

STILLWELL HOUSE

HISTORICAL COURTYARD GARDEN, PREMIER EVENTS

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

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 Stillwell House contract in its entirety by email candace@stillwellhouse.com, by mail to our mailing address P.O. Box 1203 Tucson AZ 85702 or arrange in person signing.

3. SOLIDIFY YOUR DATE

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

- a.) In person cash, personal check or money order payable to Stillwell House, or payment with credit card. Please note all credit card transactions are subject to a 3% service fee. Please contact Candace via email candace@stillwellhouse.com to arrange a in person signing and or payment.
- b.) Check or money order payable to Stillwell House.

Our mailing address is:

Stillwell House
PO BOX 1203
Tucson, AZ 85702
- c.) Credit cards via our online payment platform, ZOHO. Please request a link from the office and one will be sent over. Please note all credit cards are subject to a 3% processing fee.
- d.) Zelle payments can also be made under Candace Carrillo **(520) 360-0646**.

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 office to arrange. Also please note all booking deposits, interim payments, and additional payments are non refundable and non transferable.

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

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