

# The Mini Time Machine Museum of Miniatures Small Private Event Package



The Mini Time Machine  
*museum of miniatures*

4455 E. Camp Lowell Drive  
Tucson, AZ 85712

P: (520) 881-0606 F: (520) 881-9307  
[www.theminitimemachine.org](http://www.theminitimemachine.org)

# The Caitlin Suite & Patio

**Cost:** \$200 / 2 hours      \$25/ each additional hour

Cost includes museum admission for up to 20 guests and selection of tables and chairs. Please see the chart of amenities for additional add-on features.

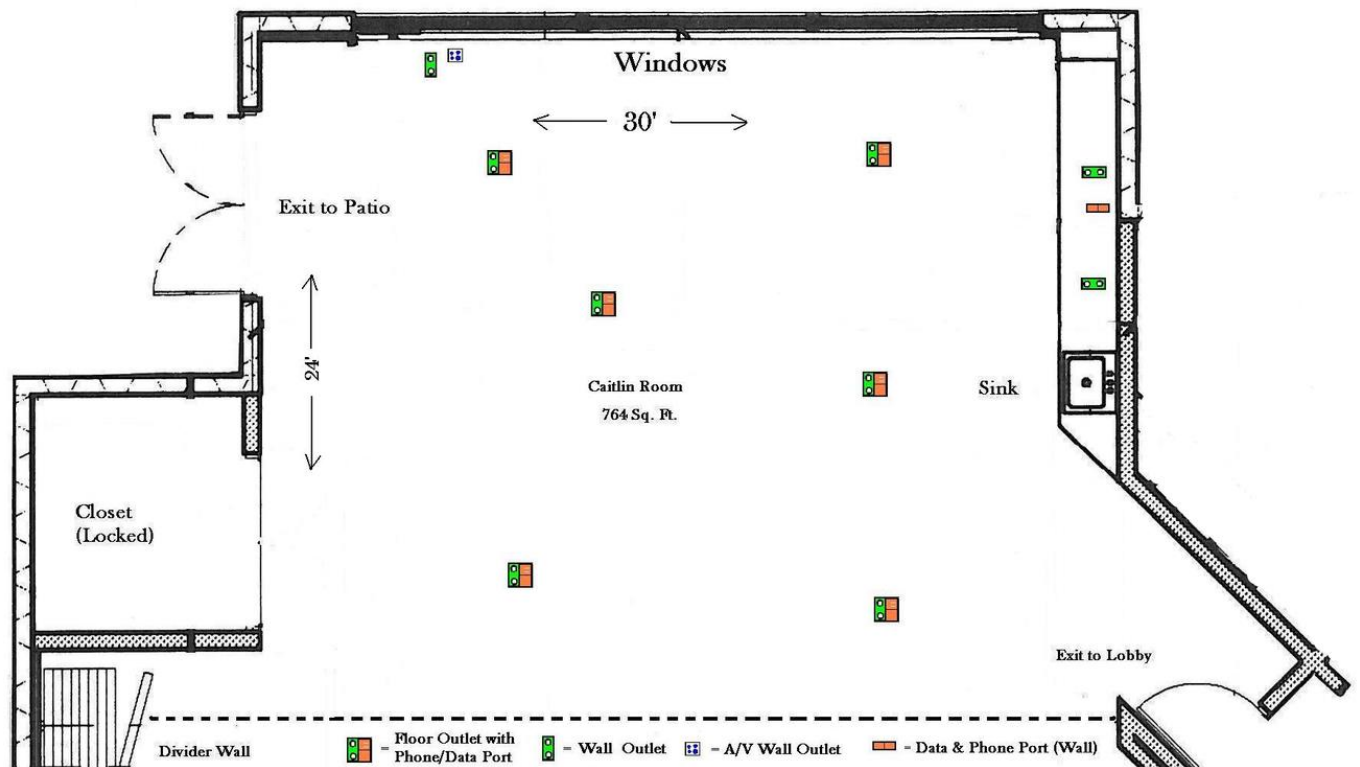
Event host may arrive up to one hour prior to event for set-up; clean-up must be completed no later than one half hour after event end-time. Additional time may be requested but it is not guaranteed.

Guests will have access to the museum for the entire business day but will only have access to the event suite during the allotted event time.

Caitlin Packages are based upon availability and must be scheduled within our regular business hours, Wednesday – Sunday 9am – 3:30pm

## Caitlin Suite Features:

- Beautiful window view with bright natural light
- Retractable blinds for presentations
- Sink
- Adjoining patio area with four picnic tables and retractable awning for shade
- A/V capabilities
- WiFi available



## Caitlin Suite and Patio Photos



## Museum Event Amenities and Add-Ons

All items listed in this chart are **based on availability**; not all of our amenities and add-ons are available year-round. **48 hours' advance notice is required for most items.** Kitchen appliances, utensils and other amenities are currently unavailable due to COVID-19 protocols. Fees may be incurred for damaged or broken items.

Tables		
Type	Quantity Available	Cost
6' banquet tables *Each seats up to 6	14	\$0
60" round tables *Each seats 8 – 10	5	\$0
40" round table *Seats up to 6	1	\$0
2' x 4' card table	3	\$0
36" Cocktail Tables/Bistro Tables *Adjustable height: 30" and 42" *Bistro height seats up to 4	10	\$5 each
Linens		
120" Round *Light Sage Green Color *Floor length drape for either the 60" round tables and 36" cocktail tables (at their 42" height)	10	\$5 each
6' Fitted Banquet *Black *Floor length drape, ideal for buffet tables, vendor display, etc.	10	\$10 each
Flat Rate Linen Cleaning Fee	Any quantity	\$20

## Private Event FAQs

### Do my guests need to wear a mask?

All guests over the age of 2 are required to wear a mask when in the museum lobby, galleries, restrooms, and other common areas. We do not allow for any mask exceptions at this time. While in the Caitlin suite, we recommend that your guests wear a mask when not eating or drinking.

### Do I need to sanitize the suite after my event?

The event host must ensure that all trash has been placed within the provided trash cans and that all uneaten food and personal items have been removed from the suite prior to exiting. Museum staff will clean and sanitize the suite after the host and guests have vacated.

### What hours are available for event packages?

Due to the ongoing COVID-19 pandemic, we have temporarily suspended private evening events. Private events are currently available on a limited basis during our regular museum hours, Tuesday – Sunday, 9am – 3:30pm.

### **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 abide by our mask requirement when at the museum. You will need to confirm your caterer's delivery timetables and space constraints with museum staff. *No food or beverages are permitted beyond the suite and enclosed patio area.*

### **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 the 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 price 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. *\*Please check with the City of Tucson to see the latest information regarding the availability of Liquor Permits during the ongoing pandemic.*

### **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 setup. We will do our best to accommodate any additional setup 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. No nails or other methods of attachment which could damage walls or suite surfaces will be permitted. The museum will provide the host with a footstool, if requested.

### **Do I need to sign a contract?**

Yes, you are required to sign a contract. A signed contract must be on file at the museum within ten business days of receiving your reservation down payment. Please be aware that by scheduling a private event at The Mini Time Machine Museum of Miniatures you agree to abide by our policies and procedures and voluntarily assume all risks related to exposure to COVID-19.

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

For the safety of our museum docents during the ongoing pandemic, we have currently suspended docent-led tours.

### **Do you offer any member discounts or non profit discounts for event packages?**

Yes! Museum members receive a 10% discount on event packages and amenities. Non-Profit Organizations are eligible to receive discounts on event packages – please call us to receive information regarding non-profit rate options.