

Daytime Garden Ceremony

Reservation Form

Quinta Mazatlan

600 Sunset Drive, McAllen, Texas 78503

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E-mail: mary_rodriguez@mcallen.net

Lessee: (person responsible for signing the contract and payment) RecTrac Res#: _____

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Alternate Phone Number _____

Email: _____

Three Time Slots to Choose From

___ 9:30am to 11:30am ___ 12:00pm to 2:00pm ___ 2:30pm to 4:30pm.

Ceremony Time: _____

Event Date: _____ Day of the week: _____

Guests: _____ Number of Chairs: _____

Outdoor Location: _____

Fees

Daytime Garden Ceremony

During Business Hours: 50 Guests Maximum

_____ **Daytime Garden Ceremony \$300.00**

(1 hour ceremony rental PLUS 30 minutes before and after for set-up and take-down)

Rental Fee: \$ _____ Date Paid: _____

Lessee signature: _____ Date: _____

Quinta Mazatlán Rental Mgr.: _____ Date: _____

Checklist of Rental Policies for Daytime Garden Ceremonies

Please initial each line item.

1. Book Reservation

- Reservations are made on a first come first serve basis and must be made through Quinta Mazatlán during business hours: Tuesday through Saturday from 8:00am to 5:00pm.
- **Payment of \$300** ceremony rental fee and completed signed contract reserve the date and time selected.
- **Reservations must be made in person**--please set-up an appointment with the Rental Manager for the contract completion.
- Customer must have a paid receipt and rental contract for reservation completion

- Payment types: ___Cash ___Check ___Visa ___MasterCard
Check payable to "City of McAllen" in the amount of \$300.00

- If paying by credit card please complete the information below:

Name as it appears on the credit card: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Credit card type (Visa or MasterCard): _____

Billing Zip Code: _____

Signature authorizing charge: _____

2. Available Times for Outdoor Garden Ceremony

- Three Time Slots to Choose From:
___9:30am to 11:30am ___12:00pm to 2:00pm ___2:30pm to 4:30pm.
- The standard time slots will not be flexed or changed due to customer challenges
- Time begins and ends at the customers specified time slot reservation in order to respect other reservations, events and programs at the nature sanctuary.
- The rental is for a one hour ceremony, plus an additional 30 minutes for set-up and 30 minutes for take-down totaling a two hour allotment of reserved time.
- Please note that the nature sanctuary is open to the public and other programming/events/activities are taking place throughout the day.

3. Check-In & Check-Out Procedures

- Upon arrival, customer must check in at the front desk. Recommend you arrive 15 minutes before the start of your rental to ensure that check in procedures do not cut into your reservation time.
- Upon departure, customer must also check out at the front desk. Recommend that if the customer needs to use the restrooms for changing, they leave 15 minutes at the end of the reservation to change and check out.
- Customers that do not check out before the end of their reservation time, delaying the next reservation or the closing of the facility, **will be fined \$150.00 for non-compliance** to the rules and policies.
- **PAYING THE FINE DOES NOT AUTHORIZE CUSTOMER TO STAY/EXTEND EVENT AFTER THE FACT.**

4. Maximum Occupancy for Daytime Garden Ceremony

- Day Garden Ceremonies are limited to 50 people and the space reserved for one hour (Plus 30 minute set-up and 30 minute take-down).

5. Furnishings Included in Daytime Garden Ceremony

- White chairs for up to 50 guests
- An officiating table for wedding ceremony/other purpose
- No electrical provided (music must play unplugged due to other events on premises)
- Customer can bring simple floral decorations/enhancements for ceremony

6. Parking

- In order to ensure the safety of ALL visitors (including children/school groups), **NO PUBLIC VEHICLES** are allowed inside the nature sanctuary
- **PARKING IS OUTSIDE THE MAIN GATES**
- On the day of reservation, please come prepared to commute from your vehicle outside the gates to the ceremony site.
- Vehicles parked inside the sanctuary, without the consent of Quinta Mazatlán, may be removed at the owner's expense in addition to facing a \$150.00 fine for non-compliance to the rules and policies.

7. Restrooms for Changing:

- Public restrooms are available for changing, however please know the sanctuary remains open to the public.
- Items left in the restroom or other location are the responsibility of the customer. Quinta Mazatlán staff cannot hold, handle, watch, or take care of customer's personal items at the front desk/other. Customer is responsible for their items at all times.
- Any items left behind after the rental time will be disposed of.
- **CUSTOMER MUST CHECK OUT BEFORE THE END OF RENTAL TIME.**

8. Date/Time Changes & Cancellations/ Bad Weather Days

- No cancellations, date or time changes will be taken over the phone. All cancellations, date or time changes must be made in person.
- Please know space is limited so recommend booking very early. If for some reason, customer needs to **CHANGE** date or time, requests must be received **at least 2 business days prior** to the reservation day to avoid forfeiture of rental fee. Customer is to understand that changing a date/time will be based on availability-which can be fully booked many months in advance.
- **Cancellations and date/time changes due to bad weather** must be made at Quinta Mazatlán in person, on the date of reservation, and at the start of the reservation time.
- Eligible cancellation situations may include: severe inclement weather, medical emergency, death in family, etc. Cancellations will be taken on a case by case basis.
- Failure to CANCEL with Quinta Mazatlán within the above specified time and day will be grounds for forfeiture of fees paid.
- A \$10.00 CANCELLATION FEE will be charged.
- Customer has (2) two business days from the date of the reservation to request a refund in writing at Quinta Mazatlán.
- Refunds will be mailed to customer 30 to 60 days after written request. If paid by credit card, fees will be refunded to card within 8 business days.

9. Historic Home and Grounds

- Staff will place a RESERVED sign at the reserved outdoor location. Please understand that the sanctuary remains open to the public, and as such, the facility is a working museum with ongoing programming, events and visitors.
- The customer understands and respects the programming, other rentals, trail maintenance, house cleaning, or functions that will be going on during a ceremony rental.
- The customer understands that Quinta Mazatlán reserves the right to section off/or close certain areas of the facility, change the exhibits/ décor to accommodate programming and events without prior notice to rental customers.
- Please do not move furniture. This includes but is not limited to: floor mats, sofas, carpets, tables, chairs, patio furniture, exhibits, signage, curtains, trashcans, etc.
- Customer is responsible for any damage to facilities and equipment.
- Please respect nature and stay on pathways and mowed lawn areas.

10. Event Requirements

- Music must only be **acoustic** and limited to no more than a trio performance. No electricity provided.
- Customers are to be respectful of the nature of the facility and keep the noise level to a minimum as programming will be going on in other areas of the nature sanctuary.
- No food or drinks during the ceremony rental.
- Due to being a public space, **no alcohol allowed on the premises** with children/school groups on the grounds.

11. Indemnification

- Customer agrees to indemnify Quinta Mazatlán, City of McAllen and incurs all responsibility for actions, losses, damages, claims and liability resulting from the event.
- THE CITY OF MCALLEN DOES NOT DISCRIMINATE BASED ON RACE, COLOR, CREED, RELIGION, SEX OR NATIONAL ORIGIN.
- City of McAllen staff does NOT serve as the Event Coordinator before, during or after the event.
- It is the customer's responsibility to convey this information to everyone present during their reservation. (Family, friends, photographer, etc.).
- The Customer will be held financially responsible for any fines incurred by their party for not following the above stated rules and policies.
- **All policies and fees contained herein may be changed from time to time by minute order of the McAllen City Commission.**

I have read the above form and understand the rules and policies that are in place for my reservation.

I have read and agree to abide by the rules stated on this rental form.

Lessee Signature _____ *Date* _____