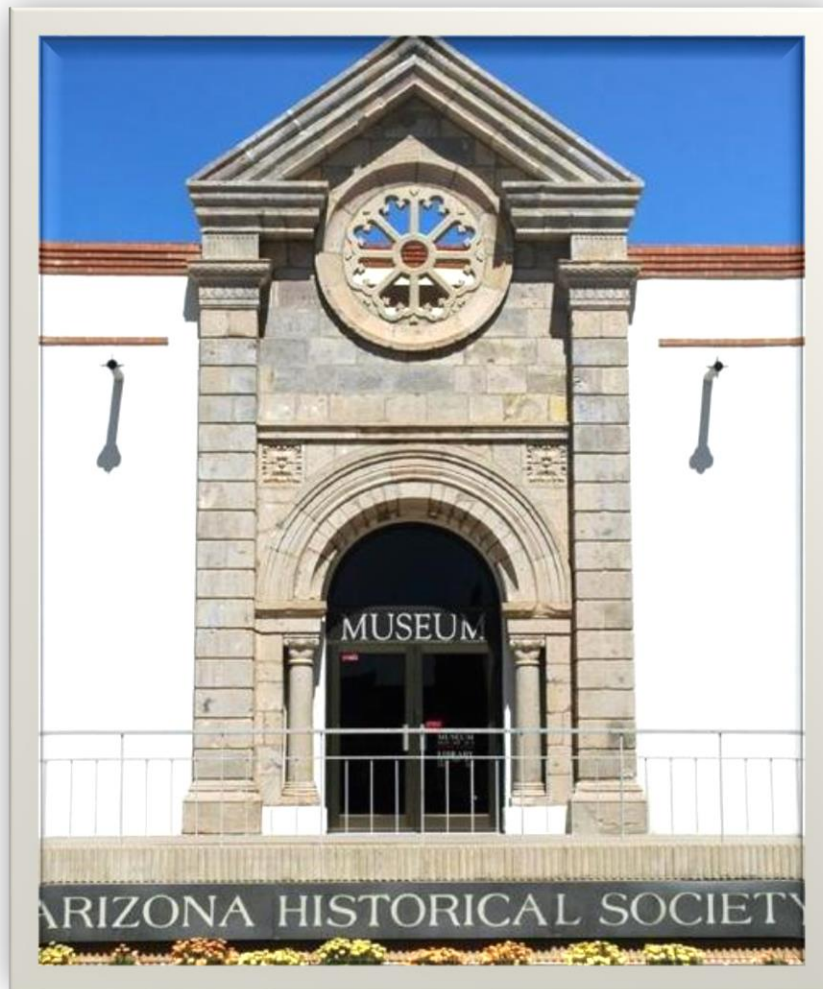


Arizona History Museum



Weddings, Parties & Meetings

949 East 2nd Street • Tucson, Arizona 85719
(520) 628-5774 • www.arizonahistoricalsociety.org



Auditorium

THE SPACIOUS AUDITORIUM IS AN ELEGANT SPACE FOR PARTIES AND RECEPTIONS WITH A WORLD OF HISTORY JUST STEPS AWAY. THIS SPACE CAN HOST UP TO 185 FOR A SEATED DINNER OR 300 FOR A STANDING RECEPTION. PROJECTOR AND SCREEN, 2 MICROPHONES AND SURROUND SOUND SPEAKERS INCLUDED WITH RENTAL OF THIS SPACE.





Treasures Gallery

ONE OF THE MOST UNIQUE SPACES IN TUCSON, GUESTS ARE SURROUNDED BY PRICELESS ARTIFACTS FROM ARIZONA HISTORY, INCLUDING A TERRITORIAL WEDDING DRESS AND WYATT EARP'S RIFLE. THIS SPACE CAN HOLD 90 GUESTS FOR A SEATED DINNER OR 150 FOR A COCKTAIL RECEPTION.



Pioneer Courtyard

THE COURTYARD FEATURES A SMALL STREAM, AUTHENTIC REPLICA PATIOS FROM TUCSON HOMES OF THE 1800S AND ABUNDANT TERRITORIAL ERA FLORA. THE COURTYARD IS A GREAT SPACE FOR SERVING COCKTAILS OR AS A RECEIVING AREA FOR THE TREASURES GALLERY. THIS SPACE IS PERFECT FOR CEREMONIES OR PARTIES WITH UP TO 80 GUESTS.



Courtyard Wedding





Lobby

PASSING THROUGH THE HISTORIC SAN AGUSTÍN CATHEDRAL PORTICO, YOUR GUESTS WILL ENTER THE 1,500 SQUARE FOOT LOBBY. WITH ITS ORIGINAL JOSIAS JOESLER DESIGN, THE LOBBY IS EXPANSIVE ENOUGH FOR COCKTAIL RECEPTIONS OF 100, OR A SEATED AFFAIR OF 60.





Boardroom

THE BOARDROOM SEATS UP TO 40 THEATER-STYLE, 24 IN A HOLLOW SQUARE OR 30 IN CLASSROOM SETUP. EQUIPPED WITH A PROJECTOR AND SCREEN, WHITEBOARD, INTERNET CONNECTION, AND FULL IP VIDEO CONFERENCING EQUIPMENT.



Discovery Room



THIS ROOM CAN BE USED AS A BREAKOUT, FOR MEETINGS OR EVEN A CHILD'S BIRTHDAY PARTY. THIS SPACE CAN ACCOMMODATE UP TO 50 THEATER STYLE OR 40 WITH TABLES.



Included with Rental

- RECTANGULAR TABLES OR ROUND BANQUET TABLES
- BALLROOM CHAIRS, UP TO 250
- STAFF SET-UP AND TAKE-DOWN OF MUSEUM EQUIPMENT
- MUSEUM SECURITY
- COMPLIMENTARY PARKING

Pricing

Room	Reception	Theater	Seated	Dimensions	Rental Fee
Auditorium	300	250	185	2592 sq ft	900
Treasures Gallery	150	120	90	1849 sq ft	\$750
Lobby	100	60	60	1541 sq ft	\$300
Courtyard	80	50	N/A	1347 sq ft	\$350
Boardroom	50	40	30	532 sq ft	\$300
Discovery Room	50	50	40	588 sq ft	\$275

Special Touches

Additions	Fee
Boardroom or Discovery room as dressing room	50% off price of room
Private viewing of Museum Exhibits for all guests	\$150
LCD projector with screen	\$25
Portable speakers/turntable	\$50
Photo session - you and your guests use exhibits for unique photo backdrops - must make reservation	\$75/hr

Alternative Rental Packages

SMALL EVENTS OR MULTI-ROOM PACKAGES AVAILABLE. CHECK WITH THE EVENT MANAGER FOR AVAILABILITY.

Frequently Asked Questions

Is outside catering allowed?

Yes! You may choose any caterer for your event.

Are linens included?

Linens are up to you to secure. You may use any vendor you wish.

What is your alcohol policy?

Alcohol must be served by a licensed company; either your caterer or a bartending company is acceptable. They will need to provide the museum with a host liquor liability clause on their insurance policy. If you plan to sell liquor or your guests are charged a fee for their participation in your event, you will need to secure a special event liquor permit through the City of Tucson.

What are your insurance requirements?

The Arizona Historical Society is an agency of the State of Arizona. The state requires that caterers, bartending companies, *and* rental clients provide us with a \$2 million commercial general liability policy for the evening. The State of Arizona and Arizona Historical Society should be named as additional insured on the policy. This policy is available at additional cost through a third party vendor.

When can I start setting up for my event?

The event manager will coordinate daytime event set-up times. Set-ups can begin after 3:00 PM for evening events. Earlier set-up times for evening events may be arranged at the discretion of the event manager.

What are event hours?

Daytime rentals are Monday through Friday from 8:00 A.M. and 4:00 P.M. and Saturday and Sunday from 9:00 A.M. to 4:00 P.M. Evening rentals are from 4:00 P.M. to 12:00 A.M.

What is the deposit and when is payment due?

The deposit is 25% of the event total and due at the time of booking. The amount will be applied to the overall balance. The remainder of the balance is due 14 days before the event date.

How do I book an event and hold the date?

To book an event, a contract must be signed and returned with the 25% deposit.

Are there discounts available?

Yes, there are non-profit, AHS members and other discounts available.

The Fine Print

RENTAL HOURS

Daytime rentals are Monday - Friday from 8:00 A.M. - 4:00 P.M. and Saturday and Sunday from 9:00 A.M. to 4:00 P.M. Evening rentals are from 4:00 P.M. to 12:00 A.M. Daytime rates are based on a maximum of 8 hours that occur between 8:00 am and 5:00pm. Evening rates are based on a maximum of 4 hours that occur between 4:00 pm and 12:00 am. Additional time may be added for additional fees according to space use. See coordinator for rates. Set-up may begin after 3:00 P.M. for evening events if event is to occur in public spaces. Set up in enclosed spaces may occur as early as the previous day, see coordinator for options.

MUSEUM POLICIES

The museum is rented "as is." Usage includes only those portions of the museum designated by the agreement. Tobacco use is prohibited inside all buildings. Smoking is only permitted no closer than 20 ft. from any museum entrance. No physical alterations may be made to any museum property. Set-up plans and decorations must be approved in advance. Nothing may be placed on walls, ceilings, doors, or windows. No tape, putty, or spray adhesive, tacks or nails may be applied to any area indoors or outdoors. Banners, posters, or any other type of promotional or advertising material may not be posted without prior permission, and if permission is granted, all displays must be free-standing. Only battery operated candles may be used. Extension cords must be covered or placed where they cannot create a hazard. In order to preserve our collections and facilities, no food or drink is allowed in the exhibit areas or carpeted areas. If an event includes food, the designated area(s) for the preparation, serving, and consuming of food must be outlined and approved prior to the event. Food preparation (cooking) is not allowed in the museum's exhibition galleries. Minimal food preparation is allowed only in the auditorium. Furnishings or exhibits may not be moved by the client, his/her guests, or other vendors. Arrangements must be made in advance, and only AHS staff will be allowed to move these items. The user must abide by the existing heating and cooling settings. It is the client's responsibility to make sure that these guidelines are provided to his or her caterers, florists, musicians, and that these vendors follow the museum rules.

PAYMENT

Payment of full rental rate must be received 14 days prior to event. Rates are determined by type of event, space used, equipment used and other requirements. A 25% deposit and a signed contract is required immediately to reserve the date. Tentative holds for space where there is no deposit or contract may be released by the Society at any time. Additional charges may be incurred for any of the following: additional requests for rooms, supplies, equipment or services, etc. on the day of the event; also, equipment and property damages, theft, additional rental time, labor, and/or cleaning fees.

DATE CHANGE AND CANCELLATION POLICY

Date may be changed if alternate date is available. Multiple alternate dates cannot be put on hold. Alternate date will be reserved only one time upon receipt of signed amended contract. If event date is to be changed second time, initial contract will be canceled and subject to cancellation fees and policies. In such occasion, a new contract will be submitted. Cancellations are subject to a \$50 administrative processing fee. Notice of cancellation must be given 30 days in advance of the rental date. Should cancellations occur before the 30 day period, a 50% refund of the deposit will be issued. Deposits are non-refundable 30 days before the date of the event. The client is responsible for the full contracted rental rate if a cancellation is made less than 30 days from the event date.

FIRE AND SAFETY

No firearms are allowed on state property. The museum reserves the right to examine all parcels. All fire regulations and laws concerning public use and safety shall be observed at all times. Please note the location of fire extinguishers and exits. During the course of event set-up or execution, entrances, exits, passages to exhibits and administrative areas may not be blocked. Use of rental spaces must respect local fire ordinances at all times.

VENDOR SELECTION

When food, music, and equipment vendors have been selected, the client must advise AHS of vendors selected and key contact names and phone numbers.

ALCOHOLIC BEVERAGES

Liquor may not be sold, unless a special event liquor permit is obtained from the City of Tucson. Only a licensed catering or bartending company may serve alcohol. The catering and/or bartending company must be a licensed vendor and no alcohol will be served to persons under the age of 21. The contracted caterer and/or Bartending Company serving the alcohol must also have a minimum of \$1,000,000 host liquor liability insurance coverage provided with their regular vendor insurance endorsed to name the State of Arizona and Arizona Historical Society as additional insured. No "personal" alcohol is allowed.

BEHAVIOR

Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of museum guests, personnel, visitors, collections or facilities are expressly prohibited. AHS staff may request that individuals engaging in such behavior leave the museum premises. AHS staff may terminate any event at any time, if, in their reasonable judgment, the event endangers the museum, its guests, personnel, visitors, collections or facilities. The client is responsible for the behavior of his/her guests, invitees, and agents while they are at the museum.

EXHIBITS

Events may only be held in designated areas of exhibit spaces. Moving or tampering with exhibits, lighting fixtures or information kiosk is strictly prohibited. The client will be responsible for damage or breakage, which must be reported to maintenance immediately.

EQUIPMENT

Equipment rented from AHS will be set up by staff at least one hour before scheduled event start time. The arrangement of equipment will be as stated on the instructions provided in the contract. Linens are not provided. The client is responsible for theft, loss, and damage to rental items during the rental period. Payment for equipment rental (if applicable) is due on the same day as the final payment for facility rental.

CLEAN-UP

The client is responsible for returning the rented space to original condition. AHS staff will not be responsible for set-up or take-down of non-AHS rented equipment.

PRE-EVENT MEETING

The client is responsible for supplying a detailed floor plan or providing information for such, subcontractor information with contact names and delivery/pick up times. AHS reserves the right to approve final facility floor plans and set up times. The client will also designate a representative for the event who will be available to answer questions and assist in enforcing AHS rules during the event.

FINAL COUNT

A final count is due two weeks prior to the event date.

DELIVERIES: PERSONAL AND RENTAL

The Arizona Historical Society/its employees are not responsible for loss of or damage to property brought onto the premises. AHS staff will not sign for the client's personal or rented supplies and equipment. If a vendor requires signature upon delivery, the client or representative must be available to sign the delivery slip.

AHS STAFF AND SECURITY

A member of the AHS Events team and/or a security guard will be on premises throughout your event. AHS staff will open and close the building, provide assistance in building and equipment use and ensure the event meets specifications outlined in the contract. Certain factors may warrant additional security guard coverage (e.g. attendance size, type of event, etc.).

INDEMNIFICATION CLAUSE

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

LOCAL LAWS AND ORDINANCES

The client must comply with the terms of the agreement and all applicable laws and ordinances of the State of Arizona, Pima County and the City of Tucson. Failure to do so will result in forfeiture of all payments. Such failure will give the Society just cause for refusing to rent the premises in the future.

INSURANCE REQUIREMENTS

Contractor and subcontractors shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability - Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

- General Aggregate \$2,000,000
 - Products - Completed Operations Aggregate \$1,000,000
 - Personal and Advertising Injury \$1,000,000
 - Each Occurrence \$1,000,000
 - Blanket Contractual Liability - Written and Oral \$1,000,000
 - Fire Damage (Any one fire) \$ 50,000
 - Liquor Liability (if alcohol is being sold) \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language:
“The State of Arizona and Arizona Historical Society shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.”
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- c. The policy shall be endorsed to include Liquor Liability coverage if alcohol is being sold at the event.