



USAGE AGREEMENT FORM FOR

The Tlaquepaque Courtyards & Indoor Reception Room

COURTYARD & INDOOR RECEPTION ROOM FEES:

PATIO DE LAS CAMPANAS \$ 1,000

Only acoustic music is permitted

TERRACE AT PATIO DEL NORTE

Only acoustic music is permitted

9 am to 3 pm \$ 500

5 pm to 11 pm \$ 1,000

CALLE INDEPENDENCIA \$ 1,500

DJ's & live music permitted

LA SALA DE LOS MILAGROS

(Room of Miracles) The room includes the use of 100 charivari chairs and 10-60" round tables

9 am to 3 pm \$ 500

5 pm to 11 pm \$ 1,000

Add the Terrace to any ballroom rental for: \$ 450

REFUNDABLE SECURITY DEPOSIT* \$ 500

*A refundable security deposit of \$500.00 is required on any courtyard or reception room booking. Upon completion of your event, the security deposit will be returned via the mail to the address listed on the agreement form. Tlaquepaque management reserves the right to deduct cleaning fees or fees for any damaged property from the security deposit.

RESERVATIONS:

Tlaquepaque's courtyards are available seven days a week from 5 pm to 11 pm, excluding Thanksgiving and Christmas Day. Receptions can begin at 6:30 or later.

No reservations will be held unless Tlaquepaque receives a signed agreement form and the full payment of all fees.

The fees are for the site venue only and do not include tables, chairs or any other coordination (excluding La Sala de los Milagros). Rentals and the equipment set-up, removal of garbage, tables, chairs, decorations and all other items to be used for your event are the responsibility of the booking party.

We accept money orders, personal checks, Visa and MasterCard. Checks and money orders should be made payable to Tlaquepaque and mailed to PO Box 1868, Sedona, AZ 86339.

CANCELLATIONS:

Cancellations must be received no later than one week prior to the scheduled event. A 50% cancellation fee will be deducted from any refund on the courtyards or La Sala de los Milagros. Any cancellation received within the seven days prior to the event is non-refundable.

INCLEMENT WEATHER:

Any event scheduled in the courtyards will have the opportunity to move the event into La Sala de los Milagros due to inclement weather conditions. There will be no additional fees; however, there will be no refunds since Tlaquepaque is accommodating the event as scheduled.

RESERVATION REQUEST:

We would like to book :

_____ (specify location)

On _____, 200__

From _____ to _____.

(Required for La Sala de los Milagros)

Please note set up is not permitted before 5 pm on any courtyard.

We accept the Patio and area surrounding the Patio and/or La Sala de los Milagros, the Indoor Reception Room, (collectively, the "Premises") and are aware of the condition of the Premises site seen or unseen. We accept the Premises in their "AS IS" condition and the owners of the Patio and/or Reception Room shall have no obligation to improve or repair the Premises in connection with our use. We agree to repair any damage to the Premises incurred during the period of our use of the Premises, regardless of the cause of such damage (including without limitation to damage caused by negligence or intentional misconduct by guests and/or vendors). We agree to clean the Premises during or in connection with our use of the premises. We agree to indemnify, protect, defend and hold the owners and managers of the Premises harmless from any claims of any nature arising during or in connection with our use of the Premises, including damage to property or injury or death of persons, whether or not arising from negligence or intentional misconduct by guests and/or vendors. We agree to hire a coordinator for our patio event. Tlaquepaque management can be hired as coordinator or a coordinator can be chosen from the Tlaquepaque referral list. We agree to hire a caterer from the Tlaquepaque approved list of caterers.

Signature: _____

Name of Bride: _____

Name of Groom: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

Fax: _____

E-mail: _____

WE HEREBY AGREE TO PAY:

Courtyard Fee: \$ _____

La Sala de los Milagros: \$ _____

Add \$ 3.00 for credit card processing fee \$ _____

TOTAL FEES DUE \$ _____

Refundable Security Deposit due: \$ 500.00.

Fee paid by check # _____

Security deposit paid by check # _____

VISA/MASTERCARD

EXPIRATION DATE CVV CODE*

NAME AS IT APPEARS ON CARD

CARDHOLDER SIGNATURE

BILLING ADDRESS FOR CREDIT CARD

CITY, STATE, ZIP CODE

*CVV code (on back of card by signature line)

Upon receipt of the Courtyard Agreement Form and full payment, a Letter of Confirmation will be sent to confirm your booking. Please fill out this document and fax to Tlaquepaque at (928) 282-4805. Questions, call us at (928) 282-4838 or via e-mail at info@tlaq.com. Mailing address: P.O. Box 1868, Sedona, AZ 86339