



General Information on Private Events

Scottsdale's Museum of the West offers a distinctive venue for private events, celebrations, business meetings, and corporate occasions. Our well-appointed facilities can easily accommodate groups from 25-500, and offer an exceptionally unique environment that showcases the beauty and history of the American West. For more information on private events, space availability, or to schedule a site visit, please call (480) 686-9539.

Please note, potential clients may place a 30-day hold on tentative event dates. After 30 days, if no confirmation from the client is received, all held dates will be automatically released. If the client would like to extend the hold period they may do so for up to two additional 30-day periods, and must contact the museum to confirm the extension at the end of each 30-day period. No dates will be held beyond 90 days.

Spaces and Capacity

- **Scottsdale Charros Lobby**
Reception, check-in area, and counter space for food/beverage service. High boys are required for events that include food/beverage service in this area.
- **Virginia G. Piper Charitable Trust Theater/Auditorium** (approx. 2000 sq. feet)
Available floor space when theater seats are fully retracted is approx. 45' x 39'
135 Theater seats
120 Table seating (rounds) with food stations located in theater
160 Table seating (rounds) with table service/food stations located outside of theater
200 Reception (up to 30 high boys with food stations located outside of theater)
Theater screen dimension 10' high x 18' wide
High definition projector accessible via HDMI or thumb drive
Podium with microphone, laptop tray, and floor access jack
Wireless lavalier microphone and handheld microphone
Disklavier programmable piano
- **Christine and Ted Mollring Sculpture Courtyard** (48' x 72', approx. 3448 sq. feet)
117 guests in the open-air courtyard for receptions
- **Heritage Hall** (approx. 11.5' x 36')
3 8-foot Buffet tables or 5-6 Highboys
- **Outdoor Ramadas and Terraces**
Located on south side of building, requires rental of additional trash containers

The combined space of the Christine and Ted Mollring Sculpture Courtyard, Heritage Hall, and area adjacent to the Museum Store enables placement of up to 30 high boys.

Décor

Linens, tables, and chairs are not available on site and must be rented independently. Open flame and candles (unless battery operated) are not permitted in the building at any time. In order to protect the sensitive artwork and exhibits, we do not allow the use of flower petals, glitter, confetti, tinsel, rice, or birdseed.

Deposits

A \$500 refundable damage deposit is required of all users. In addition, 25% of the total Facility Use Fee is due within fourteen days of receipt of a contract, with the balance due two weeks prior to the date of your event.

Equipment and Extras

Technical staff is provided to assist with your needs at no charge. There are no additional fees for use of the piano, microphones, AV equipment, etc. Museum docents are available to provide tours for your guests' enjoyment at no charge with prior arrangement.

Food and Beverage

Due to the value and delicate nature of the exhibits and artwork on display in the museum, food and beverage consumption is limited to non-gallery areas. We maintain a Preferred Caterers list, however, we understand that you may have existing relationships with certain vendors that are not on our list. We cheerfully accommodate outside vendors with proper permits and prior approval.

Alcohol may be served on site by approved licensed caterers with proof of required permits. Self-service bars or kegs are not permitted.

The museum permits the use of Sterno when not placed adjacent to flammable materials, and will provide a fire extinguisher under each table where it is in use.

The private staging area located between the loading dock and entrance to the hallway behind the theater is approximately 13' x 25' and may be utilized by catering services for prep.

All staff, equipment, supplies, and materials must be brought into the building via the loading dock.

Parking

Convenient bus and limo drop off

On-street parking

City-owned adjacent public parking garage (free)

Local lots within one block radius

Please note: valet parking service is not permissible

Scheduling Guidelines

Private use events are generally scheduled to take place outside of the museum's regular operating hours. In some cases, this may result in the limited availability of certain dates from October through April so visitors may fully experience the museum. Events are generally scheduled for no more than a four-hour block of time, beginning no earlier than 8 a.m. and ending no later than 10 p.m. unless special approval is granted.

Rates

Private use rates begin at \$500/hour for up to 100 guests. Groups larger than 100 people are pro-rated based upon size. Organizations with 501(c) (3) status are eligible for a discounted rate. A gap charge is included for events whose start times begin after museum closure/normal hours of operation.