



## TANQUE VERDE RANCH | 2016 WEDDING GUIDE



### CONTENTS

Cactus View Photos.....	2
Saguaro Room Photos.....	3
Cottonwood Grove Photos.....	4
Main Dining Room & Kiva Room Photos.....	5
Front Lawn Photos.....	6
Rincon Terrace Photos.....	7
Desert View Terrace Photos.....	8
Lake Corchran Photos.....	9
Mesquite Arch & Old Homestead Photos.....	10
Weddings at the Ranch Photos.....	11-12
Guidelines.....	13
Pricing and Fees.....	14



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CACTUS VIEW





## SAGUARO ROOM





COTTONWOOD GROVE





MAIN DINING ROOM & KIVA ROOM





FRONT LAWN





RINCON TERRACE





DESERT VIEW TERRACE







LAKE CORCHRAN





MESQUITE ARCH & THE OLD HOMESTEAD





WEDDINGS AT THE RANCH





WEDDINGS AT THE RANCH



## CATERING MANAGER

- Will provide you with a list of professional wedding planners.
- Work with your planner on the menus for all food and beverage selections.
- Assist in constructing all wedding details in the Banquet Event Orders.
- Provide you with an estimate of charges.
- Will coordinate your room block with our reservations department.
- Work with your planner to detail the operational aspects of the wedding.
- Work with your planner to schedule your Rehearsal Dinner, if at Tanque Verde Ranch.
- Will introduce you to your Banquet Captain at the Rehearsal Dinner.
- Will be on-site to welcome Wedding Party and Planner.

## BANQUET SUPERVISOR

- Will receive and direct all vendors to the proper location.
- Will be your on-site contact for all operational aspects of the event.
- Ensure the set up for the entire wedding meets the specifications of your planner.
- Review menu selection with your planner, coordinating any special needs or instructions.
- Work with your planner on the execution of your rehearsal ceremony.
- Work with your planner to execute the ceremony timeline, per the Banquet Event Orders.
- Arrange with your planner to collect and deliver wedding gifts and pertinent items to a designated location.

## WEDDING PACKAGE

In order to make your event planning as stress free as possible, our wedding packages include choices from our selection of house table linens, overlays, napkins and other limited décor that makes your event visually stunning. Also included is the use of house screen and LCD projector, dance floor, full access to in house sound systems, set up of all tables and chairs and house centerpieces accented with fresh rose petals. Your Bridal Suite includes the following: complimentary breakfast and lunch for the bride and groom, plus any Ranch activities they wish to join, including horseback riding. For additional service enhancements, our Catering Manager will gladly refer you to professional wedding planners and trusted vendors in Tucson for floral arrangements, DJ, photographers, officiates, and live entertainment options.

The ranch will prepare and set for 3% over the guaranteed number. Additional guests above this 3% will be accommodated with the best culinary options possible, and each guest will be charged full menu price. If your expected number of guests changes dramatically after reserving space, Tanque Verde reserves the right to relocate your event to a room that will better accommodate the size of your party.

## WHAT'S INCLUDED

Tanque Verde Ranch indoor events may continue until midnight, but outdoor venue events must conclude by 10 p.m. due to the proximity of neighboring homes. Tanque Verde is always prepared for inclement weather and will have an indoor space reserved as back up for outdoor events. No outside food and beverage may be brought onto ranch property with the exception of the wedding cake. Our experienced team will happily cut and serve your wedding cake. Tanque Verde Ranch offers hosted and cash bars. The set up fee is \$100.00 plus tax per bar. Host bar sales and all other food and beverage prices are subject to a 22% service charge and prevailing tax, currently 6.1%. Cash bar sales will not be applied to food and beverage minimums. Set up staff, servers, and bartenders will be provided by the Ranch for your event.

## LODGING

We welcome all your guests to stay here at Tanque Verde. We have two customized rate plans. Our all-inclusive package pricing includes all meals, horseback riding, children's program, tennis lessons, guided hiking, mountain biking, nature programs, fishing, and more. We have also created a bed and breakfast rate because we recognize that many of your guests will be busy with the wedding events, and not able to partake in our extensive array of activities each day. This bed and breakfast pricing includes a comfortable room and breakfast.

**SITE FEES**

Up to three (3) Venue Sites, depending on guest count. Choose from Saguaro Room, Rincon Terrace, Desert View Terrace, Front Lawn, and Cactus View.

- One (1) Dinner Tasting up to 4 guests
- Ceremony Rehearsal and Set Up,
- Tanque Verde Ranch Arch or Chuppa with limited decor
- Changing Room for the Groom
- Changing Room for the Bride (Bridal Suite)
- Room Set for Ceremony, Reception and Dinner
- White folding chairs
- Choice of house table linens, overlay, napkins
- House centerpiece of pillar and votive candles, rose petals on mirror round
- Limited AV equipment (pending venue; to include screen, LCD and house sound system)
- Fireplace Mantel Decor
- Welcome Reception Margaritas (1 per person)
- Dance Floor (Indoor Only)
- Cake Cutting
- Bride & Grooms Overnight Suite (includes turndown service with amenity, regularly scheduled ranch activities and breakfast and lunch on departure day)
  
- *Site fee is based on a maximum number of 100 guests; each additional guest over 100 will have a corresponding fee of \$30.00 plus tax, per person.*
  
- *Site Fees for alternate venues may vary based on number of guests, season and food and beverage minimums.*
  
- *All Site Fees are subject to prevailing taxes, currently 6.1%*

**ENHANCEMENT OPTIONS**

Our Catering Manager will assist you in selecting enhancement options. They will guide you with selecting items that fit in your budget and will design the perfect items to complement your special day.

- DJ or live entertainment
- Table runners, chair sash and/or specialty tie
- Chair covers
- Chargers
- Pipe and drape
- Place cards
- Menu cards
- In-room amenities

**DEPOSIT AND PAYMENT SCHEDULE**

Based upon estimated event costs (and estimated rooms costs, if contracted) inclusive of tax and service charges.

PAYMENT	DUE DATE
1 <sup>st</sup> Deposit	50% of estimated total due at signing of contract
2 <sup>nd</sup> Deposit	25% of estimated balance due 90 days prior to event
Final Deposit	25% of remaining estimated balance due 30 days prior to event

**\*ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERRABLE**

**CANCELLATION**

If cancellation of this booking becomes necessary, the parties agree and understand that actual damages would be difficult to determine. Therefore, the following cancellation schedule represents a reasonable effort on behalf of the ranch to establish the actual damages to be paid by the group for cancellation of this agreement.

- *From contract signing to 91 days prior to date of event = 50% of estimated revenue total. From 90 days until 31 days prior to event = 75% of estimated revenue total. From 30 days prior to the event = 100% of estimated revenue total.*

**PRICING AND RENTAL FEES**

**SATURDAY EVENING**

Site fee of \$3,500 + tax and Food & Beverage minimum of \$10,000 plus 22% service charge and prevailing taxes, currently 6.1% (up to 100 guests\*).

**FRIDAY EVENING**

Site fee of \$3,500 + tax and Food & Beverage minimum of \$8,500 plus 22% service charge and prevailing taxes, currently 6.1% (up to 100 guests\*).

**SUNDAY EVENING**

Site fee of \$3,500 + tax and Food & Beverage minimum of \$7,500 plus 22% service charge and prevailing taxes, currently 6.1% (up to 100 guests\*).

**DAYTIME WEDDING**

Site fee of \$3,500 + tax and Food & Beverage minimum of \$6,500.00 plus 22% service charge and prevailing taxes, currently 6.1% (Up to 100 guests\*).

*\* Site fee is based on a maximum number of 100 guests; each additional guest over 100 will have a corresponding fee of \$30 plus tax, per person.*