

*RCSC Guidelines
for Sun City
Weddings and Receptions*



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

WEDDING CHECKLIST

1. Selecting a location
 - a. Consider the size of the wedding.
 - b. Will young children be attending?
 - c. Are any persons attending disabled ?
 - d. Is date/location 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 date availability at location of choice
 - b. Have alternate dates, incase first choice is not available
 - c. Consider alternate locations if the date is not negotiable
3. Decide on the time of the Wedding /Reception

We offer 10 hours for the price of 8

 - a. Allow time for decorations and setup
 - 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 approved 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 Wedding/Reception set up
 - 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 function to legal drinking age guests (21+)
- 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, warming drawers, microwave and ice machine that you may use to keep food cold or warm as needed. However, you may not cook food from a raw state on the premises.
- d. There are ice machines at the Bell, Fairway, Lakeview and Sundial Recreation Centers. We cannot, however, guarantee the availability of ice, nor can we provide ice at any other centers.
- e. We DO NOT provide utensils, serving dishes, flatware, tablecloths, flowers, decorations, 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. Maricopa County Caterer's Food Operating Permit
- 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 623-561-4669. Attn: Director of Events & Entertainment
- e. In addition - Caterer's equipment must have rollers. If they do not, please ask and RCSC will supply a dolly or a cart for their use.

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. 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.
- b. 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 nor may you do so.
- c. 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). You may not help yourself to tables and chairs in adjacent rooms.
- d. 60 and 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. You will need to provide your own coffee grounds.
- e. We do not provide extension cords, power tools, tape or scissors
- f. A microphone and podium is available at most of our venues. This must be requested on the setup form.
- g. Sound and light services are not included. However they may be contracted through RCSC approved audio/visual 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 set up 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. We can accommodate weddings of 100ppl. to 300ppl. We are here to assist with any of your specific needs.

Fairway and Lakeview Recreation Centers are the most sought-after locations for weddings due to the beauty of the surrounding settings. The Hilltop Gazebo with the waterfall and view of the lake that over looks the park at Lakeview is breathtaking and the gorgeous greens of the adjoining golf course at Fairway, with a large intimate room upstairs for the ceremony and a separate reception area downstairs for indoor weddings.

Marinette, Bell, Oakmont, Mountain View and Sundial Centers are great choices that are also suitable for indoor weddings and receptions.

*For more information,
visit our website
at
www.suncityaz.org*

*Click on **Recreation**,
then on **Activities**,
and then on
Facilities Rentals*

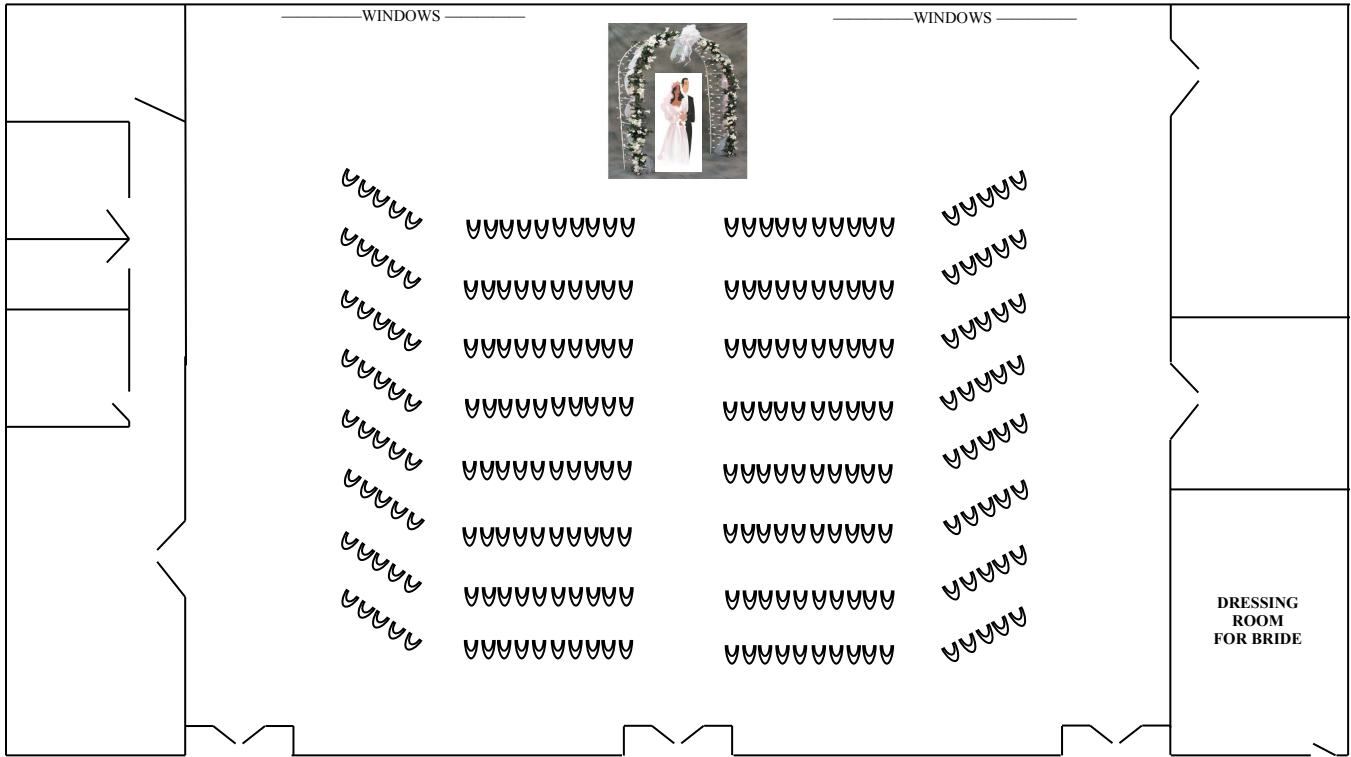


*To make a
reservation,
contact the
Events &
Entertainment
Department*

623-561-4680,
or
entertainment@suncityaz.org

FAIRWAY MUSIC ROOM

SAMPLE SETUP FOR WEDDING CEREMONY—240 GUESTS



ESTIMATED COST FOR WEDDING CEREMONY

CARDHOLDER RATE

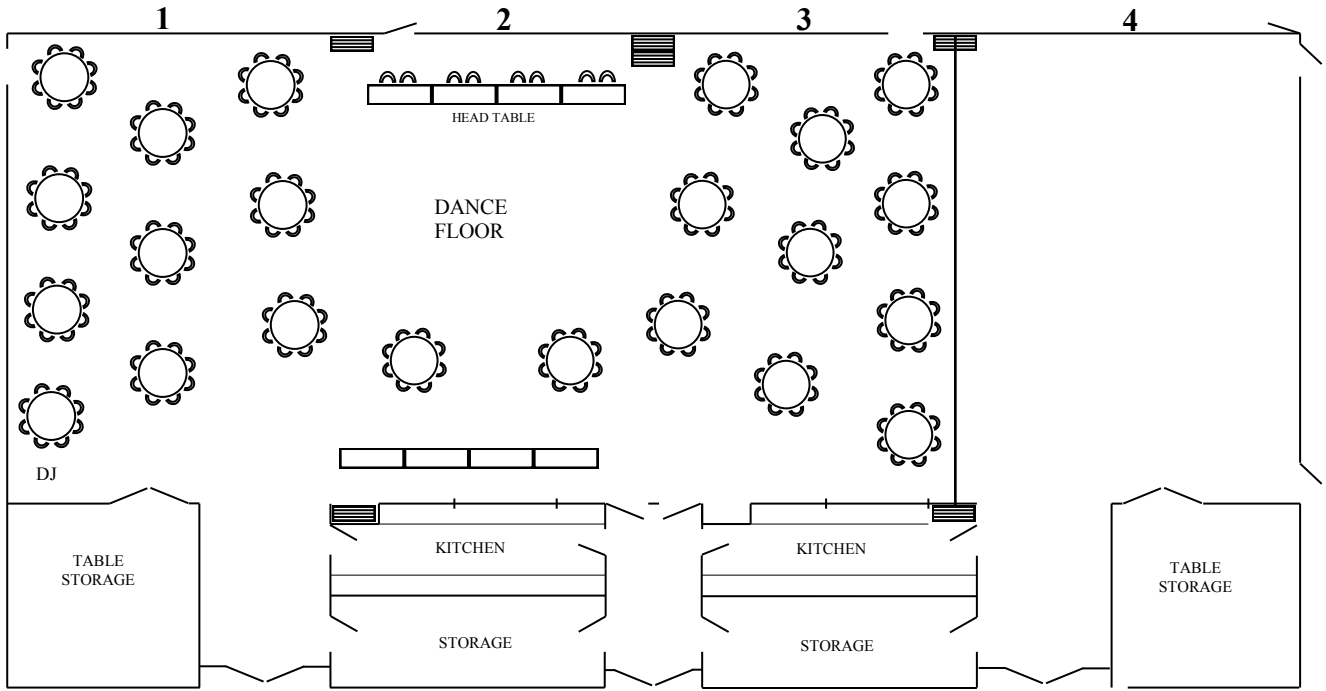
\$400.00 – Rental of 4 hours, including setup of chairs
 \$ 2.00 – Tax
 \$300.00 – Security Dep. (refundable)
\$ 25.00 – Wedding Arch
\$727.00 Total Charges for Ceremony

NON-CARDHOLDER RATE

\$800.00 – Rental of 4 hours, including setup of chairs
 \$ 4.00 – Tax
 \$600.00 – Security Dep. (refundable)
\$ 25.00 – Wedding Arch
\$1429.00 Total Charges for Ceremony

FAIRWAY ARIZONA ROOMS 1, 2 & 3

SAMPLE SETUP FOR WEDDING RECEPTION-184 ATTENDEES



ESTIMATED COST FOR RECEPTION

CARDHOLDER RATE

\$ 1250.00 – Rental of 10 hours, including setup of tables and chairs

\$ 6.25 – Tax

\$ 550.00 – Security Deposit (refundable)

\$1806.25 Total Charges for Reception

NON-CARDHOLDER RATE

\$2500.00 – Rental 10hours, including setup of tables and chairs

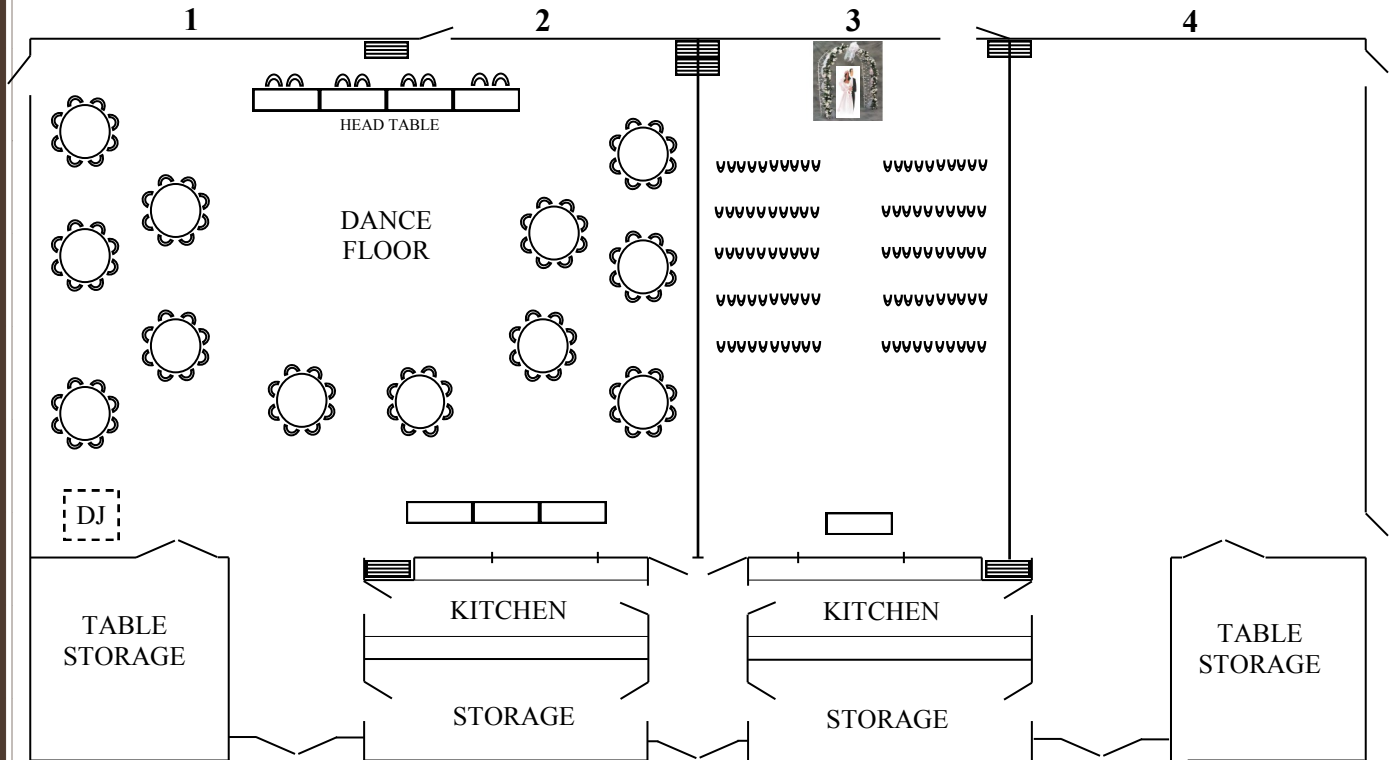
\$ 12.50 – Tax

\$ 1175.00 – Security Dep. (refundable)

\$3687.50 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

\$225.00 – Rental 4 hours, including chair and table setup

\$ 1.13 – Tax

\$ 25.00 – Wedding Arch

\$200.00 – Security Deposit (refundable)

\$461.25 Total Charges for Ceremony

Reception in Arizona Rooms 1 & 2

\$800.00 – Rental 10 hours, including table and chair setup

\$ 4.00 – Tax

\$350.00 – Security Deposit (refundable)

\$1154.00 Total Charges for Reception

NON-CARDHOLDER RATE

Wedding in Arizona Room 3

\$ 450.00 – Rental (four hours), including table and chair setup

\$ 2.25 – Tax

\$ 25.00 – Wedding Arch

\$ 425.00 – Security Deposit (refundable)

\$ 902.25 Total Charges for Ceremony

Reception in Arizona Rooms 1 & 2

\$1600.00 – Rental 10 hours, including table and chair setup

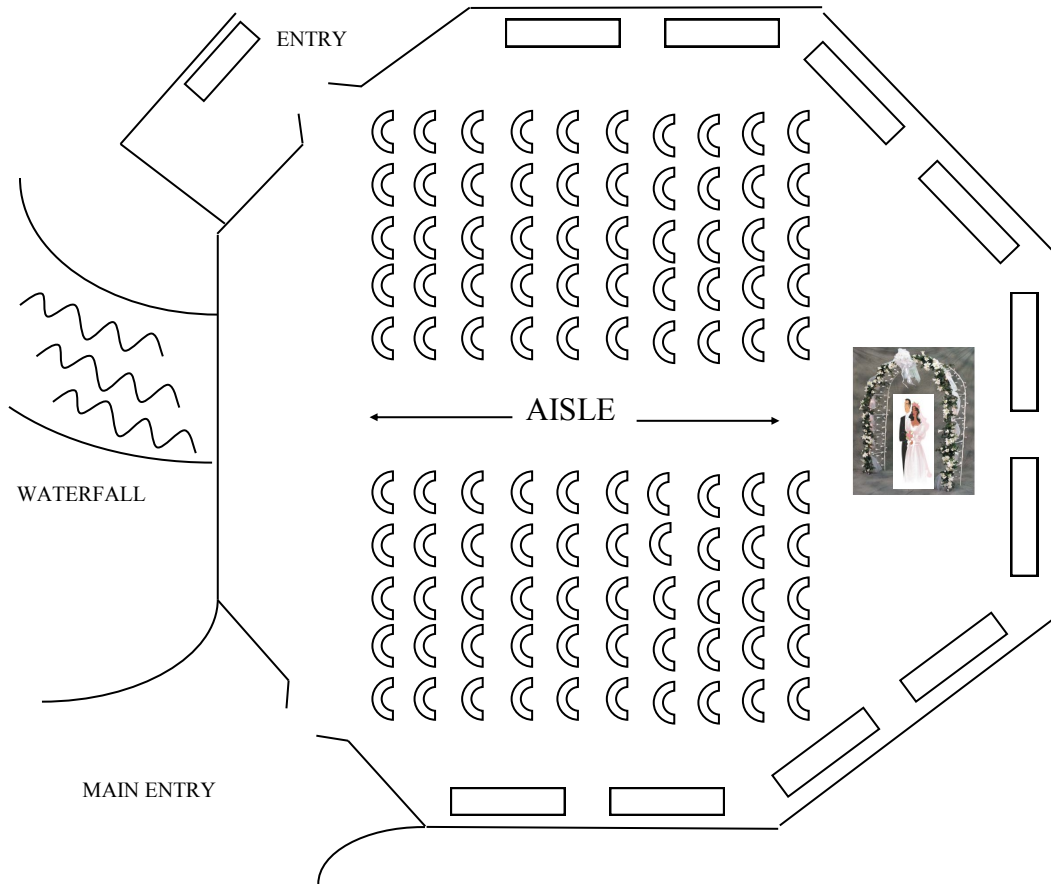
\$ 8.00 – Tax

\$ 750.00 – Security Deposit (refundable)

\$2358.00 Total Charges for Reception

LAKEVIEW VIEWPOINT HILL GAZEBO

SAMPLE SETUP FOR WEDDING CEREMONY SEATING 100



ESTIMATED COST FOR WEDDING

CARDHOLDER RATE

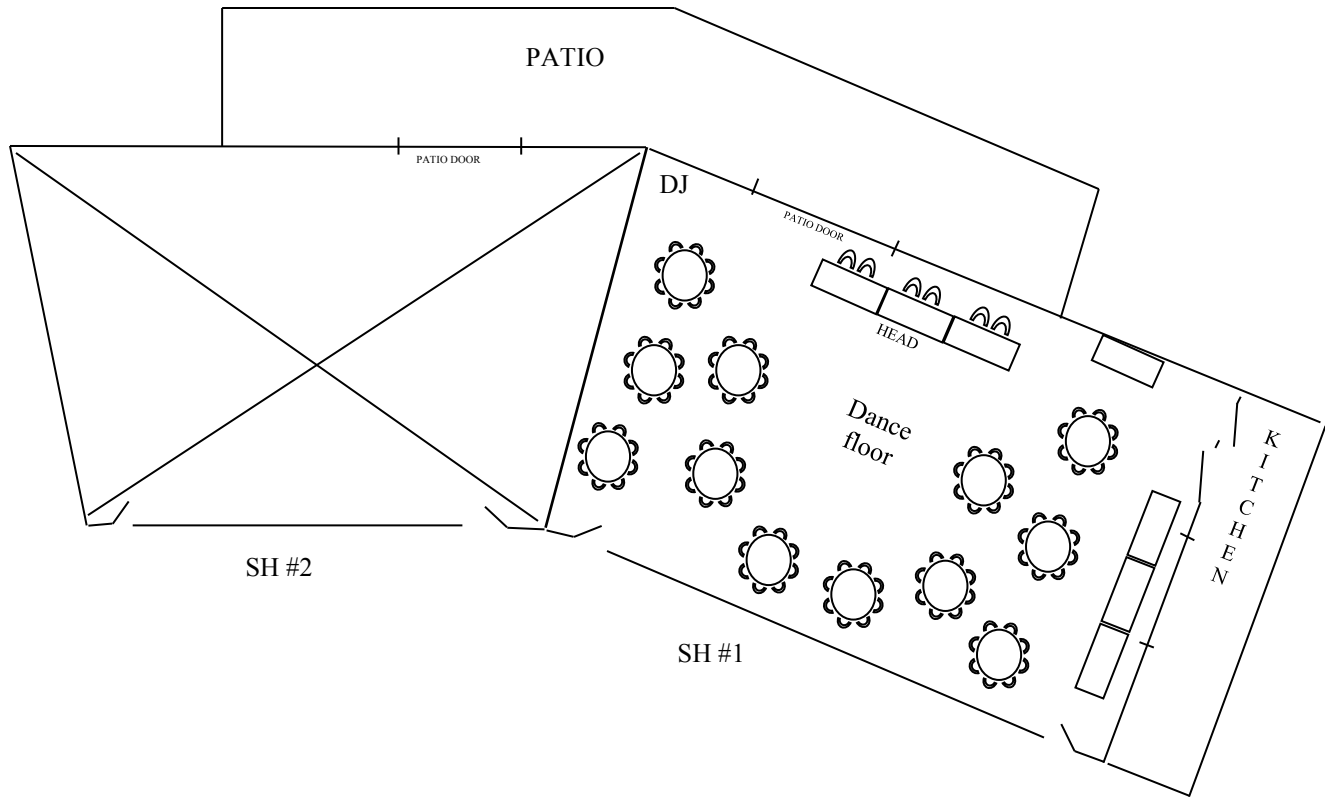
\$300.00 – Rental 4 hours
 (Chair Setup Fees are Additional)
 \$ 1.50 – Tax
 \$250.00 – Security Deposit (refundable)
\$ 25.00 – Wedding Arch
\$576.50 Total Charges for Ceremony

NON-CARDHOLDER RATE

\$ 500.00 – Rental 4 hours
 (Chair Setup Fees are Additional)
 \$ 2.50 – Tax
 \$ 250.00 – Security Deposit (refundable)
\$ 25.00 – Wedding Arch
\$ 777.50 Total Charges for Ceremony

LAKEVIEW SOCIAL HALL

SAMPLE SETUP FOR WEDDING RECEPTION SEATING 100



ESTIMATED COSTS FOR RECEPTION

CARDHOLDER RATE

\$500.00 – Rental 10 hours, including table and chair setup
 \$ 2.50 – Tax
\$225.00 – Security Deposit (refundable)
\$727.50 Total Charges for Reception

NON-CARDHOLDER RATE

\$ 800.00 – Rental 10 hours, including table and chair setup
 \$ 4.00 – Tax
\$ 375.00 – Security Deposit (refundable)
\$1179.00 Total Charges for Reception