

FACILITY RENTALS

The Desert Caballeros Western Museum is the perfect way to welcome your guests or clients to Arizona!

A gem in the heart of historic Wickenburg, Museum showcases the authentic history and lifestyle of the American West, offering several venues that are perfect for private and corporate events, including weddings, celebrations, business meetings, presentations, performances, and holiday parties.

Located at 21 North Frontier Street, Wickenburg AZ 85390

928-684-2272 | westernmuseum.org | facilities@westernmuseum.org

VENUES



3,800 square feet

A/V: screen, lectern, and LCD projector.

A new audio-visual system was installed in 2018.

Theater capacity: 200

Seated reception capacity: 100

Regular Rate	Non-Profit Rate
Half day: \$375	Half day: \$250
Full day: \$750	Full day: \$500
Additional fee of \$100 for after-hours events	

CULTURAL CROSSROADS LEARNING CENTER

IDEAL FOR PRESENTATIONS, PERFORMANCES
AND SEATED RECEPTIONS.

IMMERSIVE DISPLAYS OF ART AND ARTIFACTS
FROM THE MUSEUM'S COLLECTION ADD TO
THE UNIQUE SPACE



Regular Rate	Non-Profit Rate
Evening: \$800	Evening: \$400
Evening hours: 5:30 – 10 p.m.	

4,420 square feet
 Only available for evening events (5:30—10 p.m.)
 Cocktail reception capacity: 200
 Seated reception capacity: 50

MAIN MUSEUM
 UPPER LEVEL FEATURES ART AND SPECIAL EXHIBITIONS, WHILE THE LOWER LEVEL PROVIDES A UNIQUE VENUE FOR DINING



300 square feet
 A/V: Mounted television screen and conference phone
 Only available during daytime Monday—Friday
 Capacity: 16

Regular Rate	Non-Profit Rate
Half day: \$200	Half day: \$150
Full day: \$400	Full day: \$300

LIBRARY
 PERFECT FOR CORPORATE RETREATS OR BOARD MEETINGS

GENERAL INFORMATION

AV/Technical Equipment | Staff is available to assist with set up of Museum-owned audio equipment. There are no additional fees for use of the microphones, projector, etc. in the Cultural Crossroads Learning Center.

Décor | Tables, chairs, and trash cans are included with the base rental. Black or red checkered linens may be rented from the Museum for an additional fee. Open flames and candles (unless battery operated) are not permitted in the buildings. In order to protect the artwork and exhibitions, we do not allow the use of flower petals, glitter, confetti, tinsel, rice, or birdseed. Live plants and helium balloons are not permitted in the Main Museum.

Deliveries | Access for deliveries is available two hours prior to event time unless other arrangements are approved in advance. All deliveries must be preapproved and prearranged with Museum staff.

Deposits | A \$250 refundable damage deposit is required of all users. In addition, 50% of the total Facility Use Fee is due within fourteen days of receipt of a contract, with the balance due two weeks prior to the date of your event. Proof of liability insurance in the amount of \$1,000,000 naming the Museum as an additional insured is required for corporate rentals of the Cultural Crossroads Learning Center and Main Museum.

Food and Beverage | Due to the value and delicate nature of the exhibitions and artwork on display, food and beverage consumption is prohibited in the upper level of the Main Museum. Food and beverage consumption is permitted in all other areas. We maintain a Preferred Caterers list, but accommodate outside vendors with proper permits and prior approval.

Alcohol may be served on site by approved licensed caterers with proof of required permits. Self-service, cash bars, and kegs are not permitted. Red wine, cranberry juice, tomato juice, and other red refreshments are not permitted in the Main Museum.

Sterno may only be used on tables that are not placed adjacent to flammable materials. Fire extinguishers will be provided by the Museum under each table that requires Sterno.

Parking | On-street parking is available in front of the Main Museum, and there are several local parking lots within a one-block radius. Valet parking service is not permissible.

Scheduling Guidelines | Events are scheduled for a half day or full day, beginning no earlier than 8 a.m. and ending no later than 10 p.m., unless special approval is granted. Private Use events in the Main Museum building must take place outside of regular Museum hours.

For availability or to schedule a site visit, please contact us at 928-684-2272 or facilities@westernmuseum.org.

