

Scottsdale's Museum of the West offers a distinctive venue for a variety of private and corporate events, including weddings and celebrations, business meetings, presentations, performances and holiday parties. As a Smithsonian Affiliate, and certified LEED® Gold building with award-winning architecture and landscape design, the museum is an exceptionally unique environment that perfectly showcases the beauty and history of the Greater Western region.

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

### Scottsdale Charros Lobby

We know how to make an entrance!



Our lobby creates a warm and lasting impression, providing a staging area for welcoming your guests, hosting cocktails, and serving refreshments.



### Virginia G. Piper Charitable Trust Theater/Auditorium

This impressive, approximately 2,000-square-foot space can be used as a theater or a reception venue, and features easy access to the museum's surrounding galleries and sculpture courtyard. It is equipped with audio/visual system connections, Wi-Fi, a 10' x 18' projector screen and 135 scalable, retractable stadium seats.



A rolling barn door opens to reveal the Christine and Ted Mollring Sculpture Courtyard, showcasing a desert landscape under the open sky.

Theater capacity 135

Dining capacity: 120 (with food stations located in theater),  
150 (table service or food stations located outside).

Reception capacity: 200



## Christine and Ted Mollring Sculpture Courtyard

The museum's open-air sculpture courtyard allows guests to celebrate among beautiful desert plantings and artworks by some of the American West's most renowned artists. The courtyard is located in the heart of the museum and connected to the adjacent theater by a sliding barn door.

A favorite location for receptions and pre-dinner cocktails where guests can mingle under the stars.



Dimensions 48' x 72'  
Dining capacity: 70  
Reception capacity: 117



## Heritage Hall

This space pays tribute to distinguished individuals who helped to shape the Greater Western region, and transforms into a memorable location for buffet tables (up to 24') or reception overflow with highboy tables (6).

## South Plaza: Outdoor Ramadas | Amphitheater | Terrace

The museum's ramadas and terraces set your event right in the heart of Scottsdale's arts district and provide an open event space for small to large-sized groups. Available during the cooler months of the year, the plaza features sculpture amid desert landscaping.

Amphitheater dimensions  
35' x 22"

Ramadas: 2

Dining capacity: 350

Reception capacity: 500



## General Information

**AV/Technical Equipment** | Technical staff is available to assist with set up of AV equipment. There are no additional fees for use of the microphones, projector, etc.

**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 artwork and exhibits we do not allow the use of flower petals, glitter, confetti, tinsel, rice, helium balloons, or birdseed.

**Deliveries** | Access for set up is available two hours prior to event time unless other arrangements are approved in advance and requires the presence of a representative of the caterer or client to direct set up. The set up and strike for all rental equipment is the responsibility of the rental company and/or caterer.

All deliveries must be preapproved and prearranged with museum operations management staff. Equipment, supplies, and staff must enter the venue via the loading dock located on the north side of the building.

**Deposits** | 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. Advance bookings of more than one year require payment of damage deposit at time of contract issue, and 25% of the total Facility Fee six months prior to the event date.



**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 and must be provided by licensed caterers. 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, cash bars, and kegs are not permitted.

Sterno may be used only on tables that are not placed adjacent to flammable materials. Fire extinguishers will be provided by the museum under each table that requires Sterno.

A private staging area of approximately 13' x 25" is located between the loading dock and public hallway adjacent to the theater which may be utilized by catering services for prep.

The combined space of the Christine and Ted Mollring Sculpture Courtyard, Charros Lobby, Heritage Hall, and area adjacent to the Museum Store enables placement of up to 30 highboy tables for larger receptions.



**Gallery Guides** | Gallery guides are available at no additional charge to enhance your guests' experience, and may be stationed in the exhibit areas to answer questions and provide interpretation of exhibits. Prior arrangement is required a minimum 2 weeks in advance of event.

**Hold Policy** | A 30-day hold may be placed on tentative event dates. If no confirmation from the client is received after 30 days all dates will be automatically released. The hold period may be extended to a maximum of 90 days with monthly confirmation of the extension provided by the client at 30-day intervals. Dates will not be held beyond 90 days.

**Parking** | Convenient bus and limo dropoff, on-street parking, underground public parking garage adjacent to museum (free), and local lots located within a one block radius. Valet parking service is not permissible.

**Rates** | Private usage for a 3 hour event

Standard rate : \$25 per guest (\$8/person each additional hour).

Nonprofit rate (requires proof of 501(c) (3) status): \$18.25 per guest (\$5/person each additional hour).

A non-refundable **gap rate** of \$500/hour applies to events that occur outside of regular museum hours of operation for the *interim period* between the time of museum closure and the start time of a private event.

Set up and break down time is excluded from usage rate.

**Scheduling Guidelines** | Events are 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.

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.

The museum is prohibited from contracting events by political advocacy groups and religious institutions. Organizations are not permitted to use the venue for the purpose of fundraising.

**For availability or to schedule a site visit please contact Weronika Gaudyn at (480) 530-3431.**