



GRAND CANYON

NATIONAL PARK LODGES

2015

Policies and Procedures

For more information please contact Group Sales
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Legendary Hospitality by Xanterra



Available Space

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

El Tovar Dining Room

El Tovar Dining Room may be reserved for functions at the following times

March 16 through December 1

(blackout dates may apply)

Breakfast: 6:30 AM to 8:00 AM for up to 60 people

Lunch: 11:15 AM for up to 80 people

Dinner: 4:30 PM or 5:00 PM for up to 45 people

December 2 through March 15

(blackout dates may apply)

Breakfast: 6:30 AM to 10:00 AM for up to 80 people

Lunch: 11:15 AM to 2:30 PM for up to 80 people

Dinner: 4:30 PM to 9:00 PM for up to 80 people

The Food and Beverage Department must have a 30 day notice to book functions. Limit one group per meal period unless approved in advance by Food and Beverage.

We are unable to guarantee a specific area of the dining room.

The El Tovar dining room is open to the public and exclusive areas may not be available.

Parties of 20 or more must order in advance off the Banquet Menu.



Available Space

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Arizona Room at Bright Angel Lodge

Arizona Room breakfast buffets are only available for groups between 20 and 100. The room may be reserved by more than one group at a time based on the size of the group.

Santa Fe Room at Maswik Lodge

This facility is generally used by tour groups during the day. This area is ideal for large private parties or tour groups beginning at 5:30 PM (groups requiring special set-up will begin later). Beer and Wine bar is available until 11:00 PM. The maximum capacity for this area is 160 people for buffet dinner with family style seating.

This room will accommodate 100 people comfortably with buffet or plated dinner and dance floor. There is ample space for a DJ (9:00 PM to 11:00 PM).

Santa Fe Room Buffets are available for groups between 20 and 160 and may be reserved for functions at the following times:

Breakfast: 6:00 AM to 10:00 AM

Lunch: 11:00 AM to 11:45 AM or 1:00 PM to 3:30 PM

(Not available from March 15 - April 20th)

Dinner: 4:30 PM to 9:30 PM



Available Space

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Thunderbird Room

Located on the second floor of the Thunderbird Lodge and catered by El Tovar kitchen. A comfortable room with a balcony overlooking the rim of the Canyon and a fireplace. The room is approximately 1200 square feet.

Seating Capacities

U-Shaped	Classroom	Auditorium	Family Style
35	45	60	54
Hollow Square	Reception*	Sit-Down	
35	80	48	

Kiva Room

Located on the first Floor of the Thunderbird Lodge and catered by El Tovar kitchen. This room features a fireplace, a private exit to the rim trail, and an exquisite view of the Canyon. The room is approximately 780 square feet.

Seating Capacities

U-Shaped	Classroom	Auditorium
25	25	40
Hollow Square	Reception*	Sit-Down
25	52	32

*Reception refers to standing room with very limited seating. See next page.

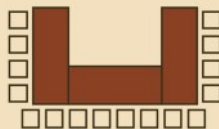
Available Space

[Available Space](#)

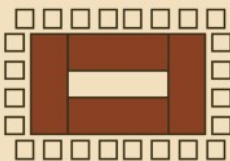
[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

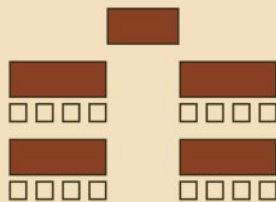
Seating Arrangements



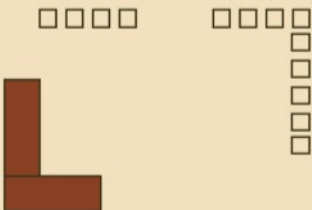
U-Shaped



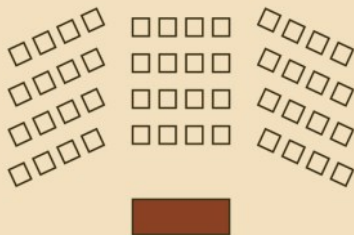
Hollow Square



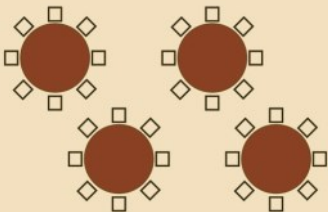
Classroom



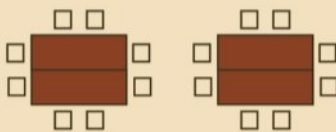
Reception



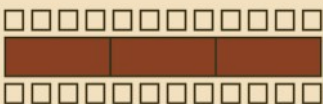
Auditorium



Sit-Down



Santa Fe Room Buffet Style



Family Style



Available Space

[Available Space](#)

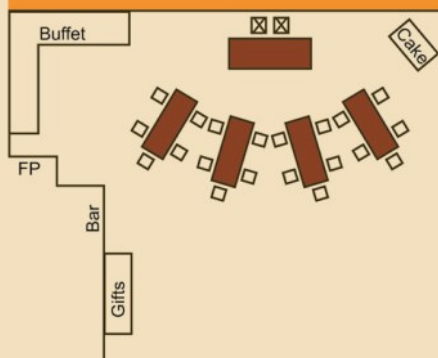
[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

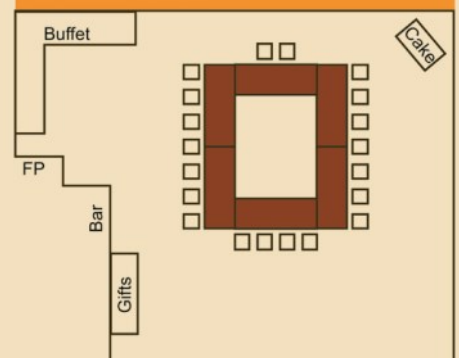
Thunderbird Room Wedding Floor Plans

The seating charts below will maximize floor space. The cake and gift basket tables may be interchangeable depending on group size. Orientation of the floor plans is north towards the top of the page. The Canyon is to the north of all floor plans. Please choose from the following:

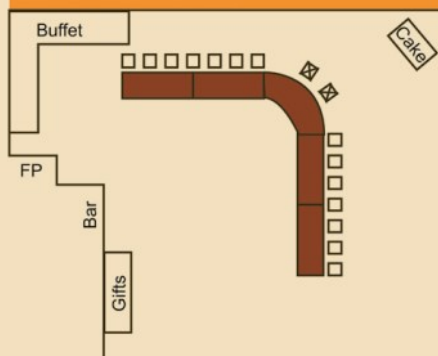
Half Circle up to 22 people



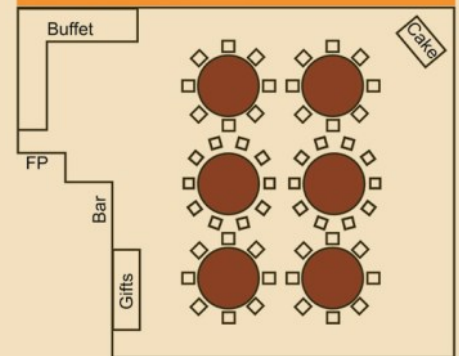
Hollow Square up to 24 people



Banquet up to 34 people



Traditional up to 52 people





Policies & Procedures

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Food & Beverage Policies and Procedures

- No personal food or beverage may be brought into any banquet facility at any time.
- A minimum of 20 people or 20 meals/servings is required to book any function space.
- Finalized menu selections must be received 14 days prior to the event. A minimum of 20 same menu entrees per group required.
- Confirmed attendance must be provided at least three business days prior to the event.
- Full payment for services is due no later than 30 days prior to arrival. The only exception are items sold "by consumption." Groups booked less than 30 days prior to arrival must make payment by the date stated on the Group Agreement.
- Full event cancellations must be made in writing at least 14 days prior to the event date to receive a full refund.
- Any and all services may be refused and payment forfeited if the group is 30 minutes or more late.
- Any damage to property or loss of Xanterra South Rim revenue caused by the group will be the responsibility of the group or booking party.
- Applicable fees for room rental and special services will be applied to all functions or events. These charges are listed under Banquet Set-Up Fees (complete banquet information is in the Group Services section on our website at www.grandcanyonlodges.com).
- All banquet facilities are non-smoking.
- Special dietary requests come with an additional \$7.00 per person per meal fee.



Policies & Procedures

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Food & Beverage Policies and Procedures Continued

- Quiet hours for Thunderbird and Kiva Rooms begin at 9:30 PM (MST). All parties must vacate the premises by 10:00 PM. Quiet hours for Santa Fe Room at Maswik Lodge begin at 11:00 PM (MST). All parties must vacate the premises by 11:30 PM.
- All food, items, and services are subject to current sales tax of 6.9% and 18% gratuity (subject to change without notice).
- We reserve the right to relocate any group to an alternate Xanterra location within the park based on group number, menu requirements, feasibility of event, safety, or weather concerns.
- Any decorations, equipment, packages or materials must be delivered prior to the event and prearranged with the Sales Office. Xanterra South Rim does not assume any liability for such items.
- All displays, exhibits, banners, decorations, signs and other similar items must conform to Fire Ordinances. Placement of such items must be approved in advance by the Banquet staff.
- Xanterra South Rim reserves the right to require security services for some events. Payment for such services will be the responsibility of the group or customer hosting the function.
- Disturbances: Should Security be called to the event, one warning at any time will be excused. If a second warning is required, the premises must be vacated immediately and no refunds will be issued. Should the disturbance cause a room guest to request a refund, the cost of the room will become the responsibility of the group or booking party.



Policies & Procedures

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Alcoholic Beverage Service Policies and Procedures

- Only alcohol purchased from Xanterra South Rim may be consumed on the premises during the banquet event. The guest may not bring their own alcohol onto the premises under any circumstances during the banquet event. Alcoholic beverages may not be removed from the premises.
- Xanterra South Rim will special order items that we do not carry in our commissary. The special items will be subject to availability and will require a 30 day advance notice. Price will be determined by item. Special orders are non-refundable.
- ALL guests consuming alcohol on the premises must be 21 years of age, and present proof of age when requested by our staff.
- The following forms of identification are the ONLY accepted forms of legal identification and all forms must include a photo. No exception to this policy will be made.
 - Any US or Canadian Driver's License
 - Any US or Canadian Identification Card
 - Valid Passport or Passport Card
 - Military ID
 - Mexican Voter ID
- We reserve the right to refuse service to anyone at any time as determined by our staff.
- No liquor may be served before 6:00 AM. All liquor sales must be complete by 9:30 PM at the Thunderbird and Kiva Rooms and by 11:00 PM at the Santa Fe Room at Maswik Lodge.
- Any violation of the above regulations will result in termination of the banquet event.
- These regulations are stated in the State of Arizona Liquor Code and may not be waived for any reason.



Set-Up Fees

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Banquet Room Use and Set-Up Fees

Banquet Room Use

Price Listed per Meal Period. Not Taxable.	
Applicable to Thunderbird Banquet Room (includes sound system)	150.00
Applicable to Kiva Banquet Room	50.00

Banquet Room Set-Up

Applicable to all events requiring set-up without the purchase of food (charged in addition to the Banquet Room Use Fee per day)	50.00
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El Tovar Guest Room Set-Up

Applicable only to El Tovar guest rooms for set-up of any items other than room service and in addition to food	75.00
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Food Delivery & Set-Up

Applicable to food or beverage delivered to locations other than Xanterra outlets in Grand Canyon Village. Includes chafing dishes, beverage dispensers, and utensils.	150.00
Shoshone Point	350.00

Food Delivery & Set-Up

Applicable to food or beverage delivered to locations within Grand Canyon Village. (Meals to Go)	40.00
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Set-Up Fees

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Banquet Room Use and Set-Up Fees Continued

Non Xanterra Site Set-Up

Transportation and set-up of supplies and services
Including china, glassware, silverware and linens.
(price per person)

4.25

Banquet Table Rental

6' or 8' (price per table per day)

3.00

Premium Bar Set-Up

(Thunderbird and Kiva Rooms only)

Premium Banquet Bar includes ice mixers,
glassware, and Bartender

100.00

Wine & Beer Bar Set-up

Wine and beer only (no charge for Thunderbird Room)

Includes ice display for bottle beer and wine,
glassware, and Bartender

- On-Site
- Off-Site

50.00

100.00

Chef Fee

Applicable to on-site preparation, i.e., carving
station, pasta bar, barbecue (price per Chef)

50.00

Fireplace Use

Thunderbird or Kiva Rooms only, weather permitting
(price per four hours)

25.00



Set-Up Fees

[Available Space](#)

[Policies & Procedures](#)

[Room Rental
& Set-Up Fees](#)

Banquet Room Use and Set-Up Fees Continued

Dance Floor

Santa Fe Room at Maswik Lodge only	100.00
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Sound System

Fender Sound System with CD Player, Microphone, MP3 ready (price per meal period)	50.00
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Audio Visual-Flat Rate

Applies to any audio visual equipment requested. TV, DVD Player, Portable Stereo/CD Player, Projector. Extension cords provided. Damaged items subject to minimum 50% replacement fee (price per day)	50.00
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Flip Chart Pads

Per Pad	20.00
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Podium, Screen, Easels

Per Day	25.00
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