Arizona Historical Society Events

Arizona History Museum

Facility Rental Information

ARIZONA HISTORICAL SOCIETY

Let's make history!

949 East 2nd Street ● Tucson, Arizona 85719
(520) 628-5774 ● ahstucson@azhs.gov
www.arizonahistoricalsociety.org

AHS Events / Arizona History Museum

An Introduction

The Arizona Historical Society's Arizona History Museum, a mainstay of the Old Pueblo for over 50 years, is available for all types of functions ranging from meetings and presentations to social gatherings and receptions. The museum is located just steps away from the University of Arizona and the University Park Marriott and has dedicated parking for 90 in an adjoining lot. Events held at this 82,000 square foot cultural center take place in the midst of engaging permanent and changing galleries chronicling the vast and storied history of Southern Arizona. The Arizona History Museum is the definition of a unique venue sure to make for a memorable event.

The Spaces

Auditorium
The recently renovated auditorium is a highly flexible room: 2,500 sq. ft. with a 24' x 10' stage, audio/visual system, and internet connection. It can host 65 in a classroom-style arrangement. Additionally, the auditorium can host 300 guests theater-style or for a standing reception. For a seated dinner with a dance area, the room can hold up to 170 guests.

Treasures Gallery
One of the most exceptional spaces in Tucson, guests are surrounded on three sides by priceless artifacts from Arizona history, including Wyatt Earp's six-shooter, Geronimo's rifle and a Spanish Colonial silver collection. The venue can hold 120 guests for a seated dinner or 175 for a cocktail reception, with access from the courtyard and lobby.

Lobby
Inside the impressive reconstructed façade of the historic San Agustín Church lies the 1,400 sq. ft. lobby of the museum. With its original Joshler interior, the lobby is expansive enough for receptions of 150, or a seated affair of 100.

Pioneer Courtyard
The courtyard is an open-air venue featuring a small stream, authentic front porches from Tucson homes of the 1800s, and abundant Territorial Era flowers. The courtyard is another great space for serving cocktails or may serve as a receiving area for the Treasures Gallery.

Boardroom
The boardroom seats up to 50 theater-style or 24 in a hollow square, and comes equipped with a projection screen, DVD/VHS/TV combo unit, whiteboard, internet connection, and full IP video conferencing equipment.

Classroom
Another adaptable meeting room, this space seats up to 50 in rounds or rectangles, 75 theater-style and includes a whiteboard.

Hofmann Room
Around the corner from the lobby of the museum, the Hoffman Room is ideal for an intimate lunch of up to 25 guests.

AHS Events / Arizona History Museum

Daytime Events

Venue	Seats (max.)	Half day	Full day	As breakout
Auditorium	300	$650	$950	
Boardroom	50	$200	$300	$100
Hofmann Room	25	$150		$100
Classroom	50	$175	$275	$100
Treasures Gallery	120	$300		

Equipment	Fee
LCD projector	$50
Amplified podium	$25
DVD/VHS/TV	$25

- Daytime hours are between 8:00 AM and 5:00 PM. A half day consists of a four hour block.
- Meeting spaces include available 8' rectangular or 72" round tables (auditorium) and ballroom chairs
- Auditorium rental includes use of podium and A/V equipment
- Non-profit, AHS-member, and seasonal discounts are available

Evening Events

An Evening in the Auditorium
$950 – Presentation, theater-style
(Add lobby or Treasures Gallery as reception venue for $700)

$1,400 – Reception/seated dinner

A Night at the Museum: Treasures Gallery and Pioneer Courtyard
$1,550 – Reception/seated dinner
(Add museum lobby for $325)

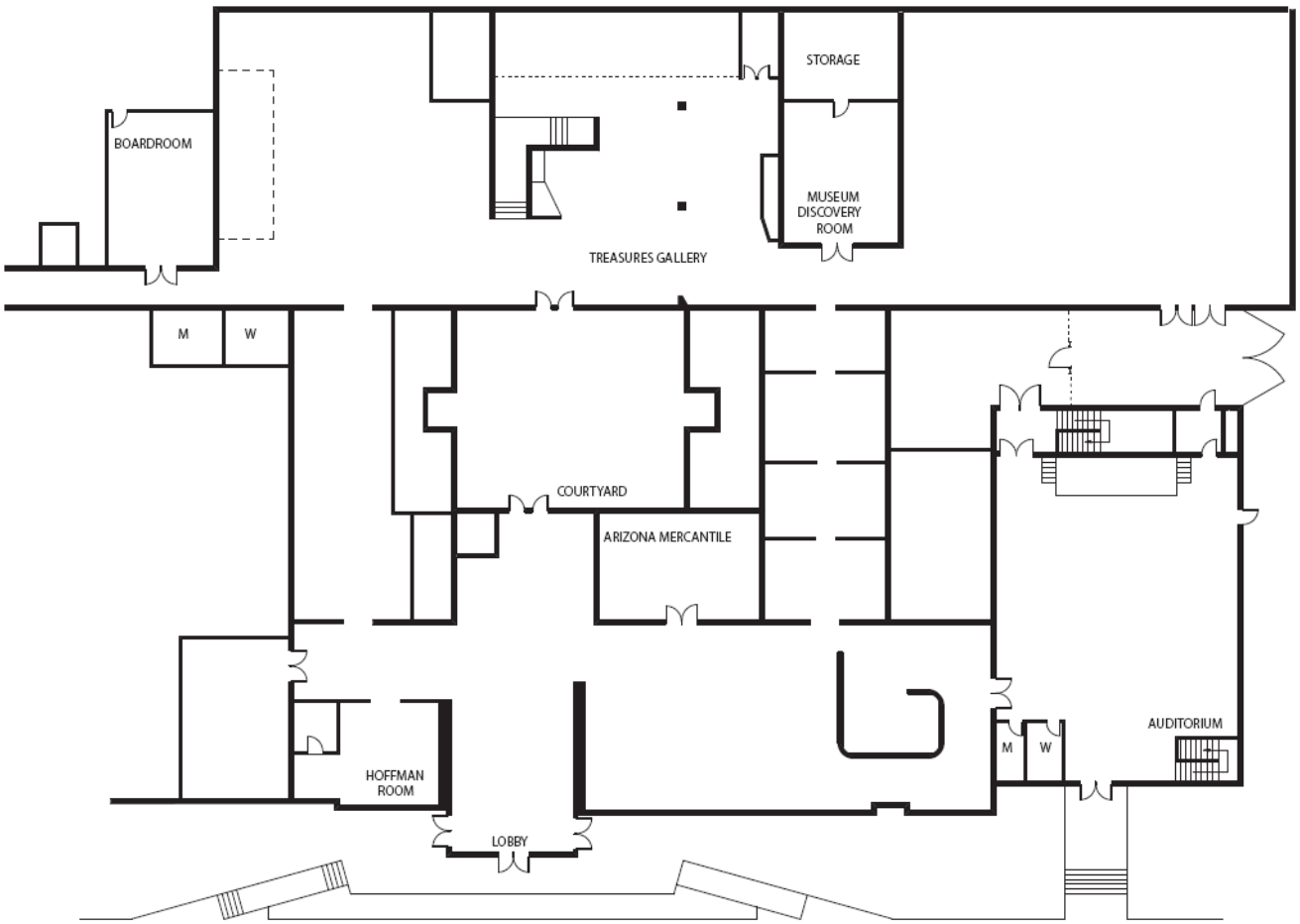
<u>All evening packages include:</u>
- Available 72" round tables, 8' rectangular tables, and ballroom chairs
- Staff set-up and take-down of museum equipment
- Museum security

<u>Special touches:</u>
- Accent lighting (6 black can uplights with colored gels) for $100
- Private viewing of museum exhibits for $250

Information subject to change without notice.

AHS Events / Arizona History Museum

Rental Spaces Floor Plan



FLOOR PLAN of
ARIZONA HISTORY MUSEUM
RENTAL SPACES
SCALE: 1/32" = 1'-0"

Frequently-Asked Questions

Is outside catering allowed?
Yes! You may choose most 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 needs to be served by a 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 2:00 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 5:00 P.M. and Saturday and Sunday from 8:00 A.M. to 4:00 P.M. Evening rentals are from 4:00 P.M. to 11:00 P.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 30 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-member, and seasonal discounts available.

The Fine Print

PAYMENT
Payment of full rental rate must be received 30 days prior to event. Rates are determined by type of event space used, equipment used and other requirements. A security 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.

REFUND AND CANCELLATION POLICY
All cancellations are subject to a $50 administrative processing fee. Written notice of cancellation must be given 90 days in advance of the rental date. Should cancellations occur before the 90 day period, a 50% refund of the deposit will be issued. Deposits are non-refundable 90 days before the date of the event. The client is responsible for the full contracted rental rate if a cancellation is made less than six weeks from the event date.

POLITICAL ACTIVITIES
As a state agency, the Arizona Historical Society represents all the citizens of Arizona. It has, consequently, long been the policy of AHS that we do not rent our facilities for functions or events related to a political candidate seeking office, a specific political position or platform.

RELIGIOUS ACTIVITIES
Rental of facilities for multiple dates is considered short term, as the renting organization seeks a permanent location for its activities.

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
Once the security deposit and contract is signed, the client may select their service vendors. 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 or her guests, invitees, and agents while they are at the museum.

MINORS
One adult must accompany minors (under age 18) at a ratio of one adult to every 8-10 minors. Minors are allowed in all rented areas, unless the museum is threatened by damage. The museum staff reserves the right to close exhibit space to the renting party under those circumstances.

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 an hour and a half before scheduled event start time. The arrangement of equipment will be as stated on the instructions and floor plan from the contract packet. 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. Upon inspection, AHS will refund the clean-up deposit in proportion to AHS staff time spent returning the space to original condition. Should the client leave the area in an unacceptable condition, the client will be billed separately at a rate of $100 per hour for cleaning service. Items included in client clean-up responsibilities are transfer of garbage to dumpster and removal of incidental litter from event areas. The caterer and client are responsible for completing a clean-up checklist that must be approved by AHS staff via a final inspection before departing the premises.

PRE-EVENT MEETING
A meeting with all involved parties (AHS coordinator, client, and subcontractors) will be held two weeks prior to the event. The client is responsible for supplying a detailed floor plan, subcontractor information with contact names and delivery/pick up times at this time. 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. Counts exceeding the estimated attendance figure on the contract must be approved in advance. The final count will be enforced by the event assistant and museum security on the event date. If attendance exceeds the approved final count, the event may be terminated by AHS event staff.

DELIVERIES: PERSONAL AND RENTAL
The Arizona Historical Society or 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 facilities do not have storage areas. Therefore, all deliveries of supplies and equipment must occur the day of the event. All personal and rental items must be removed from the public areas immediately following the event and be placed in a designated holding area for pickup by 10:00 A.M. the following day. The time of all deliveries and pickups will be determined at the pre-event meeting.

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.). The number of additional guards will be agreed upon at least 30 days before the event date and the client will be billed at the rate of $16.00 per hour per additional guard.

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.

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.

2. **Business Automobile Liability**
   Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

   Combined Single Limit (CSL) $1,000,000

   a. The policy shall be endorsed to include the following additional insured language: *"The State of Arizona and the 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, involving automobiles owned, leased, hired or borrowed by 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.

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	$ 500,000
Disease – Each Employee	$ 500,000
Disease – Policy Limit	$1,000,000

   a. 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.

b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **Arizona Historical Society, 949 E. 2nd St., Tucson, AZ 85719** and shall be sent by certified mail, return receipt requested.

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **Arizona Historical Society, 949 E. 2nd St., Tucson, AZ 85719**. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.

F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

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.

AHS Arizona History Museum Terms

RENTAL HOURS

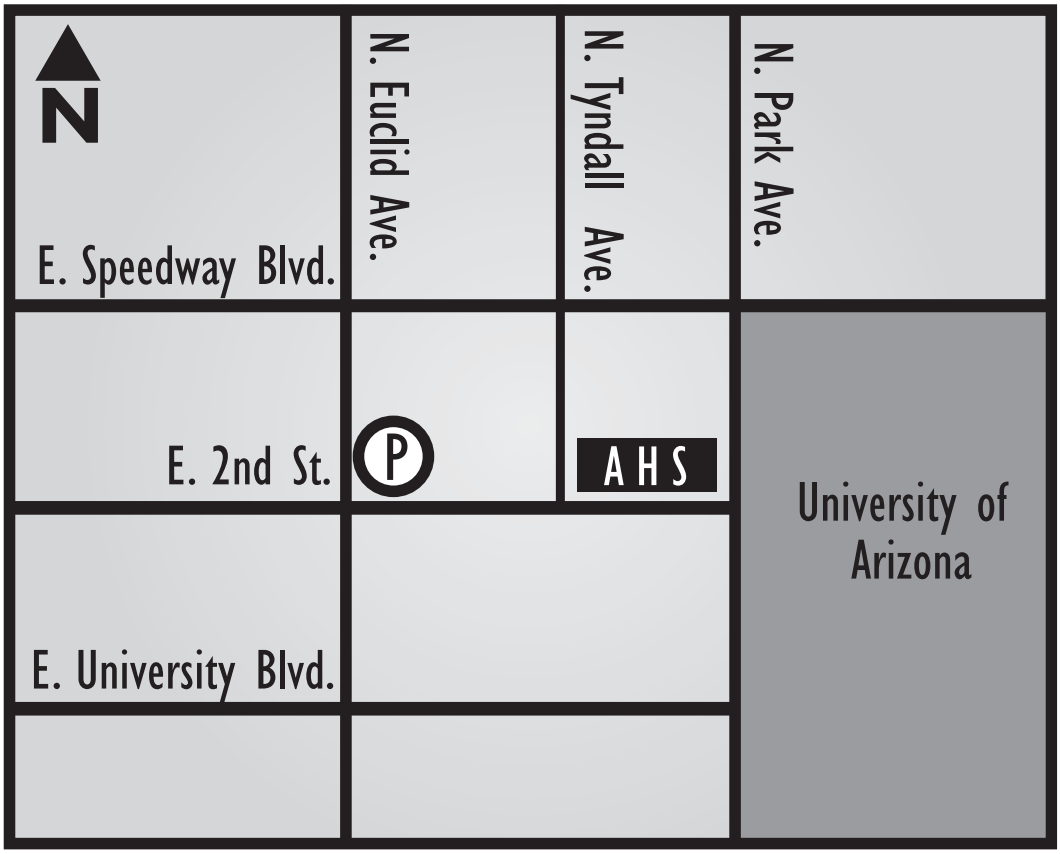
Daytime rentals are Monday through Friday from 8:00 A.M. and 5:00 P.M. and Saturday and Sunday from 8:00 A.M.. to 4:00 P.M. Evening rentals are from 4:00 P.M. to 11:00 P.M. Rates are based on a maximum of 4 hours. After 11:30 P.M., a charge based on rental total per hour (total / 5 hours) will be assessed for each hour the client, their guests, agents and/or vendors remain on the premises. Set-up may begin after 2:00 P.M. for evening events.

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 may be applied to any area including floors indoors and 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 cut and refrigerated flowers may be brought into the facility (no potted plants). Only votive candles may be used on interior tables, with the total number left to the discretion of AHS staff. No helium-filled balloons, rice, birdseed or sand are to be brought onto the AHS premises. Confetti, fog, or bubble machines are not allowed on-site. 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. Photographs or videos may not be taken in any exhibit space without permission and are only allowed in specified areas. 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. Advance ticket sales for non-museum events are not permitted on museum premises.

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.

Map to the Museum



Directions

From north central Tucson, Oro Valley

- Take Euclid Ave. (1st Ave.) south to 2nd St. and turn left (see endnote).

From Eastside

- Take Speedway Blvd. west to Euclid Ave. and turn left.
- Take Euclid Ave. south to 2nd St. and turn left (see endnote).

From Southeast side and Southside

- Take I-10 to Kino Pkwy. and turn right.
- Kino Pkwy. becomes Campbell Rd. Turn left onto 6th St.
- Take 6th St. to Euclid and turn right.
- Take Euclid Ave. north to 2nd St. and turn left (see endnote).

From Northwest side, Westside, Green Valley

- Take I-10 to Speedway Blvd. and turn eastbound onto Speedway.
- Take Speedway Blvd. east to Euclid Ave. and turn right.
- Take Euclid Ave. south to 2nd St. and turn left (see endnote).

* Head down 2nd St. to second entrance of parking garage on left with overhead sign labeled "Arizona Historical Society Parking."

Entrance to museum is on 2nd Street.