



## FACILITY RENTAL & USAGE GUIDELINES

The Museum's primary business is the operation of the Museum and its primary concern is the safety of the exhibits and displays. Certain guidelines are established for facility rentals and must be adhered to.

The International Wildlife Museum is a nonprofit organization and proceeds from the use of the facility are used to support exhibit and education programs.

### **Contracts**

Any individual or organization wishing to rent the Museum must complete our standard contract and pay a \$50 non-refundable deposit and a \$100 damage deposit at time of booking. Events may be rescheduled with a minimum of two weeks' notice. Final rental payment is due on the day of the event, prior to setup. Events scheduled to occur within fourteen days of booking require the full balance due with signed contract. There are no exceptions to this guideline. Reservation of facilities may only be scheduled 12 months in advance of your event and must have at least twenty participants. The International Wildlife Museum reserves the right to refuse to rent to any individual, group, or organization.

### **Availability** (*closed Thanksgiving Day and Christmas Day*)

Museum hours are 9:00am – 5:00pm Monday through Friday and 9:00am - 6:00pm on Saturday and Sunday. The Museum is available for exclusive event rental from 5:00pm until 10:00pm Monday through Friday and 6:00pm until 10:00pm Saturday and Sunday. Set-up is permitted one hour before the event and clean-up is up to one hour after the event's ending time. During business hours and non-exclusive rentals, the general public will also be present throughout the Museum and dining area and may walk through your event.

### **Damage Deposit**

Guests are required to preserve order and decorum in all parts of the Museum at all times. The Museum reserves the right to expel any guest not complying with Museum guidelines. A \$100 damage deposit is required at booking. Should there be no damage associated with the event beyond normal use and cleaning, the deposit will be returned to the renter within one week of event. Any damage that occurs will be assessed by Museum staff, and any amount above and beyond the deposit will be billed to the renter accordingly to be paid within thirty (30) days.

### **Event Insurance**

Individual events including weddings, birthday parties, and other celebrations are covered under the Museum's insurance. For business and corporate events, and all events serving alcohol, renters must provide a copy of their proof of liability insurance (\$500,000 minimum) to the Museum representative ten (10) days before the event date. Any renter employing an agent that will be providing goods or services on the premises of the Museum, such as catering, alcohol service, or entertainment, shall have the agent provide a copy of such agent's proof of liability insurance (\$1,000,000 minimum) to the Museum Representative. All agents of the renter must provide proof of liability insurance prior to such agent's setup on the premises of the Museum. The Museum has the right to bill the renter for any theft, damage or any destruction of property.



**Rental Fees & Inclusions**

Rental fees include access to the Museum’s exhibits for you and your guests, the use of the tables and chairs in the dining area and the use of the Wildlife Theater.

Rental rates are as follows:

**During Museum Hours (9am-5pm Mon-Fri or 9am-6pm Sat-Sun)**

Rental Time	Rental Fee	Admission Fee	Additional Hours
2 hours reserved space in dining area. Unlimited time in museum.	\$50	\$7/adult; \$3/child (age 12 & under)	\$25 each

**After Museum Hours (5pm-10pm Mon-Fri or 6pm-10pm Sat-Sun)**

Rental Time	# of Guests	Rental Fee	Additional Hours	Experiences
3 hours use of entire museum	Up to 25 guests	\$325	\$50 each	2 hours of archery - \$150 Live Animal Encounter - \$50 1 hour Flashlight Safari – Included Theater w/ choice of movie - Included
3 hours use of entire museum	26-50 guests	\$500		
3 hours use of entire museum	51-75 guests	\$675		
3 hours use of entire museum	75-100 guests	\$850		

**Alcohol**

Alcohol may be served at events with prior approval from museum staff and with proof of liability insurance (see above insurance policy). All alcohol for events must be provided free of charge, unless an Arizona TAM certified bartender is present serving the liquor and a Special Event Liquor License has been obtained from the City of Tucson’s City Clerk’s Office for the event and a copy provided to the museum no later than three days prior to the event. \*Applications for a Special Event Liquor Licenses must be received by the City Clerk a minimum of forty-five (45) days before the date of the event. The renter assumes all liability for liquor related injury or damages.

**Decorations**

Linens and decorations are not provided; however, you may bring your own. Piñatas, confetti and/or rice are not allowed anywhere on Museum grounds. Bird seed, bubbles, flower petals, trellises, potted plants, and flowers



may be used outside in the courtyard on the condition that everything is removed from the grounds at the conclusion of the event. Hanging decorations are allowed in the Oasis Dining Room provided arrangements are made in advance with Museum staff. Live animals are not permitted for display, entertainment purposes or as part of any centerpiece or decoration without prior written approval from museum staff. Open-flamed candles and potted plants are not permitted inside the Museum.

### **Catering**

You may use any professional, licensed caterer of your own choosing. Professional caterers must provide proof of insurance to museum staff prior to setup. The museum provides access to electricity and water, but no kitchen facilities or ice are available. The renter assumes all responsibility for clean-up and damages associated with food service.

### **Food and Beverage**

Food and beverages are only permitted in the Dining Room unless there is prior approval from museum staff.

### **Smoking**

No smoking, including e-cigarettes and vaporizing devices, is allowed in the museum facility, walkway, or the outdoor courtyard. Smoking is only allowed in designated areas of the parking lot. State Law provides that all smoking must be done a minimum of twenty (20) feet away from any building entrance. If any of your guests are in violation of this policy, they will be asked to leave the facility. Repeated violations may result in the rental event being cancelled with no refund of rental fees and forfeiture of the entire damage deposit.

### **Music**

Amplified music or dance bands are permitted in the Oasis Dining Room only, unless prior approval has been received in writing from museum staff. Amplified music or dance bands are not permitted outdoors. Acoustic music is permitted throughout the museum and outside in the courtyard until 9 pm.

### **Add-On Experiences**

#### **Wildlife Theater - Included with any facility rental**

The Wildlife Theater seats 94, and is available for presentations, movies, slideshows, etc. with prior reservations. The theater can play DVDs or a computer can be hooked up for presentations (The museum does not provide the computer). Please inform us with what your needs are (sound, WiFi, etc.) and we will accommodate you to the best of our ability.

#### **Flashlight Safari – Included with Facility Rental. For After Hours Rentals Only**

Explore the museum in the dark! We'll turn the lights off and your group can tour by flashlight. Make sure to tell your guests to bring their own flashlight!

#### **Archery - \$150/2hours; For After Hours Rentals Only**

Get out on the range and hit the bullseye. This add-on is great for teambuilding and just plain old fun! You'll get two hours of instruction and shooting time and all the equipment is provided. Archery is taught by a NASP (National Archery in the Schools Program) certified instructor. This option is available for guests 9 years old and up.

#### **Live Animal Encounter - \$50; For After Hours Rentals Only**

Meet the live animals of IWM! You'll get to touch and learn about reptiles, insects, spiders and mammals. Ask about what animals may be available for your group!



**Museum Capacity**

Entire Museum:	400
Oasis Dining Room (seated)	80
Wildlife Theater:	94

**Oasis Dining Room Tables & Chairs**

26 tables TOTAL

14 tables 36" square

12 tables 30" square

83 chairs TOTAL

With 4 people at the 36" tables and 2 people at the 30" tables, we can comfortably seat 80 people.

**There are six-foot banquet tables and folding chairs available for use as well, with prior reservation.**



## Facility Rental FAQ

Here are some of the frequently asked questions regarding renting the International Wildlife Museum for events. If you have additional questions please contact Amy Soneira at [amys@thewildlifemuseum.org](mailto:amys@thewildlifemuseum.org) or (520) 629-0100 ext. 385.

### **Do I have to rent the entire facility, or is there an option to rent just part of it?**

During Museum hours, the dining room, wildlife theater and board room are available as separate rentals. The fees are \$50/room plus group rate admission. After Museum hours, the International Wildlife Museum is an exclusive venue that only hosts one event per evening.

### **When can I set-up? How long is clean-up time and what am I responsible for?**

During Museum hours, set-up is one hour prior to your event starting and 30 minutes after your event ends. After Museum hours, set-up is one hour prior to your event starting and one hour after your event ends. The event host is responsible for clearing tables of trash. The Museum will clean the dining area and take out trash.

### **Is 6:00 p.m. to 10:00 p.m. enough time for my event?**

Yes, four hours is ample time for most events held at the International Wildlife Museum.

### **Can we extend the rental period?**

Yes, we do offer an additional hour for an additional fee of \$25/hour during Museum hours and \$50/hour after Museum hours.

### **Do you have exclusive catering companies?**

No, you may use any caterer you wish. The International Wildlife Museum has a list of caterers and restaurants that have been used for events in the past. Please contact us for more information.

### **Can I bring in my own food and beverages?**

Yes, with prior approval from museum staff.



## Facility Rental Application

### Applicant Information

Name of Applicant: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Event Information

Type of Event: \_\_\_\_\_ Event Date \_\_\_\_\_

Expected # of Guests: \_\_\_\_\_ Time of Event: \_\_\_\_\_ - \_\_\_\_\_ Preferred Set-up Time: \_\_\_\_\_

### Event Details

Caterer: \_\_\_\_\_

Music (describe): \_\_\_\_\_

Audio/Visual Needs: \_\_\_\_\_

Add-on Activities: (please circle choices) Wildlife Theater    Flashlight Safari    Archery    Live Animal Encounter

Signature of Applicant: \_\_\_\_\_

### Please return to:

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