



AMERICAN MUSEUM OF WESTERN ART

THE ANSCHUTZ COLLECTION

Facility Rental

The American Museum of Western Art – The Anschutz Collection is a special historical and educational venue that is available for private events. The historic Navarre Building is a perfect venue for your special events. The location is a very intimate and inviting space for a corporate meeting, hosted dinner, or cocktail reception. You and your guests will be surrounded by beautiful Western art, with access to all three floors of art galleries, throughout your time in the Museum.

The Facility is available Monday through Friday, subject to availability, and in accordance with the Museum's policies and guidelines that follow.

Daytime Event Fee	Evening Event Fee	Cocktail Reception	Seated Dinner
\$7,500	\$10,000	10 - 130 guests	10 - 70 guests

*Discount may apply for non-profit organizations

*Daytime Event: 8am-4pm, Evening Event: after 4:30pm-11pm

*Fees do not include catering costs, liquor, floral, additional furniture rentals

Includes

- Access to entire museum, including 3 parlors and 3 gallery floors.
- Viewing of one of the world's premier Western art collections.
- Special entrance through the grand 2nd floor entrance.
- Large Italian antique conference style table, seats 32 guests.
- Sound system, microphones, and podium are available.
- Complimentary guided tour or overview of the Museum by request.
- Complimentary coat check.

For more information please contact us at:

Info@AnschutzCollection.org or (303)293-2000



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General Terms

- The Museum reserves the right to refuse the use of the facility for any purpose which may violate the law or government regulations.
- The Museum does not allow any event at the Museum without a signed Facility Use Agreement.
- Evening events may not begin prior to 4:30pm. If the Event falls on a Monday, Wednesday, or Friday, set-up may not begin prior to 5pm, due to the Museum's public hours.
- All events must conclude at or before 11pm. All guests must exit the Museum by the time an event is scheduled to end.
- The Museum is a smoke-free environment. Smoking is not permitted inside the building, within 15 feet of any doorway, or on Museum property.
- The Museum assumes no responsibility for loss of, or damage to, any item brought into the facility.
- Parking is not provided by the Museum.

Museum Policies and Guidelines

- The Museum reserves the right to monitor and control all private events. Users and their guests are required to respect and comply with all instructions given by Museum staff and may be asked to leave if they do not observe those instructions.
- There is no photography permitted within the Facility. No exceptions will be made.
- Events that function as a fundraiser or a collection of monetary funds are not allowed, and no charge or donation may be required or requested for attendance.
- The User shall not issue any press releases or other publicity about the event, and no working member of the press may be invited to the Event.
- Invitations and the use of the Museum's name and logo must be approved by the Museum prior to publishing either in print or digital media.
- A complete guest list must be provided to the Museum at least two days prior to the Event.
- The User will assume full responsibility for the conduct of all guests in attendance, and for all damages/theft of any artwork, furniture, or property.

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Reservation and Cancellation Terms

- The User will be invoiced 100% upon the return of the signed Facility Use Agreement.
- Payment and Certificate of Insurance is due upon receipt of invoice.
- If the Event is cancelled at least 7 days prior to the scheduled date, 50% of the invoice total will be refunded. No refunds for cancellations less than 7 days prior to the event.

Food and Beverage Terms

- Food and beverage must be provided by the Museum's approved vendors, The Brown Palace or Footers Catering. Contact information will be provided upon receipt of signed Facility Use Agreement.
- If the Event includes the serving of alcohol, the User's Certificate of Insurance must include liquor liability coverage for a minimum of \$1,000,000 per incident.
- If liquor is served at the Event, the bar must be hosted. No cash bars permitted.

Additional Terms

- The Museum does not allow the following décor items: banners, wall hangings, confetti, glitter, balloons, or other loose décor.
- Decorations may not be taped or tacked to any wall surfaces, exhibits, ceilings, glass, or equipment.
- Any floral arrangements must be ordered through the Museum's approved vendor, Varney Design.
- Any necessary audio visual equipment must be arranged through the Museum's approved vendor, J & S Audio.
- Any additional music and entertainment must be pre-approved.
- The User is responsible for any cleaning charges associated with food and beverage service, decorations, or floral arrangements.