

EL PORTAL POLICIES FOR SPECIAL EVENTS

Thank you for your inquiring regarding El Portal Sedona for your special event. The following guidelines will help you to plan your event.

El Portal is the perfect location for small intimate weddings, rehearsal dinners, family gatherings, corporate retreats, or any celebration from 2 to 35 guests. Even if you are having your event at another location, El Portal is a perfect “headquarters” for the wedding party. El Portal is located within walking distance to the major art galleries, upscale retail and restaurants in Sedona.

Our courtyard garden can accommodate up to 35 guests for the wedding ceremony or buffet dinners in nice weather. The “Great Room” offers fine dining for up to 35 guests.

El Portal first and foremost is a luxury Inn, and our guests expect a quiet tranquil environment, with this in mind, we do not allow parties after 9:00pm unless arranged in advance and the entire Inn is booked for the event, so as not to disturb other guests.

There is a two-night minimum to rent the entire Inn and. The published room rates for the date of the event will apply along with a rental fee for the “Great Room” and/or Courtyard. A 3% staff gratuity and applicable sales taxes will be added to the room rates. In order to book the entire Inn, we require a \$2,500.00 non-refundable deposit which is required at the time of booking and the balance due 60 days prior to the event.

If the guest rooms are to be paid by your individual guests, we will refund the 25% deposit to the host at the end of the event, as long as all rooms are paid for in full, any no shows or open rooms will be the responsibility of the sponsoring host. The host couple is responsible for any damage to the Inn or guest suites.

All room rates published are for double occupancy, for additional guests there is an up charge of \$35.00 per person per day. Many of our guest suites can accommodate 3 to 4 guests. Those guest suites are #2, #3, #5, #7, and #9, #10, #11 and #12 (the largest two room guest suites) for a total of 36 guests.

The charges for the common areas are as follows: Courtyard fee \$400.00 for 4 hours, each additional hour will be billed at \$175.00 per hour. The “Great Room” fee is \$700.00 for 4 hours, each additional hour at \$175 per hour. The common areas of the Inn close at 8:30pm unless special arrangements are made in advance. There is a \$75.00 per hour fee for each extra staff member who stays beyond 9:00pm. The number of staff needed is determined by the number of guests at each event.

El Portal retains the right to serve breakfast to outside guests unless other arrangements are made in advance. Breakfast is provided each morning in our “Great Room” or Courtyard, to our hotel guests and to visitors. Breakfast is ordered off the menu at an additional charge. Other fees may apply for set up and take down of rental equipment.

Our Chef can help you plan your menu along with your wine selections. El Portal has an extensive wine and beer list, featuring domestic and imported libations. Arizona State Law prohibits the serving of outside liquor in a licensed establishment; therefore, all wine and beer must be supplied by El Portal. El Portal recommends that you use a professional wedding planner to help with the logistics of staging a wedding. They can also be helpful with other vendor selections, such as the minister, flowers, bakery, etc. There are many web sites available to help you with this task. We suggest visiting www.sedonaweddingpa.com for more information and links to other wedding professionals. El Portal does not plan or stage weddings; we offer lodging, catering, and a beautiful venue for your event.

Our unique combination of location, architecture, design and superb dining, make El Portal the ideal location for your special event in Sedona.

At El Portal we take pleasure in offering you the following accommodations. Each morning from 8:00 to 10:00am you will be treated to a full gourmet breakfast, not included in your room rate. For those of your guests that are more adventurous we have a very experienced guide to caravan a day trip to the Grand Canyon, complete with lectures at interesting stops along the way.

El Portal has an Executive Chef on staff that would love to help you plan your rehearsal or wedding reception dinner, BBQ, or buffet dinner in our Courtyard. We offer a thoughtful wine and microbrewery list for your special event.

Major golf courses are within a 15-minute drive from El Portal. We have several expert massage therapists to pamper you with in-room massage. In addition to that our guests are welcome to use the pools, gym, or full service spa at the resort next door to us. For those in your group that would love to enjoy a relaxing facial or other body treatments, we can recommend Sedona's New Day Spa or the new Sedona Rouge Spa.

In closing, we would like to say that we are located at the end of a private road, but within walking distance to Tlaquepaque's Arts & Crafts Village, the best upscale galleries, retail shops and restaurants. We will look forward to making your trip to Sedona most enjoyable time with all your needs attended to.

Sincerely,

The Staff at El Portal Sedona