



# 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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### **Museum Policies and Guidelines**

- 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 before 11pm. All guests must exit the Museum by the time an event is scheduled to end.
- The Museum Representatives will be on hand at all Events and shall be in control of the Event. The User and guests are required to respect and comply with all instructions given by Museum and Facility representatives. Guests may be asked to leave if they do not comply.
- 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.
- The Museum assumes no responsibility for loss of, or damage to, any item brought into the facility.
- Events that function as a fundraiser or a collection of monetary funds are not allowed.
- The form of invitation to an Event and any promotion of the Event by mail, email, publication, or website must be approved in advance by the Museum. The Event is a private event and is not to be advertised to the public.
- The User shall not issue any press releases or other publicity about the Event, and shall not invite working members of the press to the Event.
- A complete guest list must be provided to the Museum at least two days prior to the Event.
- The Museum is a smoke-free environment. Smoking is not permitted inside the building, within 15 feet of any doorway, or on Museum property.
- Parking is not provided by the Museum.
- There is no photography permitted within the Facility. No exceptions will be made.
- No children under the age of 8 are allowed in the museum due to the fragile nature of the galleries.

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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 10 days prior to the scheduled date, 50% of the invoice total will be refunded. There are no refunds for cancellations less than 10 days prior to the Event date. If the Museum cancels the Event for any reason, 100% of the Use Fee will be refunded to the User.

### **Food and Beverage Terms**

- Food and beverage must be provided by the Museum's approved vendors. 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 use of the following : strobe lights, balloons, smoke or mist, glitter, confetti, rice, flower petals, or tape adhesive.
- Any placement of decorations, meeting boards, easels, projectors, or AV equipment must be approved by the Museum.
- Any floral arrangements must be ordered through the Museum's approved vendor.
- No other live plants are permitted in the Facility.
- Any necessary audio visual equipment must be arranged through the Museum's approved vendor.
- Any additional music and entertainment must be pre-approved.
- The User is responsible for any excessive cleaning charges associated with the Event.