

**Below is a detailed list of the guidelines that must be followed for
Private Events located on Tlaquepaque property.**

Pre-Event:

1. All Caterers and Event companies must provide Tlaquepaque with a Certificate of Liability Insurance detailing the following:
 - \$1,000,000 in liability Coverage.
 - “Additional Insured” needs to be listed as: **Tlaq Partners LLC, CMR/Sedona LLC, Ragland/Sedona LLC, Horn/Sedona, LLC.**
 - Mailing Address: P.O. Box 1868, Sedona, AZ 86339.
 - Physical Address: 336 Highway 179, Suite B218, Sedona, AZ 86336.
 - This Certificate of Liability must be received by Tlaquepaque at least 3 weeks prior to event.
 - A copy of this Certificate of Liability may be faxed to Tlaquepaque at (928) 282-4805.
2. A detailed schedule of the event should be submitted to the office at least 3 weeks prior to the date of the event. Please include the following information:
 - The number of people attending the event.
 - Contact name and phone number for the caterer, DJ or musician.
 - A list of rental equipment or copy of rental contract and any other items that might be getting dropped off indicating time of delivery and pick up.
 - A diagram/map of the event set up.
3. Tlaquepaque provides the site venue only. Tlaquepaque requires only full service catering companies at their events and you must choose a caterer from our approved list of caterers.

Day of the Event:

1. Equipment/Rental Drop Off’s:
 - Equipment and supplies may be dropped off at 3pm on the day of the event.
 - The drop off location for the equipment and supplies must be approved by Tlaquepaque Management.
 - Equipment and Supplies **must** be picked up BEFORE **8am** the next morning.
 - Equipment and Supplies must be neatly stacked and placed in the designated pick-up area immediately following the event in preparation for removal on the following day.
2. Set Up begins at 5pm on the day of the event. Events on the Terrace on Patio del Norte can be set up earlier than 5:00pm if approved in advance. A reception can begin anytime after 6:30pm.
3. No doorways, entryways, or driveways can be blocked or shutdown on the Tlaquepaque property. **No ice can be dumped in our flower beds, plants or trees. This kills our vegetation.** Fresh rose petals not allowed at any outdoor function. Silk rose petals are allowed. Fresh rose petals allowed **only** in the Chapel.
4. Each vendor is responsible for creating a “safe” environment at Tlaquepaque, i.e. using orange cones to mark hazards, taping cords down with duct tape, etc. No fireworks of any kind are allowed at a Tlaquepaque function.
5. All garbage must be removed from Tlaquepaque by the Client’s representative and/or caterer on the evening of the event. If the Tlaquepaque crew removes trash or equipment, the before mentioned party will be charged \$60.00 per hour. This fee will automatically be taken out of the security deposit.
6. The music to be utilized at your event must be approved by Tlaquepaque Management. Some areas are recommended “acoustic style” music only, and some areas are designated for a live band or DJ. The city of Sedona Sound ordinance requires that the music be lowered at 10pm and the amplified speakers be turned off. Acoustic music can continue through the end of your event.

Day after the event:

1. Equipment/Rental Pick Up:
 - Equipment and Supplies need to be picked up BEFORE **8am** the morning after the event.

Special circumstances or exceptions to the above guidelines must have written permission from Tlaquepaque Management prior to the day of the event. Thank you in advance for your cooperation.