

THE
CARRIAGE
— HOUSE —
DOWNTOWN TUCSON

BOOKING YOUR DATE

In order to confirm your desired date we kindly ask you do the following within 72 hours of receiving contract to ensure date confirmation.

1. SIGN CONTRACT

Please double check all contact information, date, and booking details. Once approved please sign page 1 and 4. We also require credit card information on last page for damage deposit and any incidentals.

2. RETURN CONTRACT

Please return the contract in its entirety by email info@carriagehousetucson.com or arrange a in person signing.

3. SOLIDIFY YOUR DATE

To solidify your date we can receive your 25% booking deposit in the following methods:

- a.) In person cash, money order payable to The Carriage House, or payment with credit card.
Please contact us via email info@carriagehousetucson.com to arrange a in person signing and/or payment
- b.) Please kindly fill out the auth. form on contract for credit card payment and card will be processed upon receipt and copy of receipt will be sent via email

INTERIM PAYMENTS:

Just a reminder, that halfway between the date of your event and the date of your booking, an additional 25% payment will be due. Please note amount and date on front of your contract. A interim payment reminder will be sent via email 30 days prior to due date and the payment process will be the same as above. All interim payments must be made within two weeks of due date or contract is subject to cancellation.

Additional payments on your contract can be made. Please contact the Event Manager to arrange. Also please note all booking deposits, interim payments, and additional payments are non refundable and non transferable.

DOWNTOWN'S SOCIAL EVENT VENUE

Contact: (520) 614.1922
Email: info@carriagehousetucson.com
Address: 125 South Arizona Ave.
Tucson, AZ 85701

Web: carriagehousetucson.com
Services: Event Space / Catering

Tag: @carriagehousetucson



THE
CARRIAGE
— HOUSE —
DOWNTOWN TUCSON

YOUR INTERIM PAYMENT IS NOW DUE

Please note your 2nd interim payment due date on page (1) of your contract.

1. INTERIM PAYMENT

All interim payments must be paid on or before due date list under interim on your contract.

2. PAYING YOUR INTERIM PAYMENT

To pay your interim we can receive it the following ways:

- a.) In person cash, money order payable to The Carriage House, or payment with credit card.
Please contact us via email info@carriagehousetucson.com to arrange a in person payment.

INTERIM PAYMENTS:

Just a reminder, that halfway between the date of your event and the date of your booking, an additional 25% payment will be due. Please note amount and date on front of your contract. A interim payment reminder will be sent via email 30 days prior to due date and the payment process will be the same as above. All interim payments must be made within two weeks of due date or contract is subject to cancellation.

Additional payments on your contract can be made. Please contact Event Manager to arrange. Also please note all booking deposits, interim payments, and additional payments are non refundable and non transferable.

DOWNTOWN'S SOCIAL EVENT VENUE

Contact: (520) 614.1922
Email: info@carriagehousetucson.com
Address: 125 South Arizona Ave.
Tucson, AZ 85701

Web: carriagehousetucson.com
Services: Event Space / Catering

Tag: @carriagehousetucson



STILLWELL HOUSE
HISTORICAL COURTYARD GARDEN, PREMIER EVENTS

Venue; 134 South 5th Avenue, Tucson AZ 85701
Mailing; P.O. Box 1203, Tucson, AZ 85702

Ceremony Only 2024/2025

Stillwell House does offer ceremony only from 8am to 12pm conclusion time frame weekend calendar (Friday-Sunday) with additional times available during the week please inquire within.

PRICING

1 - 50 guests	1,000.00
50 - 75 guests	1,250.00
75 - 100 guests	1,500.00
100 - 125 guests	1,750.00
125 - 150 guests	2,000.00
150 - 200 guests	2,250.00

SERVICES INCLUDE:

- Indoor Stillwell House ceremony or courtyard garden ceremony
- 2.5 hrs of venue time for you to use for dressing, décor, ceremony, and photography
- Mahogany chiavari chairs with ivory cushions setup for ceremony
- Linen draped greeting guest book table
- Outdoor infused water station with guest amenities
- Decorative wreaths for gates
- Use of 1901 room card and gift table
- Appointed restrooms for guests
- Unity altar candle table at ceremony site

*All packages subject to tax

*Champagne service includes 1 bartender, glasses, and pouring/passing of your provided champagne 3.00 per guest

*Coffee Bar service includes self service coffee bar, cups, and condiments 3.00 per guest

*Lemonade and ice tea station 3.00 per guest

*No outside food or drink permitted

*Package subject to sales tax

*Have your garden ceremony at Stillwell House and Reception at - carriagehousetucson.com

TEL. +1 520 623 9123
E. EVENTS@STILLWELLHOUSE.COM

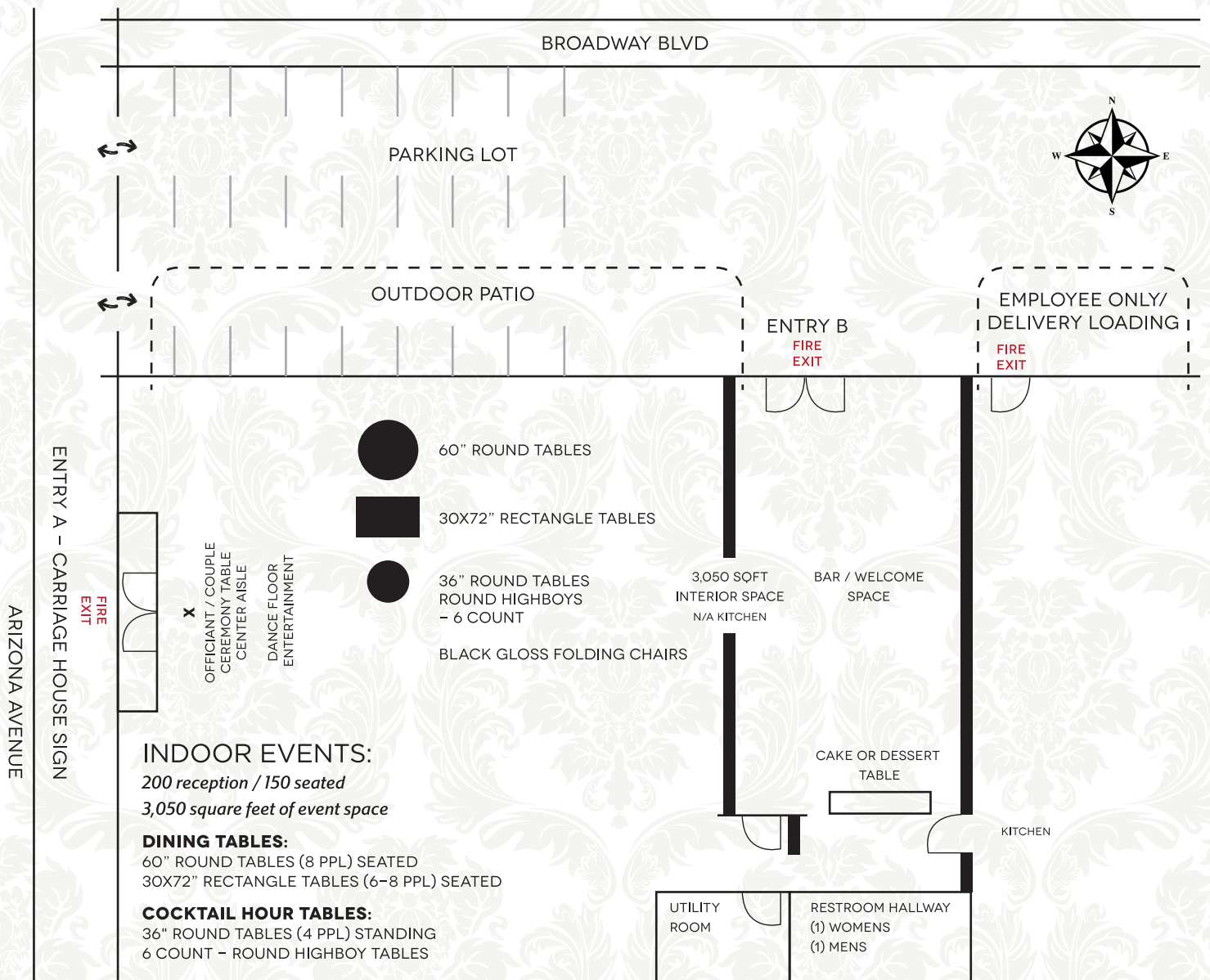
WEB. STILLWELLHOUSE.COM IG. @STILLWELLHOUSE FB. STILLWELLHOUSE #STILLWELLHOUSE

THE CARRIAGE — HOUSE —

DOWNTOWN TUCSON

INDOOR FLOOR PLAN

The Carriage House invites you to review the indoor event space with your Event Coordinator to best design the flow of each designated area.



Contact: (520) 614.1922
Email: info@carriagehousetucson.com
Address: 125 South Arizona Ave.
Tucson, AZ 85701

Web: carriagehousetucson.com
Services: Event Space / Catering

Tag: @carriagehousetucson



THE
CARRIAGE
— HOUSE —
DOWNTOWN TUCSON

OUTSIDE CATERING / HOURLY RENTALS

The Carriage House does welcome all insured licensed caterers. We do require bartending services, table settings, and The Carriage House service staff. Please see below for fees:

VENUE RENTAL*

Saturdays \$4,000.00 / Friday and Sunday \$3,000.00 / Weekdays \$2,000.00 - exclusive use of venue for am or pm event.

Based on 100 person guest count for 3 hr preset time immediately prior to event, 5 hrs of event time, and 1 hr courtesy rehearsal / drop off time day prior to event. Rental includes house linens, tables, chairs, setup of space.

**Add \$30.00 for every additional guest after 100*

BARTENDING SERVICES*

• Non-Alcoholic Beverage Station - includes decaf and regular local coffee station with condiments, agave mint green tea, prickly pear lemonade, and citrus infused water station \$7.00 per guest based on a min of 50 guests

• Cash or Hosted Bar - bartending fee \$200.00 per event, all hosted bars subject to a 22% gratuity fee.

Bar offerings and preset hosted tab to be determined prior to event. Please see bar menu for current offerings.

TABLE SETTINGS

10.00 per guest

For all three courses including water and wine glass at table, salt and pepper, house table linens and linen napkin choice of charger plate or client may provide papergoods.

THE CARRIAGE HOUSE SERVICE STAFF

\$10.00 per guest (50 guest min)

For setup, service, clean up, and take down - upgraded options available, please inquire.

LICENSED BONDED INSURANCE CATERING*

Only licensed bonded insured catering companies have a use of kitchen for final prep and serving. \$300.00 refundable kitchen prep cleaning deposit required. After use, your deposit will be refunded if all left to The Carriage House standards. Caterer must provide all chafing dishes, utensils, and serving equipment and must dispose off all trash in provided dumpsters with their provided trash bags. Written menu with food explanation and dietary notes will be provided to The Carriage House staff.

**Package is subject to all deposit schedules, taxes, and said additional fees*

Stillwell House Garden Ceremony Packages - hold your ceremony at our sister venue in the lovely garden courtyard. Ask about rental rates and availability. Ask about our Theme Event Packages and Downtown Pix Photobooth.

DOWNTOWN'S SOCIAL EVENT VENUE

Contact: (520) 614.1922

Email: info@carriagehousetucson.com

Address: 125 South Arizona Ave.

Tucson, AZ 85701

Web: carriagehousetucson.com

Services: Event Space / Catering

Tag: @carriagehousetucson

