



## Rental Hall and Banquet Facilities

401 East Limberlost Drive, Tucson, Arizona 85705  
Ph: 520 977-4386 or 520 696-9100

**Rental Period:** The morning rental period is from 8 am to 2 pm. The evening rental period is from 3 pm to 11:30 pm. All set up and clean up must occur in this time period. The 2pm and 11:30 pm closing time must be observed without exception.

**Non-Refundable Reservation Fee:** This is the fee for reserving and holding a rental period on a specific date. This non-refundable reservation fee is one-half of the Rental Fee.

**Full Payment:** Full payment is due two weeks before the event. The non-refundable reservation fee is deducted from the total rental fee and the balance due is to be paid by the renter by cash or personal check or certified check.

**Damage Deposit:** There is a mandatory damage deposit of \$150.00, which is due at the time of full payment. Damages will be charged if the event goes beyond the rental period or in the event of physical damages (by the renter or members of his/her party), theft, or if excessive clean up is required. The deposit will be refunded by Las Candelas if none of the above has occurred.

**Change of Address:** Renter must notify Las Candelas, at address below, within 10 days, of any change of address or phone number. It is the responsibility of the renter to maintain good pre-event communications.

**Cancellation:** Either the renter or Las Candelas may cancel a reserved date. Should the renter cancel, the renter forfeits the non-refundable reservation fee. Should Las Candelas cancel the reservation, all fees will be refunded to the renter. A renter cancellation will be assumed if the renter fails to meet fee payment obligations on time.

**Decorating:** Decorating is limited to table settings, floral treatments and other items prior approved by Las Candelas. Nails, thumbtacks, staples, wire, tape or any other device that might harm the surface are strictly prohibited. Use of rice, confetti, glitter or toilet paper is not allowed. Birdseed may be used outdoors at the 4<sup>th</sup> Ave. entrance.

**Smoking:** Smoking is prohibited inside any of the buildings. Ashtrays are provided in the outdoor patio and courtyard.

**Catering:** If you cater an event, the caterer needs to be licensed and bonded and is responsible for all service and clean up and return the kitchen to the condition it was found in. Only caterers with a current "Use Agreement" with Las Candelas will be allowed to use the kitchen.

**Alcoholic Beverages:** Alcoholic beverages may not be sold on the premises at any time. Renters intending to serve alcohol to their guests may serve only from the bar, supervised by bartenders and ensure that service is denied to inebriated or underage guests.

**Music:** City ordinances prohibit loud music in this park setting and residential neighborhood. Music is only allowed in the main hall with doors and windows closed to prevent sound migration. The acoustics do not lend themselves to hard rock or heavy percussion type music and are therefore not permitted. Las Candelas has the right to require the renter to reduce sound levels or terminate music should this be judged necessary. All music must cease at 11 pm prior to the 11:30 shut down of the facilities.

**Children:** Children must be strictly monitored and controlled by adults designated for this purpose. They are not allowed into private areas or the kitchen or bar and are not allowed to play on the stairs, fences, walls or the parking lots. The adjoining public park has lawns and organized play areas to use under adult supervision.

**Rehearsal:** Rehearsal may be scheduled no more than 30 days in advance of the event. A rehearsal period of one hour will be scheduled as a courtesy, at a time period not already booked.

**Clean Up:** All items brought in by the renter or service provided must be removed within the rental period, this includes food, drink, decorations, props, sound equipment etc. Las Candelas may give prior permission to put rented equipment in a designated area for pick up by the vendor the next morning until 10 A.M. Excessive clean-up costs will be charged to the renter if deemed to be necessary by Las Candelas.

*Mailing Address: 6850 N. Table Mountain Rd., Tucson, AZ 85718*