

Arizona History Museum



Birthday Parties

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

Some of the things you'll discover...

Mining Hall

Arizona has a history of mining. Walk through the mine and learn all about it!



Transportation

See a 1924 Studebaker that was used by the police! Find out how people got from place to place.



1870's Tucson

Discover what cultures lived in Tucson in the 1870's. This exhibit is hands on and fun for all ages!

Treasures Gallery

See Arizona Treasures, from everyday objects like books and chairs to special treasures like Wyatt Earp's pistol!



Pricing

Room	Standing	Theater	Seated	Sq. Ft.	Rental Fee
Discovery Room	50	50	40	588 sq ft	\$175



Available times

Saturday and Sunday
11:00am - 1:00pm
Or
2:00pm - 4:00pm

Included with Rental

- 2 hour room rental
- Explore the museum
- "History Hunt" for you and guests
- Rectangular or round tables
- Chairs for up to 40 at tables
- Setup/takedown of tables/chairs
- Complimentary parking

Other Occasion Rentals

Large and small event spaces available for: weddings, meetings, receptions and more!
Check with the Facility Coordinator for availability.

To reserve your special day,
Contact Facility Coordinator
520-628-5774

Frequently Asked Questions

Is outside catering allowed?

Yes! You may choose any caterer for your event or bring your own.

Are linens or decorations included?

Linens and decorations are up to you to secure. You may use any vendor you wish or bring your own.

Are candles allowed?

Only birthday cake candles are allowed.

What are event hours?

Saturday-Sunday, 11:00am-4:00pm

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?

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.

RENTAL HOURS

Saturday-Sunday, 11:00am-4:00pm

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 or birthday cake 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. 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.