

## Things to know . . .

Since the Museum is a non-profit tax exempt charitable corporation, certain restrictions must be adhered to as adopted by the Board of Trustees.

The following is a brief explanation of those restrictions:

The Museum reserves the right to refuse to make its facilities available to any prospective user for any reasons which it deems appropriate.

Confirmation of the reservation must be in writing on Facility Rental Agreement Form. Cancellation of the event after confirmation will result in forfeiture of all fees paid.

Alcoholic beverages will be provided by the caterer or sponsor.

The use of video equipment, cameras, and picture recording devices that are not Museum provided, is prohibited without prior consent.

You will be billed for any additional time that your event runs over the scheduled time.

Because the facility is a Museum, not a banquet hall, renters are liable for any damage to works of art on display during the period of their rental.

Proposals for partnered events with the Museum must be submitted in writing.

We look forward to serving your needs.

Call for a Facilities Rental Agreement to reserve your room.

**(623) 972-0635**

July 1, 2009

WEST VALLEY  
ART MUSEUM  
17420 N. Avenue of the Arts  
Surprise, AZ 85374

# FACILITY RENTALS *At Your Museum*



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[www.wvam.org](http://www.wvam.org)

## Meeting At The Museum

The West Valley Art Museum provides elegant spaces for hosting special events in the metro-Phoenix area. Located just four miles from Loop 101, in the City of Surprise, the Museum provides a unique setting for wedding receptions, corporate events, meetings, and private gatherings. Your guests will be delighted by the exciting exhibitions of art by local, national and international artists. The Museum offers four distinctive areas to serve as memorable backdrops for your special event. The Museum is the perfect place to hold small lunch meetings or offer large group presentations. There are various spaces available to accommodate groups ranging in size from 10 to 200. Your guests can view the superb art in the Museum's exhibit galleries, enjoy a lunch, brunch or dinner, and bask in an atmosphere of art during breaks.

### FACILITIES PRICING

#### Charles and Ruth Stone Tea Room (Café)

Seating 42, view of Sculpture Patio		
<b>1/2 Day Use (2-4 hrs.)</b>		<b>\$300</b>
<b>evening (start at 4 pm)</b>		<b>\$400</b>
<b>Full Day Use (5-8 hrs.)</b>		<b>\$500</b>
<b>evening</b>		<b>\$600</b>
<b>Non-Profit</b>	<b>less</b>	<b>30%</b>

#### Hoover Cultural Center

Seating 200 (Theater style), 165 with tables		
<b>1/2 Day Use (2-4 hrs.)</b>		<b>\$500</b>
<b>evening (start at 4 pm)</b>		<b>\$600</b>
<b>Full Day Use (5-8 hrs.)</b>		<b>\$1000</b>
<b>evening</b>		<b>\$1100</b>
<b>Non-Profit</b>	<b>less</b>	<b>30%</b>

**Jensen Wing** Seating 75, 50 with tables  
Alternative space for smaller meetings; Includes security. Ask for details. During Museum hours the Jensen Wing and Cultural Center will only house events that leave the gallery open to viewing the art. **Closed meetings please schedule after hours.**

<b>Half Day (2-4 hrs.)</b>		<b>\$400</b>
<b>evening (start at 4 pm)</b>		<b>\$500</b>
<b>Full Day (5-8 hrs.)</b>		<b>\$800</b>
<b>evening</b>		<b>\$900</b>
<b>Non-Profit</b>	<b>less</b>	<b>30%</b>

### WEDDING RECEPTIONS

The Museum provides classic spaces for wedding receptions and rehearsal dinners. A sparkling, glass-enclosed tearoom leading to an outdoor patio and spacious galleries create the perfect ambience for your wedding. Catering can be arranged with our approved list of caterers. A package includes use of the Jensen Wing for ceremony, Cultural Center for reception and for a rehearsal dinner the Friday before the event. Access to the entire Museum during the reception is an additional \$200. *The galleries will be open only for viewing and no part of the event can take place in them.*

<b>Reception only</b>	<b>\$1000</b>
<b>Wedding Package</b>	<b>\$1800</b>

### GROUP TOURS

Interested in having a tour of the Museum included in your event? Please make arrangements for tours at the same time you make your event reservations.

### MORE THAN ONE ROOM

If you need more than one room for your event other than a wedding package, using the Jensen Wing in addition to the Cultural Center, for example, would be an additional \$900 for 5 hrs.

### Other Charges:

Piano tuning: **\$60**  
Sound system and use of audio equipment, microphones, stands, etc.: **\$200**  
Power point projector: **\$100 (\$400 deposit)**  
**Linen charges \$6 per table** using WVAM cloths.

### MUSEUM SECURITY

A Museum security guard is required for special events during normal business hours of 10-4 pm, Tuesday through Sunday. Before and after hours require two security guards. For two security guards there is a \$100 charge.

### PRIVATE MUSEUM-WIDE USE

The entire Museum may be used for private events with no outside admission.

1/2 day use - Daytime	<b>\$2000</b>
Full day use - Day time	<b>\$3000</b>

### POLICY: CHILDREN AT RENTAL EVENTS

The Museum always encourages children to visit the Museum accompanied by parents/guardians or Museum guides. During rental events beyond an hour in duration the Museum would prefer that children under 14 not be in attendance. The security personnel are present for Museum security purposes and not for childcare. Children must be chaperoned by their parents/guardians and they must be confined to the room rented. They will not be allowed outside the room except to use the restroom (unless art viewing in the galleries has been paid for).

### Museum Hours:

10:00 am – 4:00 pm Tuesday – Sunday

**June 1 through August 12:** The Hoover Cultural Center is not available for daytime use.