



Tucson Museum of Art Rental Guidelines

Reserving your event

How do I reserve the space?

If your preferred date is clear on our global calendar and approved by the Manager of Special Events, you must then sign a contract and make a \$500 non-refundable deposit.

Is the \$500 deposit non-refundable?

It is non-refundable, however if we are able to rebook the date, then we will return the deposit.

What if I need to change dates after I have already paid the deposit?

As long as your new preferred date is available, there is no additional cost to do this. You simply sign a new contract with the new date.

Is the rental price a tax-deductible donation to the Museum?

No, but your support does go to help the Museum general operating costs, enabling us to continue offering outstanding exhibitions and programs to the community.

Facilities

Who is my point person during my event?

Museum security guards can give you access to the areas you will need for your event.

What is included in the Rental Facility price?

We provide the facility, free parking on the grounds, access to restrooms and a kitchen with a full size freezer, fridge and microwave.

Kitchen Use:

Your caterers may use the kitchen to prep, but no cooking or flame is allowed indoors. The kitchen may be used to store ice, flowers and other items on the day of your event. Any items that you store are your responsibility and must all be removed by the end of your event. Nothing may be stored on the premises overnight.

Where can my guests park?

Located north of the Lobby, the Museum parking lot can accommodate up to 53 cars, including 3 handicapped spaces. City meters and the City parking lot across from the Museum at 140 N. Main, are free on weekends and on weekdays after 5:00 pm.

What is the lighting like outside?

By default, we turn on all of our outside lighting unless you specify otherwise with advance notice. Most people think the strung lights create a romantic atmosphere for an outdoor event. You are welcome to rent additional lighting.

Am I allowed to decorate the rental space(s)?

Most common decorations such as lanterns, flowers, or additional lighting are allowed. As long as nothing is permanent, damaging to the property, political or offensive in nature, we are generally able to allow it on our property. If you have a specific request, please contact the Manager of Special Events.

Where are the restrooms located?

Restrooms are all located inside of the Lobby. **You do not need to rent the Lobby in order for your guests to access the restrooms.**

What happens if it rains?

The backup location in the event of rain is the Lobby, provided that your guest count meets the capacity requirements of the Lobby (150 for a seated dinner, 200 standing).

Can I have the fountain turned on/off for my event?

Yes, simply confirm with the Manager of Special Events if you would like the fountain on or off at least one week prior to your event.

Can I put flowers, candles, etc. in the fountain?

No, putting items into the fountain will cause it to break and you will be responsible for any costs or damages.

Are candles allowed?

They are only allowed outdoors, but wax may not drip on the ground or on Museum property.

Where is smoking permitted?

Smoking is only permitted outdoors, 20 ft. away from any entrance. Cigarette butts will need to be disposed of properly.

Food and Drink

What kind of caterer can I use?

You may use a licensed caterer of your choice.

Can you recommend a good caterer?

Carte Blanche, located on our premises is wonderful to work with. Contact Mark Jorbin: 318-4700.

Can I serve alcohol?

Liquor is the client's responsibility. Generally if you are not charging guests, and there is no exchange of cash, then you do not need to secure a liquor license from the city.

Cleanup / Setup / Breakdown

Who cleans up after my event?

Cleaning is the client's responsibility and typically your caterer's staff can assist you with this. The facility must be returned to its original state at the end of your event.

How do I get my cleaning deposit back?

The \$500 deposit is refundable, as long as the facilities are returned to their original state after your event. Large spills and other leftover materials must be cleaned and removed by the end of your event. Trash bags must be brought to the dumpster.

Can I store my items before or after my event?

No, as the Museum does not have any storage facilities, everything must be loaded in and loaded out the same day as your event.

Timing

When can my event occur?

Your event can begin as early as 6:00 pm and end no later than Midnight. Everyone must be off the premises by 1:00am.

When can I set-up my event?

Generally, you may set-up in the outdoor locations after Noon and indoors after 6:00 pm, when the Museum closes to the public, unless special arrangements are made with the Manager of Special Events. You are responsible for your rented items and belongings. It is advised that someone remain with your set-up items at all times.

Music and Entertainment

Can I hire a band or DJ?

Yes, you may hire both, although sound restrictions for outdoor areas apply in the evening.

Rentals

When can my rental company pick up rentals?

All rentals must be removed at the end of your event, on the same night of your event.

Can I rent tables or chairs from the Museum?

Yes, we have some tables and chairs for you to rent and pricing is listed on our Facility Rental Pricing document. If you rent tables and chairs from the Museum you are responsible to set them up, break them down, and return them to their storage location. Your caterer may be able to help you with this.

Where is the table and chair storage area located?

Tables and Chairs will be located in an outside area called "The Yard", located just north of the kitchen and Lobby. Security guards can direct you to this space.

Security

Do I have to have security at my event?

Yes. Security is required anytime we have an event on the premises. They are our guards and we take care of scheduling them. Typically 1 guard per 50 guests is scheduled.