

# RCSC Guidelines for Sun City Weddings and Receptions



*A handy guide to assist you in planning your wedding and reception, featuring our beautiful hilltop location for an outdoor ceremony, or a venue with a golf course view for an indoor wedding*

# WEDDING CHECKLIST

1. Select a location
  - a. Take into consideration the size of the wedding
  - b. Will there be young children attending?
  - c. Is anyone handicapped or disabled?
  - d. Is it suitable for the time of year?
  - e. Would you prefer indoor or outdoor?
  - f. Visit several locations before you decide
2. Select a date
  - a. Check availability for location choice
  - b. Have an alternate date in mind in case your choice of location is not available on your first choice
  - c. Be willing to consider an alternate location if the date is not negotiable
3. Decide on the time of the wedding and reception (10 hours for the price of 8)
  - a. Allow time for decoration
  - b. Find out what kind of decorations are allowed
  - c. Plan time for cleanup
4. Cater or do it yourself
  - a. Get a list of caterers
  - b. What is required of caterers by the location of the reception?
  - c. Is their Food Catering Permit and Liability Insurance up to date?
  - d. If doing it yourself, allow time to bring in food ahead of time
5. Decide how you want the room setup
  - a. Plan placement of tables and chairs
  - b. Will you need a microphone or podium?
  - c. Will there be a DJ?

## FREQUENTLY ASKED QUESTIONS REGARDING ROOM RENTALS

### 1. May we serve alcoholic beverages?

- a. Alcoholic beverages may be served at your private functions.
- b. No alcoholic beverages may be sold without a Special Events License from the State of Arizona (a copy of which to be provided to RCSC.)

### 2. May children attend the event?

- a. Yes. Please let us know how many children will attend the event.

### 3. May I bring in my own food?

- a. Yes, you may bring in and serve your own food at most of our locations.
  - i. pot luck affair
  - ii. family gathering
  - iii. club event
  - iv. birthday, anniversary or wedding party
- b. A Food Service Permit and Liability Insurance is only required if you use the services of a caterer.
- c. In most kitchens, there is a refrigerator, stove and microwave oven that you may use to keep food cold or warm it up as needed. However, you may not cook food from an uncooked state on the premises.
- d. We do not have an ice machine; nor do we provide ice.
- e. We do not provide utensils, serving dishes, flatware, tablecloths, etc.
- f. Exceptions: The state and county laws prohibit cardholders from bringing outside food and beverages (for pot lucks and other events) into RCSC facilities that are adjacent to food and beverage establishments, which encompasses both Bell and Lakeview Lanes and all golf courses. Bringing outside food and alcoholic beverages to areas with food service facilities is prohibited due to health permits and liquor licenses.

### 4. If I decide to use a caterer, what documentation do I/they need to provide?

- a. Caterer's Food Catering Permit from Maricopa County.
- b. Certificate of Liability Insurance in the amount of \$1,000,000 (one million dollars) naming Recreation Centers of Sun City as additionally insured.
- c. Copy of the actual policy endorsement naming Recreation Centers of Sun City as an additionally insured.
- d. These documents may be faxed to 623-561-4601. Attn: Corporate Receptionist.
- e. Caterer's equipment must have rollers. If they do not, please ask and RCSC will supply a dolly or a cart for their use.
- f. A list of caterers currently in compliance with these requirements is available in the Clubs and Activities Office or from the Corporate Receptionist.

### 5. Who does the cleanup?

- a. Trash receptacles are provided. We ask that you place all trash and garbage in these receptacles and wipe down the tables.
- b. Our crew will break down the tables and chairs after your event, empty the trash receptacles and mop the floors.

- c. We ask that you leave the rooms as you found them.
- d. If something is spilled, we ask that you wipe it up.
- e. If you use the kitchen facilities, we ask that you clean up any mess you have made in the process of serving food and beverages.

**6. What is the purpose of the security deposit?**

- a. To cover the cost of clean up should the room be left in an unsatisfactory condition.
- b. To cover the cost of damage to RCSC property caused by attendees of your event.
- c. This is fully refundable if the room/property is left in satisfactory condition.

**7. What is included in the setup?**

- a. We recommend that you make an appointment with the Lead Utility Worker at the center where your event will take place to arrange your setup plan.
- b. Our crew sets up all tables and chairs as you have requested on the Setup Form. We should have that completed by you at least 4 weeks prior to your event.
- c. We ask that you make sure the setup you provide us is what you want. Our crew will not be available to rearrange things the day of your event.
- d. If you find that you need more tables and chairs than originally requested, we will be happy to provide them for you. We will need to know this in advance (no later than 3 working days prior to your event).
- e. You may not help yourself to tables and chairs in adjacent rooms.
- f. 100 cup coffee urns are available upon request at many of our locations. This should be requested on the setup form. The urn will be filled with water and a filter is provided. You will need to provide your own coffee grounds.
- g. We do not provide extension cords or power tools.
- h. A microphone and podium is available at most of our venues. This just needs to be requested on the setup form.
- i. Sound and light services are not included, however they may be contracted through RCSC approved sound and light engineers. These services should be booked as soon as the contract for the room rental is approved. We will provide you with contact information upon request.

**8. How early may I come in to setup and decorate?**

- a. When planning your event, you should reserve additional time, if needed, to arrive before your guests in order to decorate and set out food.
- b. You will be charged for decorating and prep time as well as the time of your actual event.
- c. You may not enter the room before the time of your reservation.

**9. What kind of decorating may I do?**

- a. Tablecloths and centerpieces
- b. Floating candles only inside buildings; any type may be used at the Hilltop Gazebo
- c. Balloons attached to or placed upon tables or chairs
- d. Freestanding displays or table displays
- e. You may **not** attach anything to the walls or ceilings.

## SAMPLE WEDDINGS

The following pages contain examples of setups for various sized wedding ceremonies and receptions from a large wedding of 250 to a medium-sized wedding of 100. We can adapt any of these to your specific needs.

Lakeview Center and Fairway Center are the most sought-after locations for weddings because of the beauty of the settings. Lakeview Center overlooks a park with a lake, as the name implies. Fairway Center has a view of the adjoining golf course. Lakeview Center is able to accommodate both outdoor and indoor weddings. Fairway Center is for indoor only.

We also have rooms at Marinette, Bell, Sundial, Oakmont and Mountain View Centers that could be used for weddings and receptions.

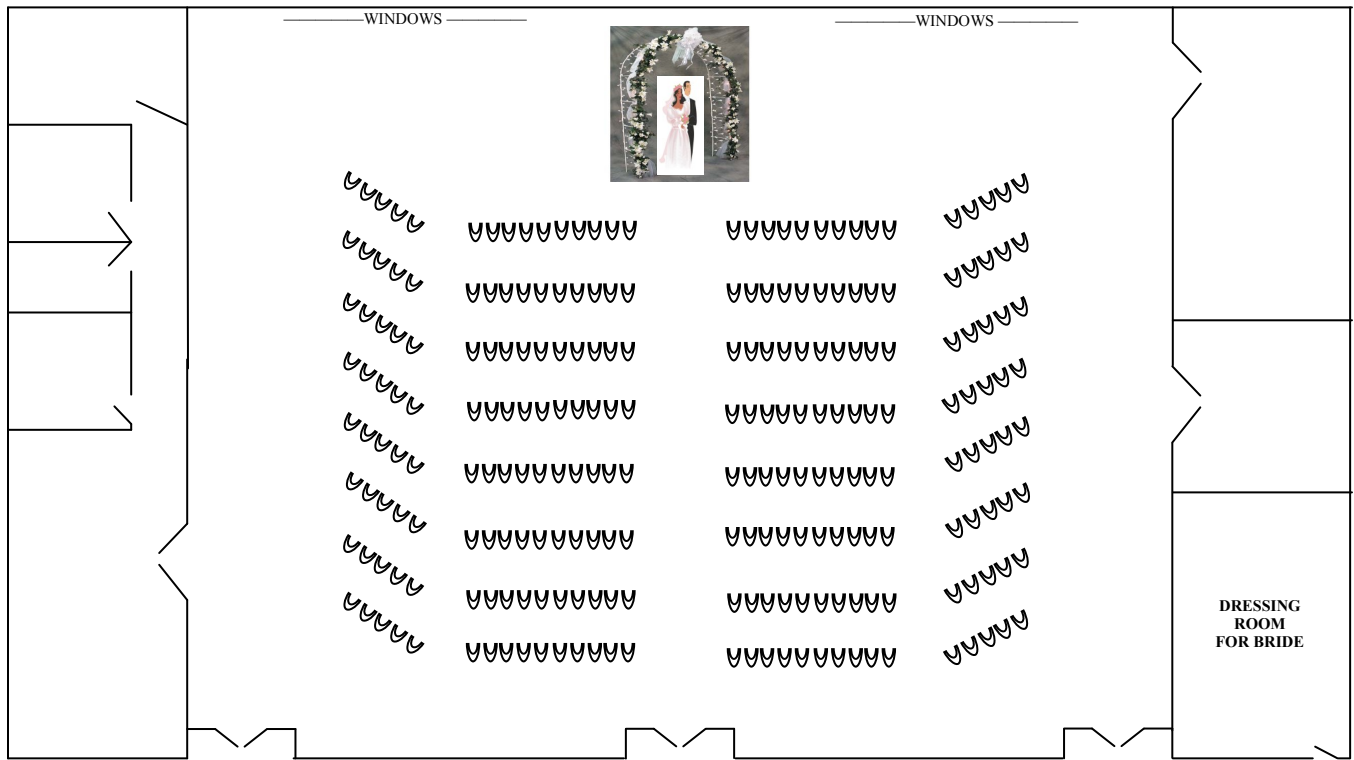
*For more information,  
visit our website*  
**www.sunaz.com**  
*Click on **Activities**,  
then **Facilities Rentals***



*To make a reservation,  
contact the Clubs and  
Activities Office*  
**623-561-4660**, or  
**scheduling@sunaz.com**

# FAIRWAY MUSIC ROOM

## SAMPLE SETUP FOR WEDDING CEREMONY—240 GUESTS



### ESTIMATED COSTS FOR WEDDING CEREMONY

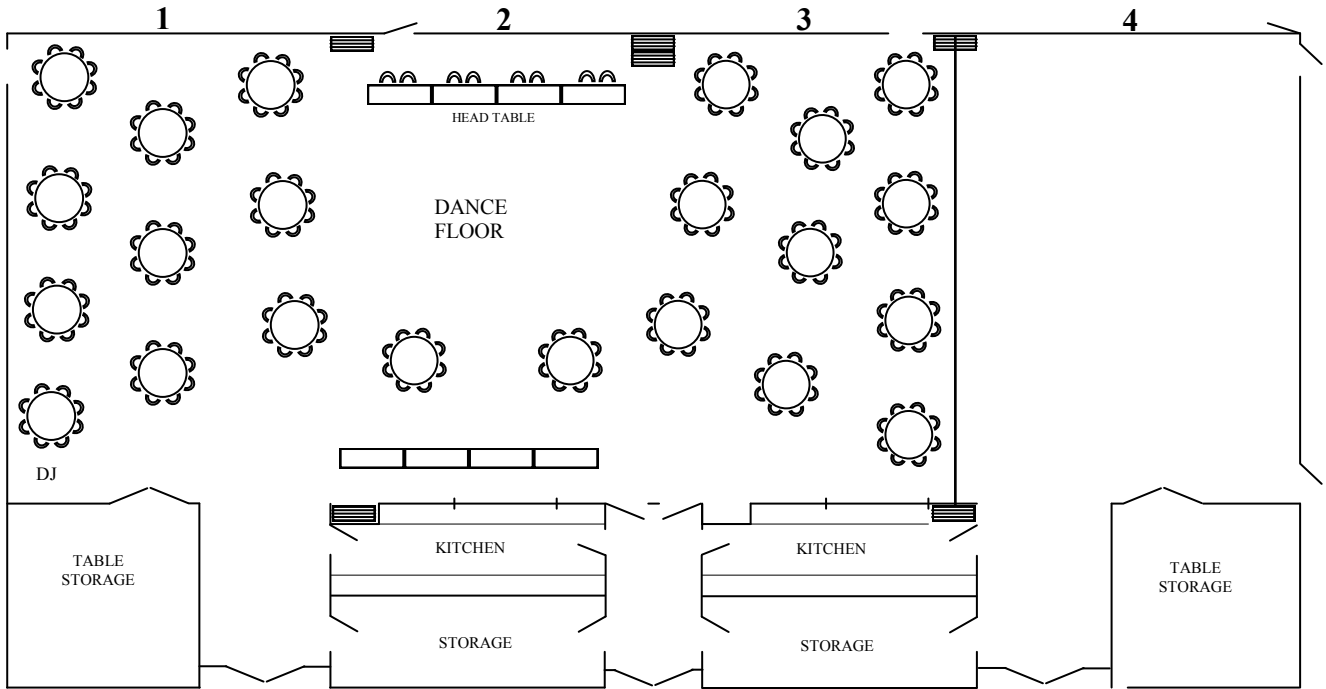
#### CARDHOLDER RATE

\$307.00 – Rental (four hours), including setup of chairs  
 \$ 1.54 – Tax  
 \$250.00 – Security Deposit (refundable)  
\$ 25.00 – Wedding Arch  
**\$583.54 Total Charges for Ceremony**

#### NON-CARDHOLDER RATE

\$511.00 – Rental (four hours), including setup of chairs  
 \$ 2.56 – Tax  
 \$350.00 – Security Deposit (refundable)  
\$ 25.00 – Wedding Arch  
**\$888.56 Total Charges for Ceremony**

**FAIRWAY ARIZONA ROOMS 1,2 & 3**  
**SAMPLE SETUP FOR WEDDING RECEPTION-184 ATTENDEES**



**ESTIMATED COSTS FOR RECEPTION**

**CARDHOLDER RATE**

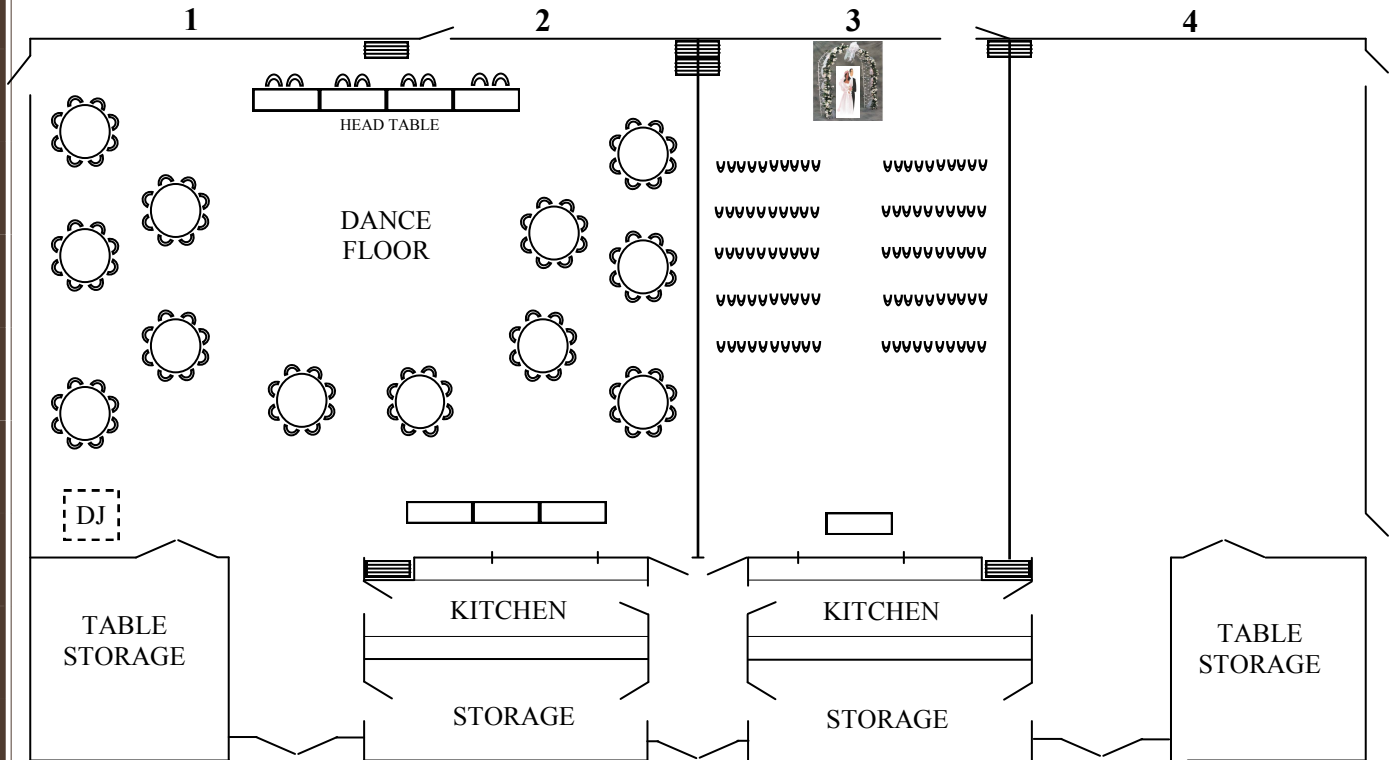
\$730.00 – Rental (ten hours), including setup of tables and chairs  
 \$ 3.65 – Tax  
\$450.00 – Security Deposit (refundable)  
**\$1183.65 Total Charges for Reception**

**NON-CARDHOLDER RATE**

\$1308.00 – Rental (ten hours), including setup of tables and chairs  
 \$ 6.54 – Tax  
\$ 750.00 – Security Deposit (refundable)  
**\$2064.54 Total Charges for Reception**

# FAIRWAY ARIZONA ROOMS 1, 2 & 3

## SAMPLE SETUP FOR 100 GUESTS WEDDING CEREMONY AND RECEPTION



### ESTIMATED COSTS FOR WEDDING AND RECEPTION

#### CARDHOLDER RATE

##### **Wedding in Arizona Room 3**

\$120.00 – Rental (four hours), including chair and table setup

\$ .60 – Tax

\$ 25.00 – Wedding Arch

\$150.00 – Security Deposit (refundable)

**\$295.60 Total Charges for Ceremony**

##### **Reception in Arizona Rooms 1 & 2**

\$490.00 – Rental (ten hours), including table and chair setup

\$ 2.45 – Tax

\$300.00 – Security Deposit (refundable)

**\$792.45 Total Charges for Reception**

#### NON-CARDHOLDER RATE

##### **Wedding in Arizona Room 3**

\$ 213.00 – Rental (four hours), including table and chair setup

\$ 1.07 – Tax

\$ 25.00 – Wedding Arch

\$ 250.00 – Security Deposit (refundable)

**\$ 489.07 Total Charges for Ceremony**

##### **Reception in Arizona Rooms 1 & 2**

\$ 882.00 – Rental (ten hours), including table and chair setup

\$ 4.41 – Tax

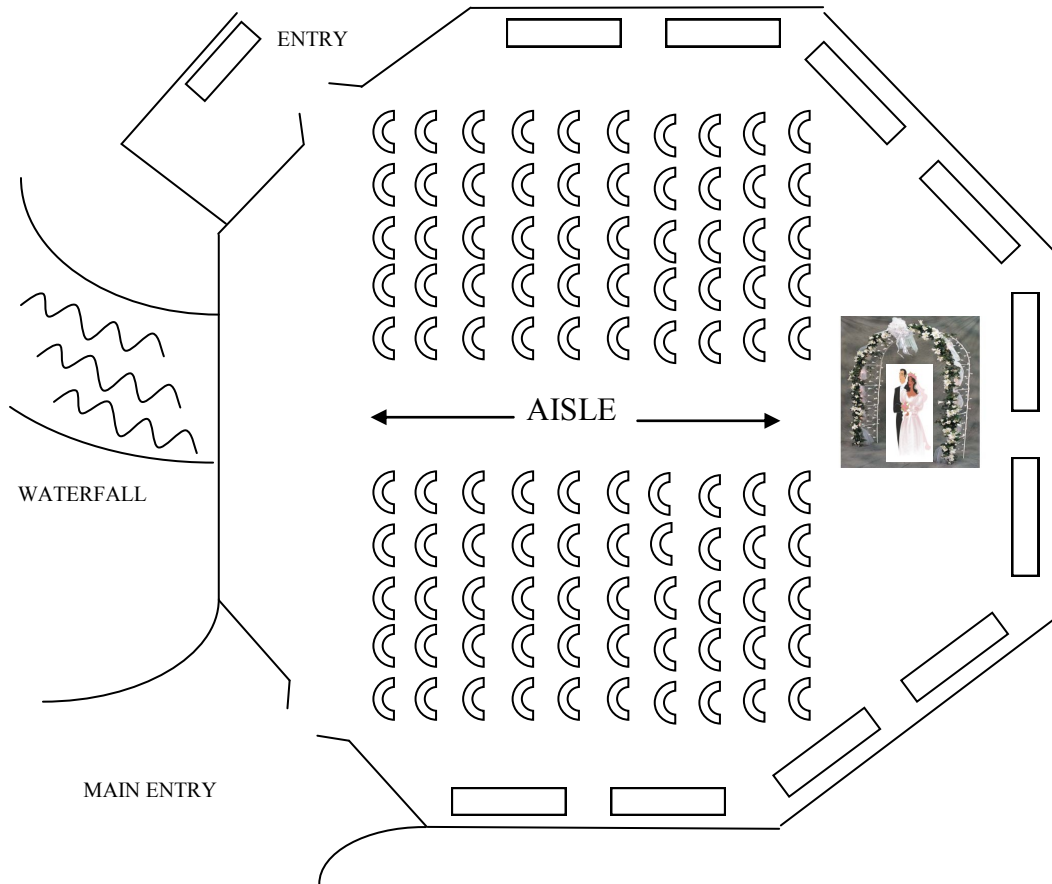
\$ 500.00 – Security Deposit (refundable)

**\$1,386.41 Total Charges for Reception**



# LAKEVIEW VIEWPOINT HILL GAZEBO

## SAMPLE SETUP FOR WEDDING CEREMONY SEATING 100



### ESTIMATED COSTS FOR WEDDING

#### CARDHOLDER RATE

\$240.00 – Rental (four hours), including chair setup

\$ 1.20 – Tax

\$150.00 – Security Deposit (refundable)

\$ 25.00 – Wedding Arch

**\$416.20 Total Charges for Ceremony**

#### NON-CARDHOLDER RATE

\$ 400.00 – Rental (four hours), including chair setup

\$ 2.00 – Tax

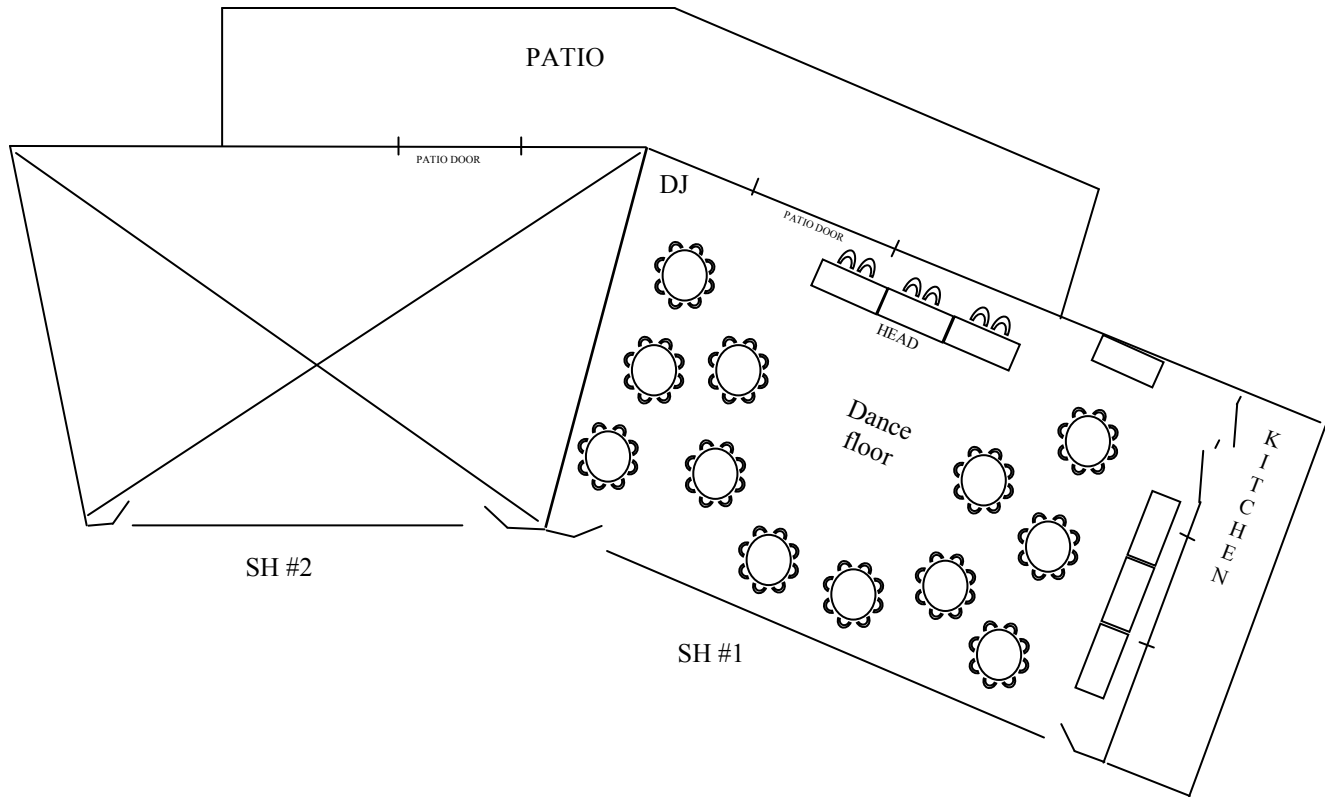
\$ 250.00 – Security Deposit (refundable)

\$ 25.00 – Wedding Arch

**\$677.00 Total Charges for Ceremony**

# LAKEVIEW SOCIAL HALL

## SAMPLE SETUP FOR WEDDING RECEPTION SEATING 100



### ESTIMATED COSTS FOR RECEPTION

#### CARDHOLDER RATE

\$390.00 – Rental (ten hours), including table and chair setup  
 \$ 1.95 – Tax  
\$250.00 – Security Deposit (refundable)  
**\$641.95 Total Charges for Reception**

#### NON-CARDHOLDER RATE

\$ 676.00 – Rental (ten hours), including table and chair setup  
 \$ 3.38 – Tax  
\$ 350.00 – Security Deposit (refundable)  
**\$1029.38 Total Charges for Reception**