in party tent(s) to the courtyard area (restrictions would apply and prior approval is necessary), or we would reduce your package pricing to reflect the indoor ONLY wedding package fees and allow the patio to be used solely for the ceremony and/or cocktail hour, at no additional charge.

■ **ARE THERE CHANGING AREAS FOR THE BRIDE, GROOM AND/OR WEDDING PARTY?**

If additional rooms are needed for changing areas, we’ll provide a classroom for a \$50 flat fee to be used for the duration of the reservation, pending availability. Two or more additional rooms can be reserved at the normal hourly room rate.

■ **CAN THE EVENT SPACE ACCOMMODATE A DJ OR LIVE BAND?**

Yes! Our indoor and outdoor event areas can both accommodate a DJ or live band. Noise restrictions may apply.

■ **IS THERE A SEPARATE SPACE FOR COCKTAIL HOUR OR WEDDING PARTY PHOTOGRAPHS?**

Our wedding package includes three multi-purpose rooms, that open into one large reception hall, the outdoor courtyard and the covered patio. We envisioned these spaces to each be used as a separate portion of the wedding event. The courtyard could be used as the ceremony location and/or wedding photographs. The covered patio could be set to host the cocktail hour, then step inside into the reception hall for dining and dancing.

■ **WHAT AV EQUIPMENT IS AVAILABLE?**

We have a high-quality sound system including microphones and projector for speeches and photo slideshows available at no additional charge.

■ **DO YOU PROVIDE HEATERS AND/OR UMBRELLAS FOR OUTDOOR SPACES?**

We do not supply these items, but you are welcome to bring them in. Some restrictions may apply.

■ **DO YOU HAVE SIGNAGE OR OTHER AIDS THAT DIRECT GUESTS TO MY EVENT?**

We will place out a small welcome sign announcing your event and directing your guests to your event location. You’re welcome to create the sign yourself or provide your own signage to be placed in the entryway.

■ **IS THERE AN ADDITIONAL CHARGE FOR THE CEREMONY AND RECEPTION SET-UP?**

No, and we’ll even do the heavy lifting for you! Our event staff will have tables and chairs arranged in your desired configuration prior to your arrival. Room decorations are the responsibility of the wedding party.



■ **DO YOU CHARGE A CLEANING FEE?**

No. Our event staff will take care of the clean-up so you can walk out with ease on your special day! This fee is not intended to cover excessive wear & tear or deep cleaning. Guests are expected to treat their space with respect and care. You will need to remove any decorations, personal items or outside equipment and place trash in the trash receptacles upon leaving. No heavy lifting required! The event staff will wipe down and put away tables and chairs, along with trash removal and general maintenance of the space.

■ **CAN I BRING IN MY OWN TABLES AND CHAIRS?**

You may bring in your own tables and chairs to be designated for outdoor use only. To prolong the life of the facility flooring, furniture is not permitted inside of the facility at any time. You will need to submit equipment specifications for prior approval and arrange to have equipment delivered & picked up during your reservation hours. Some restrictions may apply.

■ **ARE LINENS, SERVING UTENSILS, GLASSWARE AND FLATWARE AVAILABLE?**

Tables & chairs are included in the wedding packages, and tables used for food and drink will need to be covered. You will need to supply your own linens, serving utensils, glassware and flatware. There are no restrictions on the vendor you select to provide these items.

■ **CAN WE BRING OUR OWN DECORATIONS?**

Absolutely! Decorations are permitted on walls, tables and glass surfaces using damage free adhesives such as painter's masking tape or damage-free adhesive strips/hooks. Other adhesives, nails, screws, staples, tacks, glue dots or any other fastening device which may deface or leave a residue may not be used. Decorations are limited within your event space only and may not be attached to floors, ceilings or doors. All decorations must be removed at the end of your event. A charge may be assessed for any adhesive residue not removed or damage left behind due to improper fastening.

■ **CAN WE USE CANDLES FOR TABLE DECORATIONS?**

Any type of open flame, such as candles, sparkers, and smoke/fog machines are prohibited. Flameless battery-operated candles are a safe alternative.

■ **WHAT SUPPLIES SHOULD I BRING FOR MY DECORATIONS?**

Any supplies required for decorating such as ladders, step stools, extension cords, party supplies, scissors, damage free adhesives, etc. need to be provided by the wedding party.

■ **CAN WE BRING IN A DANCE FLOOR TO PLACE IN THE COURTYARD?**

A portable dance floor can be set-up outdoors either on the concrete patio or in the gravel area of the courtyard, just not on the artificial turf. Prior approval is required and some restrictions may apply.

■ **WHAT MAY BE USED TO CELEBRATE THE WEDDING SEND-OFF?**

Your guests may celebrate with biodegradable bubbles, as well as glow sticks, ribbon wands, noise makers and other non-messy party items. Flower pedals, rice, birdseed, popcorn, glitter, sparklers, fireworks, smoke/fog machine, confetti and other thrown items are not permitted. Wedding party will be responsible for cleaning up any debris left behind.

■ **IS THIS A PET-FRIENDLY VENUE?**

While we love all animals, only service animals as defined by state statute and the federal Americans with Disabilities Act (ADA) are permitted within the facility property.



■ **ARE PARKING AND RIDESHARES EASILY ACCESSIBLE FROM YOUR VENUE?**

Yes. There is a large paved parking lot in front of the venue. Additional parking is available in the overflow lot south of the main parking lot. Rideshares can access the front entrance for easy drop off and pick-ups.

■ **IS YOUR VENUE ACCESSIBLE FOR PEOPLE WITH DISABILITIES?**

Yes! We value inclusion and access for all guests and are happy to provide reasonable accommodations upon request. Please submit requests a minimum of 10 days prior to event date.

■ **IS SMOKING PERMITTED?**

Smoking is permitted outside the front entrance in the designated smoking areas only, 25 feet away from the facility entrance. Smoking is not permitted within the courtyard.

■ **DO YOU PROVIDE ANY RECOMMENDATIONS OR DISCOUNTS FOR OVERNIGHT ACCOMMODATIONS?**

Unfortunately, we do not. We recommend searching nearby hotels for available discounts on booking blocks of rooms.

## FOOD, BEVERAGE & VENDORS

■ **DO YOU HAVE ANY VENDOR RESTRICTIONS?**

We welcome you to use your own outside vendors! Vendors may need to provide a certificate of insurance naming the Town of Gilbert additionally insured. A list of vendors will need to be provided to the facility within 30 days of your event date.

■ **IS THERE AN ON-SITE KITCHEN AVAILABLE?**

There is a warming kitchen on-site equipped with a stove, microwave and sink. There is no refrigeration available for rental party usage, however you are welcome to bring coolers to store your food. You will need to supply your own serving utensils, glassware, flatware, linens and ice.

■ **CAN WE HAVE A FOOD TRUCK?**

Yes. The facility has a designated food truck area within the parking lot. Food truck operators will be required to provide a Certificate of Insurance naming the Town of Gilbert additionally insured.

■ **DO YOU ALLOW FOR ON-SITE COOKING?**

On-site cooking and/or grilling is not permitted inside or outside of the facility unless performed within an approved food truck.

■ **CAN WE BRING IN OUR OWN ALCOHOL FOR OUR EVENT?**

We allow beer, wine and champagne to be brought in for your event. No other types of alcohol are permitted, including any type of mixed drinks or shots.

A Beer & Wine Consumption Permit Application will need to be submitted to the Gilbert Parks and Recreation office for approval a minimum of 30 days prior to your event date. A non-refundable Beer and Wine Permit Fee of \$50 is required. A Certificate of Insurance naming the Town of Gilbert as additionally insured is required and must be submitted 14 days prior to event date. An off-duty Gilbert police officer must be scheduled from the time the beer, wine and/or champagne arrives until it is removed from the facility. See Beer and Wine Consumption Rules and Regulations for a list of all requirements.



### ■ DOES YOUR FACILITY PROVIDE SERVING OR BAR STAFF?

While we will provide event staff to be available to assist you with your event needs throughout your special day, you will need to secure your own serving and/or bar staff. The event staff will periodically pop in to take out the trash, clean-up your event areas and check/restock restrooms. They will not be present within your event space for the duration of the event. The event staff does not accept gratuity.

## INSURANCE REQUIREMENTS

### ■ AM I REQUIRED TO PROVIDE INSURANCE FOR MY EVENT?

A Certificate of Insurance (COI) is required if beer, wine and/or champagne will be consumed during your event. See Beer and Wine Consumption Rules and Regulations for a list of all requirements. A COI may also be required for outside vendors, hired services and/or rented equipment.

### ■ HOW MUCH SHOULD A CERTIFICATE OF INSURANCE COST?

The cost of obtaining a certificate of insurance will vary by provider and event details.

### ■ WHERE CAN I PURCHASE EVENT INSURANCE?

Contact your preferred insurance carrier for more information, or coverage can be purchased by anyone hosting an event at venues and facilities in the Town of Gilbert through GatherGuard. Fill out the online application with your event details and receive a FREE quote from [GatherGuard.com](https://www.gatherguard.com). When prompted, enter venue ID Code 4893-003 for the McQueen Park Activity Center.

### ■ WHAT IS GATHERGUARD?

GatherGuard is a Tenants' and Users' Liability Insurance Policy that provides low-cost general liability insurance. It protects both the user and the facility against claims by guests who may be injured as a result of attending the event. It's an easy-to-use, fast method of insuring most types of events including seminars, weddings and receptions, birthday parties and concerts.

### FOR MORE INFORMATION, CONTACT OUR WEDDING AND EVENTS TEAM

MCQUEEN PARK ACTIVITY CENTER  
510 N HORNE ST, GILBERT, AZ 85233  
(480) 503-6294  
Monday - Friday 8:00 AM - 5:00 PM

