

STILLWELL HOUSE

• EVENT PLANNING AND PRICING •

HISTORICAL COURTYARD GARDEN

*Stillwell
House*

ESTABLISHED 1901

Event & Celebration Guide

Thank you for choosing Stillwell House for your special event. We look forward to welcoming your guests to our beautiful venue, providing them the best in setting, cuisine, and service.



CUSTOMIZE YOUR EVENT AND CELEBRATION

As one of Tucson's authentic historical landmarks, Stillwell House provides an elegant downtown setting for your special event. We offer wedding and event packages to fit any budget, taste and style. From classic garden bistro brunches to elegant candlelit evenings, we can help customize your event.



STILLWELL HOUSE HISTORICAL COURTYARD GARDEN, PREMIER EVENTS

Venue; 134 South 5th Avenue, Tucson, AZ 85701 Mailing; P.O. Box 1203, Tucson, AZ 85702 P. +1 520 623 9123 E. events@stillwellhouse.com



PACKAGE INCLUDES*

Your guests will be welcomed into our historic downtown facility and will enjoy the following amenities along with your chosen menu package. Your Stillwell House package includes;

Exclusive use of the property: 1901 Room Bar, Historical Courtyard Garden, and Stillwell House.

The 1901 Room for cocktail hour and/or dancing space which boasts an entertainment dance space, ambient lighting, tables, chivari chairs and bar stools, historic old pueblo club antique style bar, two double use restrooms, gift and card box table, cake dessert area with hedge wall and chandelier, central air and heating - UV I Wave air purifying mobile fan units for your health and safety.

Historical Courtyard Garden for ceremony and/or dining reception. Includes classic bistro courtyard lighting, fountains, adorned arbor lounge settings, and elegant tree lights. For chilly months we offer four portable space heaters. Check out our cute selfie station complete with "Happily Ever After" festive neon and and tan velvet settee - great for photo ops!

Stillwell House for cocktail hour and/or dining reception, and/or indoor ceremony option. Stillwell House includes a center classic staircase which showcases both levels of dining. Two single use restrooms, handicap accessibility for the bottom level as well as central air and heating. Stillwell House includes two dressing quarters with complimentary amenities.

Rehearsal and day before drop off if marrying on premise we offer a **courtesy** one hour ceremony rehearsal the day before your wedding. Please ask your DJ and officiant to attend this practice time along with your bridal party. This is also the time to drop-off any non-perishable items and product such as alcohol and décor. Perishable items including sweets, desserts and flowers are to be dropped day of wedding 3 hrs prior to start time We also offer complimentary refreshments for your attendees during the ceremony rehearsal. If marrying offsite, we will schedule a drop off time for your non perishable product including alcohol the day before as well.

On the day of your wedding we offer a **2** hour courtesy preparation time immediately prior to event start time for dressing, photos, and last minute décor touch-ups.

Event time is 6 hours starting with your invitation time, house curfew is 11:30pm.

We provide mahogany chiavari chair with ivory cushion, various sized tables, linens and linen napkins in an assortment of colors and the additional items listed below;

- GUEST WATER STATION
- CHINA AND FLATWARE
- ASSORTED CHARGER PLATE STYLES
- PLACE CARD TABLE WITH LINEN
- GUEST BOOK TABLE WITH LINEN
- TABLE NUMBERS AND STANDS
- 1901 BAR ROOM INSIDE DANCE FLOOR
- HIGH CHAIRS AND BOOSTER SEATS
- GLASSWARE
- COMPLIMENTARY CAKE CUTTING
- GIFT CARD TABLE WITH CARD BOX
- TWO ROD IRON FLOOR EASELS
- CAKE RISERS
- CAKE CUTTING KNIVES
- DÉCOR: WREATH + OUTDOOR LANTERNS
- WIFI THROUGHOUT PROPERTY



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Stillwell House Event Services

Included in your full service package...

Catering

Your package includes catering from Stillwell Catering Co. Acclaimed and celebrated Chef Carlotta Flores and her team infuse cuisine with a signature blend of the best in local ingredients coupled with the elegant presentation and style of the Stillwell Catering Co. We offer both plated and buffet style dinner service. We will work with you to create a custom menu for your event to meet your taste, theme and budget. All couples will enjoy a complimentary tasting of their top 3 menu selections to be scheduled near or around interim payment due date. The tasting can be done onsite in our 1901 room or to go at home at a predetermined TBD. Couples will also select one appetizer from the included list to be offered to their guests during cocktail hour. Additional appetizers, salad course, and late night fare may be added as well. We also offer wonderful childrens menu selections as well as assistance with any dietary needs.

Wedding Ceremony

Our lovely historical courtyard garden or Stillwell House can be used for your wedding ceremony. We will setup our mahogany chiavari chairs ceremony style, altar table if needed, guest book table with linen drape, memory table, and guest water station. We also will assist in times of inclement weather to make seamless transitions for your guests comfort.

Professional Staff and On-Site Event Manager*

Stillwell House is pleased to offer our event management team who will oversee venue operations. We also provide the best in Serv-Safe certified, Pima County Health Dept Food handler certified, wait staff to assist you and your guests. If further assistance is needed, we will gladly connect you with a member of our team for full service event coordination services.

**Si habla espanol*

Audio and Visual Enhancements

We offer complimentary WiFi throughout the venue, use of a portable PA and projection screen, Sirius radio in the 1901 room and Stillwell House.

Beverage and Bar Service

We're pleased to provide beverage and bar service for your event. Stillwell House professionally serves all liquor and spirits that you provide for your event. Included in your package is a experienced bartender , ice, garnishes, soft drinks, juices and elegant coffee and hot tea station.

Elegant Cake Cutting Service and Stand

We provide a lovely cake and dessert display backdrop in the 1901 Bar Room. Complete with hedge wall, chandelier, and antique wood dessert table. We include table and linens for this dessert area with your choice of silver or gold cake stand and a variety of cake cutting knife sets. Cake cutting is complimentary. We include additional candy or dessert bar tables that are needed.

Parking and Valet

We are delighted to be located in the heart of downtown Tucson with restaurants and bars in close proximity for guests to enjoy post event. Parking is predominantly street parking at the Stillwell House, it is free after 5pm Monday-Friday, and free all day on the weekends. Please reference downtown parking maps on our website. We are pleased to offer exclusive valet parking packages through Southwest Valet. Please inquire if you wish to arrange valet and we will gladly connect you with Southwest Valet to make direct arrangements or find their info on our vendor page.

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Inclusive services and add-ons...

BAR SERVICES

Stillwell House provides professional bartending services, serving all liquor, spirits, and beverages that you provide for your guests.

- services of one bar and one bartender in 1901 Bar Room
- bar glassware-highball, martini, wine, champagne, rocks
- ice for the entire event
- lemon, limes, oranges, olives, cherries, margarita salt
- pepsi products - pepsi, diet pepsi, starry, ginger ale, dr. pepper
- orange juice, cranberry juice, pink lemonade, tonic, soda
- coffee service and hot tea station
- online alcohol quantity and purchasing guide, visit www.stillwellhouse.com for guide
- 5.5 hours of open bar with your provided alcohol
- wine and champagne service during dinner with your provided alcohol

**We maintain the discretion to close your bar any time*

BAR PRICING*

1901 Bar Basic Package up to 100 guests 700.00

Parties of 100-150 Bar Package 800.00

Parties of 150-200 Bar Package

(requires two bartenders in 1901 Bar Room) 1,000.00

Parties of 200 Plus Bar Package

(requires two bartenders and bar back in 1901 Bar Room) 1,200.00+

Cocktail Hour in Main House includes Bartender and Bar Setup 500.00

(required when dining in courtyard)

Garden or Front Lawn Bar 500.00

Cheers Champagne Cart with Attendant - 150.00

Champagne Cart with Attendant

Bottled Water - 2pp

(serving your provided champagne pre or post ceremony or during toast)

**For large parties, we recommend adding extra bartenders and/or cocktail servers (additional bartender and cocktail servers \$200 ea.), see our quantity guide online to assist you in planning for your guests - Add to your bar: min 50 agave mint green tea 3pp, prickly pear ice tea 3pp, prickly pear lemonade 3pp, horchata 4pp, horchata cold brew 4pp, cucumber lime agua fresca 4pp*

EXTRAS

- rehearsal and ceremonial coordination 350.00
(required with on-site ceremony with no full service planner, a member of the planning team will be here to assist at rehearsal and again for ceremony only on wedding day - this fee is waived with a full service planner)
- full service and day of wedding coordination - MP
- additional pre-event time 125.00/hour
- décor take down 150.00
- next AM pickup of items 50.00
- additional hour added to package 1,000.00
(alcohol served for 6 hrs with offsite ceremony at bartenders discretion. Alcohol served for 5.5 hours with onsite ceremony at bartenders discretion)

WHAT YOU PROVIDE - *Items to consider for your event...*

- full service Event Planner
- all dinner centerpieces
- ceremony décor
- specialty dessert *(complimentary cake cutting)*
- DJ or live music and microphone for your ceremony or after dinner dancing
- photography and Downtown Pix - photobooth
- wine, spirits, and alcoholic beverages see Stillwell House recommended shopping guide at stillwellhouse.com
- your officiant to oversee your vows and ceremony
- valet parking services provided by Southwest Valet



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Event Estimate

Full Service Package + Your Bar Selections + Your Event Menu

INCLUDES:

CATERING, VENUE, BARTENDING SERVICES, TAXES AND SERVICE FEE

This quote is based on _____ adult guests with a \$ _____ base min. per person menu charge.

Catering Menu Total: \$ _____

Catering Menu: **children** ages 3 to 12yrs beginning at \$15.00 per child \$ _____

Ceremony Site Fee: < up to 100 guests \$500, 100-150 \$700, over 150+ and above \$800 > \$ _____

Venue Rental for Fri/Sun/Weekday Rental: based on a 50 person minimum \$ _____

Venue Rental for Saturday: based on a 100 person minimum \$ _____

Additional Guest Fee: any guest over 100, \$25.00pp \$ _____

Primary Bartending Services for 1901 Bar Room: \$ _____

Main House Bar for Cocktail Hour with Dinner in the Courtyard: \$500.00 \$ _____

Additional Bar: \$ _____

Rehearsal and Ceremony Day of Coordinator: \$350.00 \$ _____

**waived with full service Event Planner*

Catering Sales Tax: (8.7%) \$ _____

Venue Tax: (2.6%) \$ _____

Service Fee: (22%) on venue/catering \$ _____

Total Estimated Cost: \$ _____

- Discount and/or Promotional Rate: \$ _____

Final Estimated Total: \$ _____

**50 person min. For Fridays, Sundays and Weekdays year-round*

**100 person minimum for Saturdays*

**50 person min for any event in June, July, and August*

**\$1,000.00 off any Summer Wedding Package - June 1st to September 1st - based on 5 hr event time*

Available Dates: _____

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EVENT PAYMENTS

FULL SERVICE PACKAGE ESTIMATE

We are happy to provide you with the following price estimate based on your initial attendance numbers and your menu selections. This is an initial estimate only and does not include any other additions that you may make at a later date.

1ST BOOKING PAYMENT (25% OF EVENT TOTAL)

To secure Stillwell House for your wedding event date, we require a non-refundable and non-transferable deposit that will be applied to your total package balance when you book your wedding date at Stillwell House along with a signed contract.

INTERIM / 2ND PAYMENT (25% OF EVENT TOTAL)

On or before the mid-date between your booking date and your event date, we require a non-refundable and non-transferable deposit that will be applied to your total package balance.

- The interim 1/2 way time is a great time to schedule a planning session with us
- Your catering tasting will also typically be scheduled on or around the interim payment date
- Interim reminder will be emailed by us along with information on how to setup your catering tasting of your top (3) menu selections at a TBD date to be held onsite

FINAL APPOINTMENT / FINAL PAYMENT (REMAINING BALANCE DUE)

- **One month prior** to your event date we will email you to solidify your rehearsal day and time and schedule your final appointment for (2) weeks prior to event date. Your rehearsal date and time will also be noted
- Final appointment occurs on Monday-Thursday during office hours 10am to 4pm. Weekends and evenings are reserved for events thus not available. Final appointments can be done over the phone for our out of town couples
- Please allow (2) hours for your final appointment
- At final, we will confirm your vendor list, day of details, floor plan, timeline, menu, and seating arrangements
- Final total will be given and must be paid at that time. Accepted methods of payment are cash, zelle, money orders, credit cards with 3% service charge. **No personal checks accepted at final payment.** If needed, final payment can be arranged withing (48) hrs of the final.
- Once final count is given it may be increased within (72) hrs prior to event but not decreased once given
- Please call **(520) 623-9123** or email: **candace@stillwellhouse.com** to schedule your final appointment

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LEADING UP TO YOUR WEDDING

BOOKING YOUR EVENT DATE

Once you decide on your event date with us we will send you a booking contract for your review and signature. Once signed, 1st payment is due to **Stillwell House - PO BOX 1203, Tucson, AZ 85702** or you may sign, scan, and email your contract to **events@stillwellhouse.com**. You may request a credit card online payment link - all credit cards subject to a 3% service charge or arrange an in person signing and payment drop off. Once signed contract and 1st payment have been received you will begin your journey with us to the event/wedding day. Your date is now secure with your desired date and you may begin selecting your vendor favorites.

1. SIGN CONTRACT

Please review 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, or in person.

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 contact Candace via email candace@stillwellhouse.com to arrange a in person signing and or payment. Please note all credit card transactions are subject to a 3% service fee. Please include booking contract # from top right of your contract. Zelle payment can be arranged, please contact the office.

b.) Check or money order payable to Stillwell House. Please include booking contract # from top right of your contract.

Our mailing address is:

STILLWELL HOUSE
PO BOX 1203
TUCSON, AZ 85702

c.) Credit cards via our online payment platform, ZOHIO. Please request a link from Candace and one will be sent over. Please note all credit cards are subject to a 3% processing fee.

INTERIM PAYMENTS:

Once your contract is signed and deposit has been made, your date is secure. You can then proceed with planning your special day. 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 page (1) 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 Candace to arrange. Please note all booking deposits, interim payments, and additional payments are non refundable and non transferable.

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LEADING UP TO YOUR WEDDING *(continued)*

6 MONTHS PRIOR TO WEDDING – INTERIM / MIDPOINT BETWEEN BOOKING & EVENT DATE

- Stillwell Catering Co. tasting - we will arrange and/or a in person or to-go menu tasting of your top 3 menu selections. This will occur in the 1901 Bar Room at TBD date and time. If togo, please park in driveway and your tasting will have reheating instructions. Onsite, we will welcome you both to enjoy with us. Please see Menu Tasting attachment for more information
- Schedule a preliminary final appointment with Stillwell House to go over wedding details such as vendors you have booked, timeline, colors, etc. Appointments are available if needed in person, via phone, or by Zoom
- Interim payment is typically also due at this time, please note your exact due date on your contract. This payment must be made within 2 weeks of this due date to keep your contract current and in good standing. A email reminder will also be sent

1 MONTH PRIOR TO WEDDING

- We will email you to solidify your rehearsal day and time and schedule your final appointment for (2) weeks prior to event date. Your rehearsal date and time will also be noted
- Final appointment occurs on Monday-Thursday during office hours 10am to 4pm. Weekends and evenings are reserved for events thus not available. Final appointments can be done over the phone for our out of town couples
- Please allow (2) hours for your final appointment
- At final, we will confirm your vendor list, day of details, floor plan, timeline, menu, and seating arrangements
- Final total will be given and must be paid at that time. Accepted methods of payment are cash, zelle, money orders, credit cards with 3% service charge. **No personal checks accepted at final payment.** If needed, final payment can be arranged withing (48) hrs of the final.
- Once final count is given it may be increased within (72) hrs prior to event but not decreased once given
- Please call **(520) 623-9123** or email: **candace@stillwellhouse.com** to schedule your final appointment
- Confirm your wedding rehearsal date and time if ceremony is on premise, if ceremony is not on premise Stillwell House will confirm your product drop-off. Stillwell House will email you to schedule this rehearsal/supply off time typically done 1 to 2 days prior to your event based on our current event calendar

2 WEEKS – 10 DAYS PRIOR TO WEDDING

- Final payment appointment with wedding couple to confirm all final wedding details - final guest count and final payment are due at this appointment. Final appointments in person or over phone are done typically mon- thurs, 11 am to 4pm and can take up to 2 hrs duration - Not in town? A phone final can be scheduled

ONE TO TWO DAYS PRIOR TO WEDDING*

- Ceremony Rehearsal - product drop-off to include alcohol, non-perishable products such as signage, seating charts, décor, guest book etc.
- You have up to **1 courtesy hour** for your ceremony rehearsal. Stillwell House does require your DJ, Event Planner, and Officiant to be present at the rehearsal. Please limit rehearsal to immediate wedding party and family

THE DAY OF YOUR WEDDING

- All vendors can arrive **3 hours before wedding** start time to begin their setup. Perishable products including desserts, candies, and florals can be delivered during this window and are not accepted for overnight storage

2 HOURS BEFORE YOUR WEDDING

- Wedding party will be allowed in dressing quarters and appropriate areas to begin dressing and/or take picture

POST WEDDING

- Designate a trusted friend or family member to retrieve any leftover alcohol, cake, and all wedding items including centerpieces and decor to take home. Next day pickup for you or for vendors available for an additional \$50.00

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