

Private Museum Events: FAQs

What hours are available for private events?

Daytime events are available Tuesday – Sunday, 9:00am – 4:00pm. Evening events are available Tuesday – Sunday 5:00pm – 11:00pm.

Is outside catering allowed?

Yes! You may use any caterer you wish. If you like, the museum can recommend several fine catering companies. Please be aware that your caterer will need to meet with museum staff prior to your event to go over our policies, delivery timetables, and space constraints.

Do we need to cover the tables? Are linens included?

Yes, we require that you cover our tables. Doing so will protect the surface of our tables, as well as ensure a timely clean-up. You may use any type of tablecloth or any vinyl, paper or plastic coverings. Linens are not included in the package prices but they are available as an add-on.

What is your policy regarding alcohol?

You may serve alcohol to your guests during your event. If you plan to sell alcohol at your event, or if guests are charged a fee to attend an event at which alcohol is served, you will need to secure a **Special Event Liquor Permit** through the City of Tucson. If your caterer is serving alcohol, they will need to provide the museum with a host liquor certificate of liability from their insurance policy.

How early may I start setting up for my event?

The museum staff will have tables and chairs set up prior to your arrival. We guarantee one hour prior to your event for any additional set-up. We will do our best to accommodate any additional set-up time requests, based on room availability.

Do I have to make a deposit? How much?

We require a 25% down payment to hold your package reservation. The remaining balance is due no later than **three business days** prior to your event. Down payments are 100% refundable up to 30 days prior to the event. After 30 days, we can offer a credit good for one year.

Can I decorate the suites?

Absolutely. However, all decorations and entertainment must be approved by the museum. Any decorations which may be considered a safety hazard and/or risk damaging museum property will not be permitted. Nothing may be attached to our walls that will leave a sticky residue, damage the paint, or otherwise leave a marked surface.

Do I need to sign a contract?

All evening events and some daytime events will require a contract. If required, a signed contract must be on file at the museum within ten business days of receiving your reservation down payment.

Can I get a docent-led tour for my event?

Yes! Although they are not included in your package price, docent-led tours can be arranged upon request and are based on availability. There is no additional charge for docent services. We require a minimum of 3 weeks' notice to secure a docent.

Do you offer any member discounts for event packages?

Museum members receive a 10% discount on any museum event!

Do you offer any non-profit discounts for event packages?

Non-Profit Organizations are eligible to receive discounts on all events – please call us to receive information regarding non-profit rate options.



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