



## Catering/Vendor Event Guidelines

Our beautiful spaces make for memorable events, but certain limitations apply to activities, access, and food and beverage service in a museum setting. Vendors not listed on our Preferred Caterers list are required to schedule an appointment for a site visit **at the time of contracting the space**. The site visit will include a tour of the public event spaces, working areas, and an overview of our venue's policies. Please plan to bring a copy of current licenses/permits and insurance to this meeting.

### ACCESS/DELIVERIES

- Vendors and clients will have access to the event space at least two hours prior to the event start time to set up, unless the SMoW management staff approves other arrangements in advance.
- Guests will have access to the museum and event space according to the event start time designated on the contract.
- All event staff must enter through the receiving dock door on the north side of the building.
- All deliveries and pickup of equipment, supplies, and other materials are to be made via the receiving dock located in the First Street alley and with prior approval by the SMoW operations management staff.
- SMoW is not responsible for storage of any equipment or supplies prior to or following an event.
- All materials, including all packaging materials, are to be removed from the premises immediately following the event.

### ALCOHOL POLICY

- Guests may not bring their own alcohol into any event or carry it out of the museum.
- Only an approved, licensed caterer, with proof of all required permits, may serve and transport alcohol.
- Self-service bars, cash bars, and/or beer kegs are not permitted at this venue.
- Alcohol service must conclude at least 15 minutes prior to the end of a 2-hour event and conclude at least 30 minutes prior to the end of a 3-hour event.
- We reserve the right to discontinue bar service if guests are being overserved or service is not in compliance with museum policy.

### CERTIFICATE OF INSURANCE

If requested, certificates of insurance must be provided from the client, its vendors, and vendor's agents, showing that SMoW has been added as an additional insured on a comprehensive general liability policy, on a primary, non-contributory basis for the duration of the event. **Clients and vendors are expected to provide copies of the certificate of insurance at least two (2) weeks prior to the contracted event.**

## **CLEANUP and TRASH DISPOSAL**

Food and beverage vendors are responsible for sweeping/mopping of workspace in receiving dock areas (theater floors will be cleaned by venue staff post event) and removal of trash from all event spaces to the approved dumpsters located in the receiving dock.

## **DÉCOR/ENTERTAINMENT**

- Only tabletop decorations may be used. Extensive décor, draping or set pieces requiring construction are not permitted. Rustic, dirty or antique artifacts, elements or materials may not be brought into the museum. Nails, tacks, screws, tape, or other fasteners or adhesive are prohibited in all internal and external spaces.
- The use of flower petals, glitter, confetti, tinsel, rice, or birdseed is strictly prohibited. A cleaning fee may be assessed to cover extra cleaning time needed in relation to the use of such materials.
- Helium balloons are not permitted. Non-helium balloons must be approved in advance and may result in an additional cleaning fee for removal.
- Background music, live/other entertainment, and lighting are subject to SMoW approval.
- Live animals, other than service dogs, are not permitted inside the museum.

## **EVENT TIMING**

- Standard private use consists of up to a 3-hour block of time.
- Unless alternate contractual arrangements have been made in advance of the event daytime use may begin no earlier than 8:00 a.m. and last no longer than 5:00 p.m.; evening use may begin no earlier than 5:00 p.m. and last no later than 10:00 p.m.

## **GRILLING and OVENS**

- The use of gas grills/BBQ rigs is permitted on a designated parking pad located on the northwest exterior of the building.
- Warming ovens are permitted in the receiving dock if located within a catering vehicle.
- Active cooking and use of propane are prohibited in the receiving dock or event spaces.
- A fire extinguisher is required when using grills or warming ovens.

## **PARKING**

- Catering vehicles (e.g. a truck/van) may be parked inside the receiving dock for the duration of events.
- Event staff are encouraged to park in the West Main Street Garage, which offers free underground public parking beneath the museum. The garage is accessible from Marshall Way and Goldwater Boulevard via the alley on the north side of the venue.
- Valet parking is prohibited at this facility.

## **PHOTOGRAPHY AND LOGOS**

- The use of the museum's logo and/or images of the museum for purposes of invitations, programs, postcards, or other promotional material used for private events is at the discretion of the museum management and requires prior approval.
- Non-flash photography is permitted in all areas of the museum.

## **PROHIBITED EVENTS**

The museum's 501(c) (3) status prohibits use by religious organizations and political advocacy groups, and fundraising events which benefit other charitable organizations.

## **RENTAL EQUIPMENT**

- Set up and removal of rental items (e.g. tables, chairs, linens, signage, or audiovisual equipment) not owned by the museum are the sole responsibility of the vendor or client.
- Rental equipment is the sole responsibility of the client/vendor. The museum does not have items and/or equipment available for rental.
- Overnight storage of rental equipment and delivery/pick up outside of normal operating hours must be prearranged with the museum's operations management staff.

## **SERVICE AREAS**

- Designated areas for food and beverage service include the Scottsdale Charros Gateway Lobby, Heritage Hall, Virginia G. Piper Charitable Trust Theater, Christine & Ted Mollring Sculpture Courtyard, and South Plaza ramadas and terraces.
- Food and beverage service and consumption within the galleries is strictly limited and requires special advance permission.

## **SMOKING AND OPEN FLAME POLICY**

- Live flame is not permitted in the museum at any time, all candles and/or lanterns must be battery operated.
- The museum permits the use of Sterno at buffet tables, provided it is not placed adjacent to flammable materials. The museum will supply a fire extinguisher under each table where Sterno is in use.
- The museum is a 100% non-smoking venue, including the Christine and Ted Mollring Sculpture Courtyard.
- Smoking is permitted outside of the facility on the South Plaza, in the ramadas, and on the outdoor terraces.

## **STAFF BREAK ROOM**

The staff breakroom is for the exclusive use of museum employees. Caterers and event staff are kindly asked to utilize other areas of the receiving dock for set up and prep, and not block access to the break area. Please do not use the staff breakroom for food/beverage storage, or to dispose of trash.



**3830 N. Marshall Way, Scottsdale, AZ 85251**  
**[www.scottsdalemuseumwest.org](http://www.scottsdalemuseumwest.org) | Weronika Gaudyn (480) 530-3431**