

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, the 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
development@westernmuseum.org

VENUES



3,800 square feet
 A/V: screen, lectern, 2 wireless microphones, computer, and LCD projector.
 Theater capacity: 275
 Seated reception capacity: 130

Regular Rate	Non-Profit Rate
Half day: \$1,200	Half day: \$900
Full day: \$2,400	Full day: \$1,500
Additional fee of \$500 for Saturday and Sunday rentals	

**CULTURAL CROSSROADS
LEARNING CENTER**

IDEAL FOR PRESENTATIONS, PERFORMANCES, PARTIES, and RECEPTIONS.

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



Regular Rate	Non-Profit Rate
Evening: \$2,400	Evening: \$1,600
Additional fee of \$500 for Saturday and Sunday rentals	

4,420 square feet
 Only available for evening events (5:30—9:00 p.m.)
 Cocktail reception capacity: 200
 Seated reception capacity: 50 in the lower level

MAIN MUSEUM

UPPER LEVEL FEATURES ART AND SPECIAL EXHIBITIONS, WHILE THE LOWER LEVEL PRO-VIDES A UNIQUE VENUE FOR DINING



300 square feet
 A/V: Mounted television screen and conference phone
 Only available during daytime Monday—Friday
 Capacity: 20

Regular Rate	Non-Profit Rate
Half day: \$600	Half day: \$400
Full day: \$800	Full day: \$600

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 bandana 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 \$500 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 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 in the Cultural Crossroads Learning Center.

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 9:00 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 development@westernmuseum.org.

