

Step One: Choose Event Type (Chapel and/or Amphitheater)

Memorials	1-39	40-100	100-180 (180 Max)
Self-managed	<input type="checkbox"/> \$500	<input type="checkbox"/> \$700	<input type="checkbox"/> \$1000
Cove Managed **	<input type="checkbox"/> \$600	<input type="checkbox"/> \$900	<input type="checkbox"/> \$1300

Self-managed means renter provides all equipment and services for the event.

- A Cove Rep will unlock the “upper” parking lot adjacent to the Chapel at dawn and lock it at dusk.
- Renter has access to the property for the entire day. Renter has use of the Chapel and/or amphitheater from dawn to noon or from noon to dusk.
- Please note, the Cove is open to the public, so we cannot guarantee that there won't be others present on the property during your event.

Cove Managed means renter is provided with an on-site event manager the day of the event.

**** NOT full service event planning**

- The manager will provide assistance as needed with equipment and services that have been contracted by the renter (does not include event planning services.)
- The Cove can supply the renter with PA equipment and seat pads for the amphitheater as well as parking assistance.

Additional Information on Weddings at Sanctuary Cove

- The capacity of the upper parking lot is approximately 50 cars.
- Additional cars must park in the lower lot or on Scenic Drive. (We encourage ridesharing or livery for very large events)
- Rental of the Chapel and/or Amphitheater does not include use of the Cottage for wedding prep or after event reception. (These can be added on as a package.)
- All events require a refundable \$450 deposit. Deposits are returned 5-7 days after check-out via credit/debit card refund.
- Please see refund policy at the end of this document.

Step Two: Choose Additional services

Use of cottage for Reception : \$200 + \$200 refundable deposit + \$20 cleaning fee (self managed)

Use of cottage for Reception : \$200 + \$200 refundable deposit + \$125 event manager fee (Cove managed)

Use of Cottage for overnight stays \$125 per night + \$125 refundable deposit + \$20 cleaning fee (self managed)

Self Managed means, you will have access to the property via lock box and you must leave the property in exactly the condition you find it. No Cove representative will be on site to assist with your event. All linens and towels must be placed in the provided basket and all trash must be bagged. Any excess cleaning or damage will be deducted from renter's deposit.

Cove Managed means, you will have an on site event manager for all of your event needs. \$125 fee for on-site management does not include event planning prior to your event or any equipment and/or services during your reception.

Full Service Event Planner includes Memorial event planning prior to your event and on-site event management the day of your event. Event Planner makes all arrangements for equipment and services to be brought to Sanctuary Cove. These fees are in addition to rental costs.

Memorial only (Chapel and Amphitheater) \$300 (+ rentals and add'l costs)

Memorial AND Reception at the Cottage \$450 (+ rentals and add'l costs)

Step Two: A La Carte Memorial Services

Flowers	basic	enhanced	deluxe
	<input type="checkbox"/> \$225	<input type="checkbox"/> \$300	<input type="checkbox"/> \$950

B&G (Bride and Groom) includes bouquet and boutonniere made for you from a selection of fresh flowers.

Party Package includes bouquets for Bride and Maid/Matron of Honor, and boutonniere for Groom and Best Man, made for you from a selection of fresh flowers.

Floral Decor includes party package above as well as decorated wooden arch and centerpieces at reception.

Music	Recorded	Live
	<input type="checkbox"/> \$20	<input type="checkbox"/> \$200+

Recorded Music includes use of Cove Audio Equipment at Chapel/Amphitheater for Wedding or Memorial and/or Cottage for Reception. You bring the phone or device preloaded with your playlist.

Live music options vary widely and need to be arranged well in advance. If you wish to have live music at your Wedding or Memorial and/or Reception, you must make arrangements through the Cove Event Manager.

Bar Beer and Wine service and a variety of non-alcoholic beverages are available.
(available for receptions only)
Please contact the Cove Event Manager for quotes specific to your event.

Catering For Receptions at the Cottage only

Hummingbird Level - (Crudite, chips and salsa)		
1-39	40-100	100-180
<input type="checkbox"/> \$180	<input type="checkbox"/> \$450	<input type="checkbox"/> \$810
Vermilion Flycatcher Level - (2 cold appetizers, 1 warm appetizer, and crudite- set)		
1-39	40-100	100-180
<input type="checkbox"/> \$700	<input type="checkbox"/> \$1,750	<input type="checkbox"/> \$3,150
Whitetail Dove Level - (2 cold appetizers, 2 warm appetizers, and crudite- passed)		
1-39	40-100	
<input type="checkbox"/> \$880	<input type="checkbox"/> \$2,200	
Redtail Hawk - (Buffet meal - 39 maximum)		
1-39		
<input type="checkbox"/> \$1,600		

- Photo/Video Please contact the Cove Event Manager for quotes specific to your event.
- Officiant Please contact the Cove Event Manager for quotes specific to your event.
- Equipment and Supplies Rental equipment includes but is not limited to: tables, chairs, linens, and service items. Please contact the Cove Event Manager for quotes specific to your event.

Step Three: Read and initial policies

Please initial each

- Cancellations made three days or fewer before the event will forfeit the entire deposit. Cancellations made between four and twenty days before the event will forfeit 50% of deposit. Cancellations made more than twenty days before the event will receive a full refund of deposit.
- The deposit will be fully refundable if Sanctuary Cove premises are left exactly as found, as determined by an official All Creeds representative. If additional charges are levied on the renters, this shall be deducted from the deposit. Any remaining deposit funds will then be returned to the renter.
- The parking lot near the Chapel is available for unloading or handicapped with a valid placard.
- No large speakers or heavily amplified sound that could be disruptive to the environment, other visitors to Sanctuary Cove or neighborhood is allowed.
- Care must be taken by the renter to keep the ceremony quiet and respectful to the meditative nature of Sanctuary Cove. Yelling, screaming or public displays of drunkenness shall forfeit the entire deposit amount.
- Littering of any kind, by anyone attending the service shall forfeit the entire deposit amount.
- Set up may occur no earlier than sunrise and all activities and persons must be off the property by sunset except by special permission.
- Food service is limited to Cottage Reception renters, no food is allowed at the Chapel/Amphitheater. Non-alcoholic beverages are allowed for Weddings and memorial Ceremonies. Please be sure to dispose of all trash produced during beverage service.
- There is one port-a-potty on the grounds, it is not handicap accessible. There is no accessible running water at the Chapel or Amphitheater.
- No permanent attachments of ANY kind will be allowed at amphitheater, chapel or anywhere on the property. Portable backdrops, free standing props and flower arrangements are allowed.
- Renter is responsible for supplying guests with directions to the Cove. Sanctuary Cove staff will supply renter with an appropriate map for their use.
- This is a wild place. Many creatures live here and many can harm you. Rattlesnakes, Scorpions, Javelina, Bees, and Gila Monsters all live here and are protected. Remember, this is their home, you are the visitor. You will forfeit your entire deposit if you or one of your guests harms any animals or plants here. Sanctuary Cove and All Creeds Brotherhood will not be held responsible for any injury sustained due to the native environment.
- Electricity is available at the outdoor podium and in the chapel only.

- Your event must be quiet, and respectful of other guests that may be visiting here.
- Renting the Sanctuary Cove does not give you any exclusive rights to any part of the property. You cannot regulate who may walk right through your event. We are open to everyone, even during your time here.
- Sanctuary Cove and its representatives reserve the right to remove anyone from the property at any time, wholly at our discretion.
- Before you arrive we have cleaned and inspected the area you will be using. If you have any problems, please contact the All Creeds Event Supervisor. This is especially important if you find any damage to the property upon arriving. You will be held responsible if you do not bring it to our attention before your event!
- These rules and conditions are intended to help preserve this beautiful spot for generations to come. Sanctuary Cove and places like it are becoming harder to find in this world. Keeping the Cove here for the enjoyment of all is our top priority. During your time here, try to make yours as well.

Step Four: Sign and date Sanctuary Cove Release from Liability

I have read the above and fully understand and agree to abide by the rules as set forth by All Creeds Brotherhood. I understand that I will lose my entire deposit if I or anyone in my party violate this agreement. I also release All Creeds Brotherhood and Sanctuary Cove from any claims of liability from injury, inconvenience, annoyance, or death that occur during our event at Sanctuary Cove. I understand fully that Sanctuary Cove is a wild place and therefore subject to the whims and realities of the natural world.

Event Date(s) _____

Name _____

Address _____

email _____

phone _____

Signature _____

Date _____

Sanctuary Cove Event Representative Name and cell phone _____

Sanctuary Cove 8001 N Scenic Drive Tucson Arizona 85743
e-mail events@sanctuarycove.org

Email this completed form to management@sanctuarycove.org.

You will then receive a call from Alison Boelts, Cove Event Manager, to process your credit card payment. You will receive a receipt immediately via email.

520-465-7645.

Event Management Services provided by Proxy Services, LLC, a licensed and insured professional event planner.