

# An Artful Touch

PRIVATE EVENTS AT THE HEARD MUSEUM







Inm Heard Museum  
ENTRANCE

BMO





Founded in 1929, the Heard Museum is internationally recognized as one of the world's finest institutions dedicated to American Indian art and culture. An Arizona landmark, the Heard blends modern amenities and the

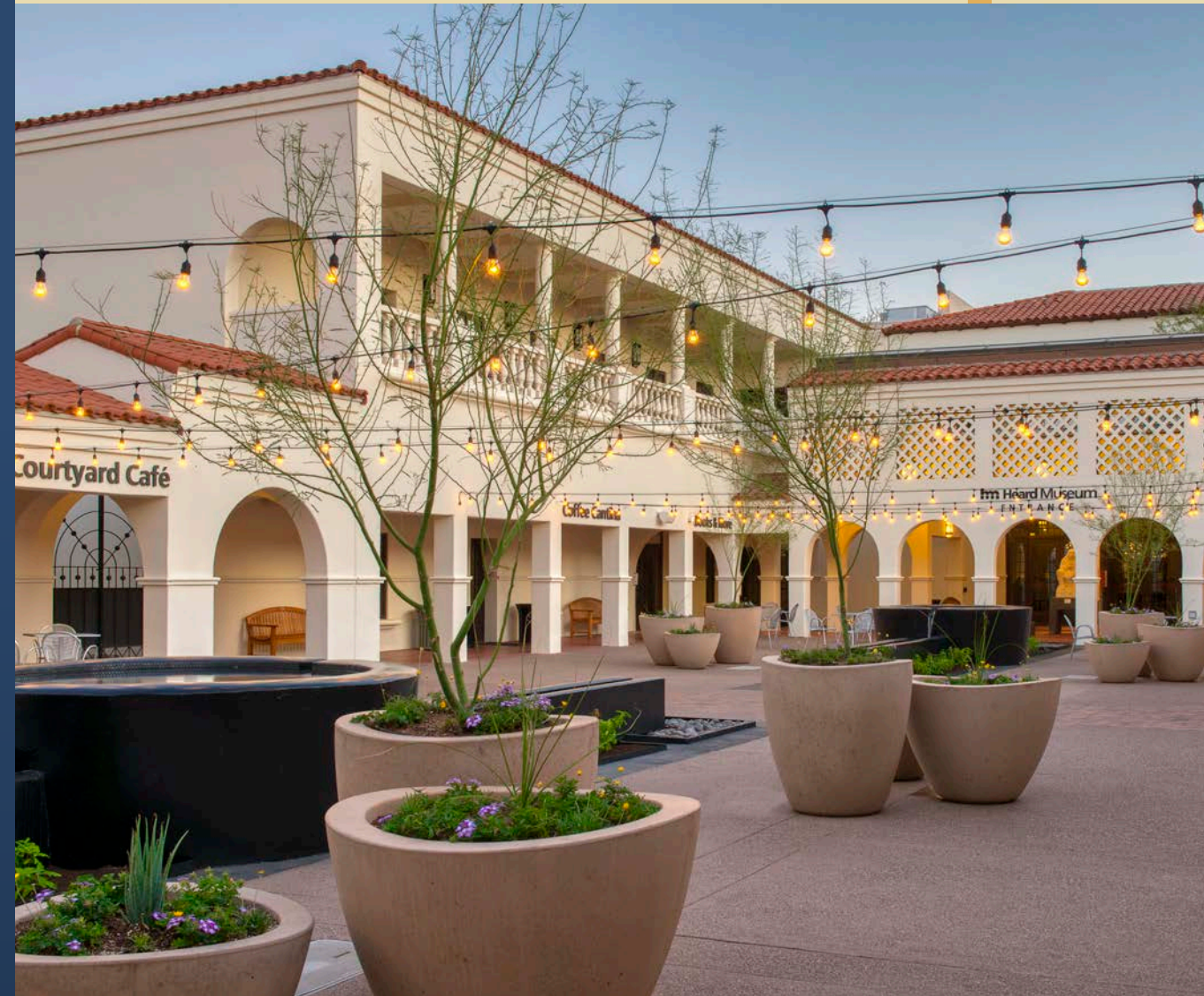
traditional heritage of the Southwest to create an authentic Arizona experience.

Beautiful surroundings make the Heard Museum the perfect setting for private gatherings from small and intimate to grand and elaborate. Graceful Spanish Colonial architecture, elegant courtyards and tranquil fountains provide a setting of unparalleled character and charm; the ideal backdrop for receptions, dinners, and weddings. Our meeting rooms offer state-of-the-art technical facilities for conferences, presentations and retreats.

We invite you to allow our experienced, knowledgeable staff to create an event that frames your vision, one that is sure to be distinctly rich and memorable.

*What a wonderful job you all did for us! It was a beautiful evening and everyone had a wonderful time. The courtyard looked beautiful, the food and drinks were amazing, and of course, the inside speaks for itself. It was such a treat and people are still saying how much they enjoyed the party.*

— Jeff W.



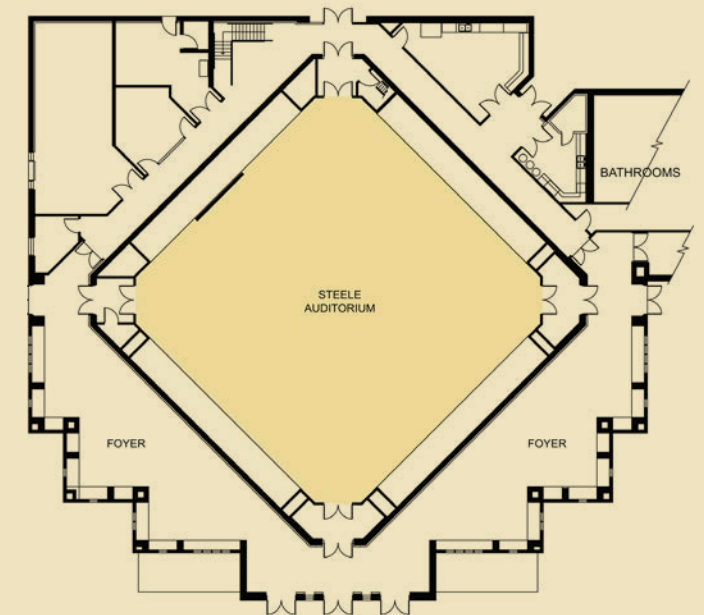


# Steele Auditorium

This grand space is versatile. It transitions easily to accommodate lectures, meetings, performing arts events and transforms beautifully into elegant space for receptions and dinners.



- ❖ 4,500 square feet
- ❖ 20-foot ceilings
- ❖ State of the art audio-visual equipment
- ❖ Capacity:
  - Banquet 330
  - Reception 500
  - Theater 425
  - Classroom 175



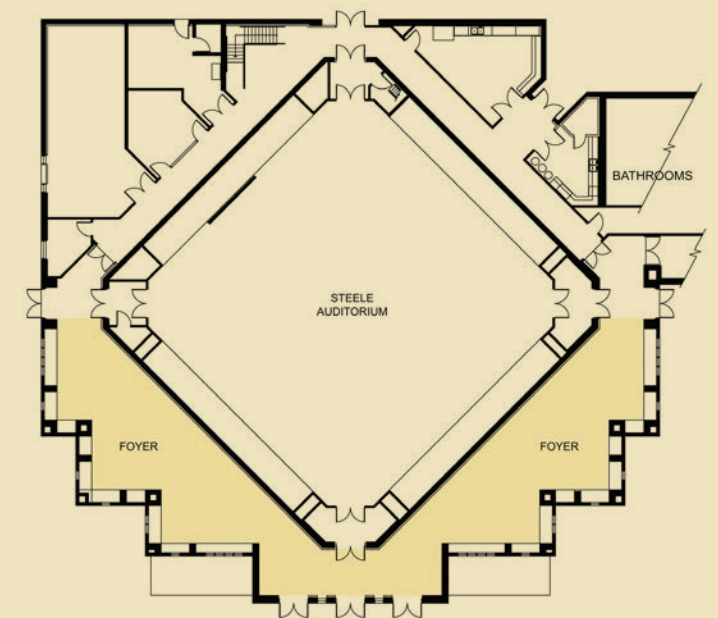


# Steele Foyer



Majestic ceiling-high windows are a central feature of this space filled end to end with window seats, creating an intimate gathering place. Wonderful for a cocktail hour preceding a dinner event in Steele Auditorium, or for use as a registration/exhibit area for corporate events.

- ❖ 2,500 square feet
- ❖ Capacity  
Reception 250



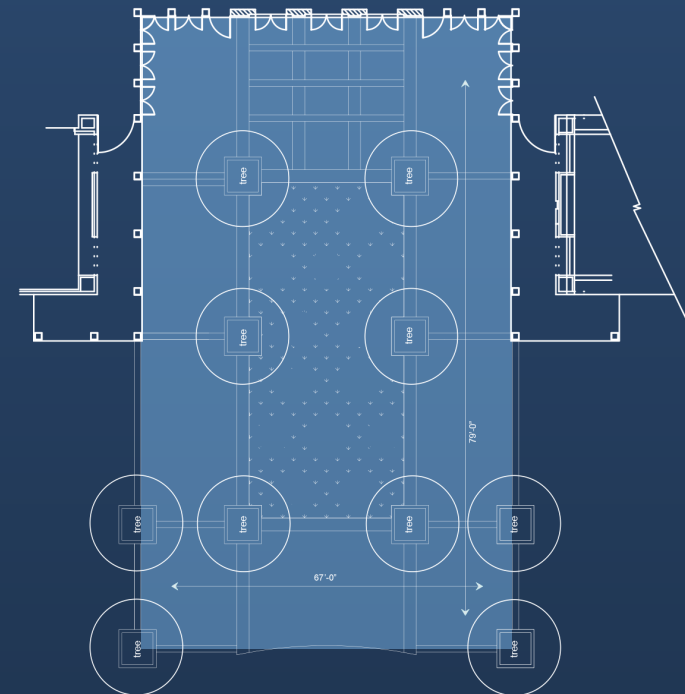


# Freeport McMoRan Plaza



A sprawling courtyard offering a panoramic view of the Heard Museum grounds, sprinkled with sculptures from our famed collection. The lush lawn, trees and arched walkways are beautiful at dusk against the desert sky. Ideal for cocktail receptions, dinners and wedding ceremonies.

- ❖ 10,500 square feet
- ❖ Capacity
  - Banquet 500
  - Reception 750
  - Wedding Ceremony 500





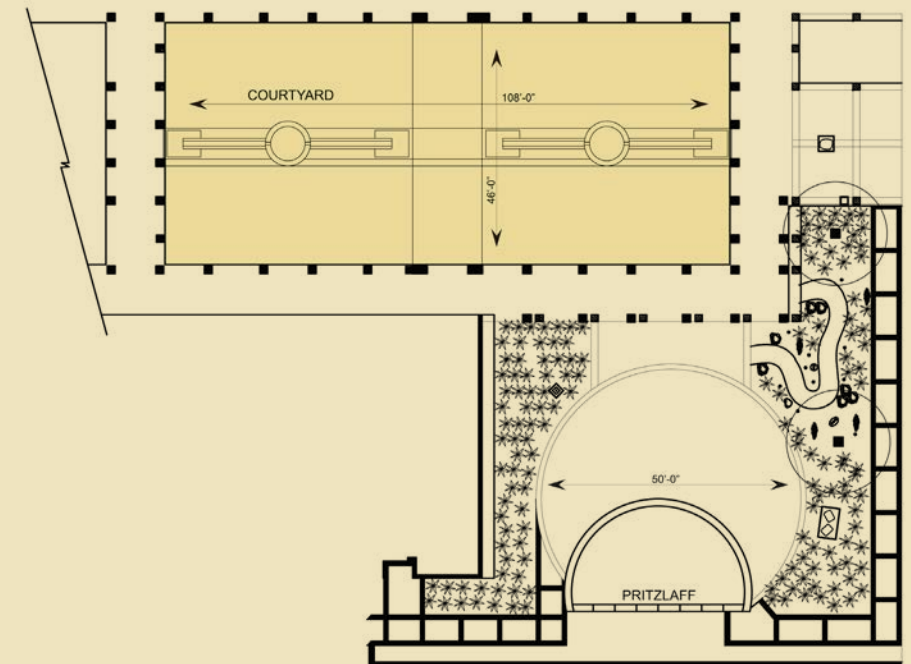
# Virginia G. Piper Courtyard



With stunning architecture, arched walkways and striking fountains, this courtyard provides a serene, picturesque setting,

perfect for cocktail receptions, dinners and wedding ceremonies.

- ❖ 5,000 square feet
- ❖ State of the art audio equipment
- ❖ Capacity:
  - Banquet 320
  - Reception 500
  - Wedding Ceremony 200

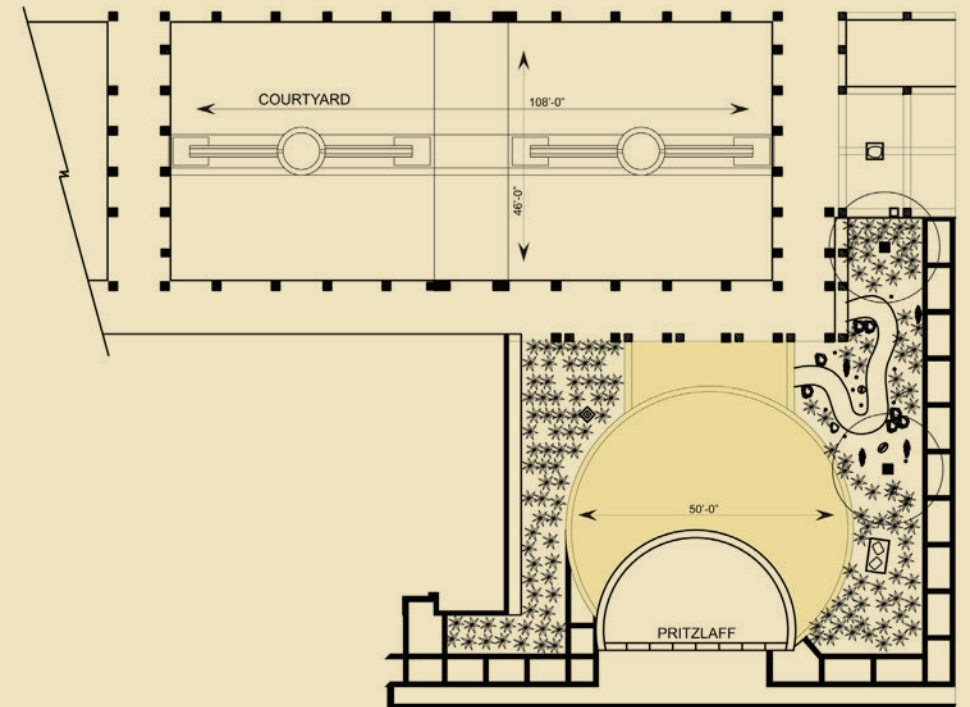




# Pritzlaff Courtyard

Complimented by stunning sculptural pieces and a water feature, this courtyard can be used on its own for small daytime events or as an expansion of Piper Courtyard for larger evening events.

- ❖ 1250 square feet
- ❖ Capacity:  
Banquet 50  
Reception 75





# Monte Vista Room

Hardwood floors, high exposed ceilings and lots of windows give both warmth and a light airy feel to this space. Located in the historical portion of the museum, this room is great for daytime meetings, retreats, luncheons, evening receptions and dinners.



❖ 2,300 square feet

❖ Capacity  
Banquet 100  
Reception 150  
Theater 150  
Classroom 50





# South Courtyard

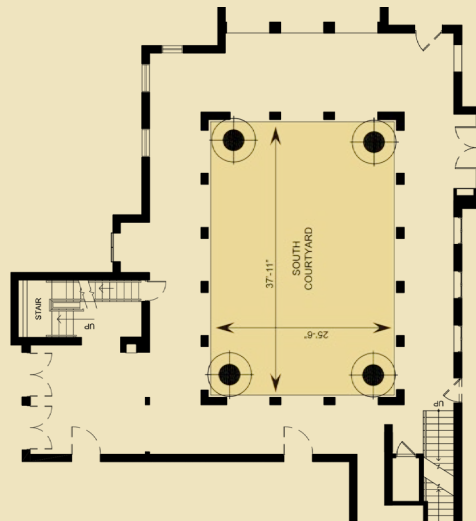
Located in the heart of the museum, appearing very nearly as it did in 1929, this charming, historical courtyard, bounded by two-story covered walkways and Spanish Colonial architectural details is a lovely setting for small receptions, dinners and wedding ceremonies.

❖ 988 square feet

❖ Capacity:  
Banquet 50  
Reception 75



The South Courtyard circa 1930s. From the Heard Museum Billie Jane Baguley Library and Archives.





# Nichols Garden

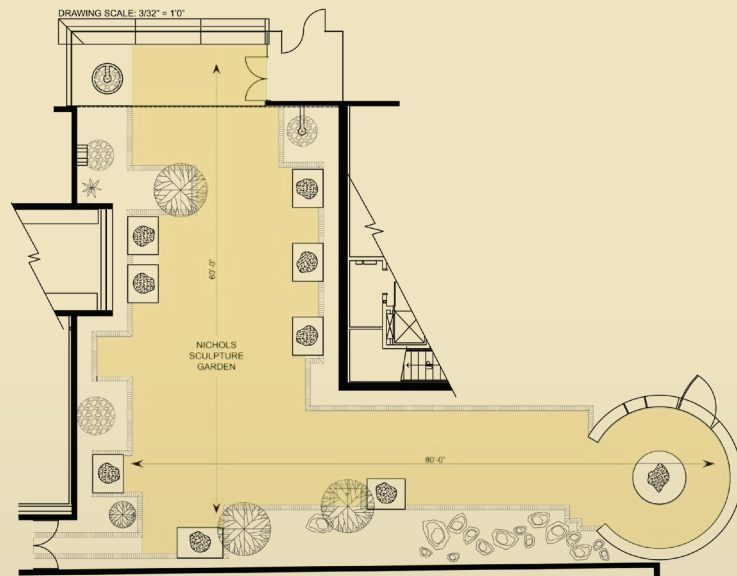
This private garden offers an ever-changing line-up of American Indian sculpture, providing a lovely backdrop for small receptions and daytime luncheons.

❖ 1,700 square feet

❖ Capacity

Banquet 50

Reception 75





# Encanto Room

High ceilings and large windows overlooking the museum grounds provide an excellent setting for small to mid-sized business meetings or luncheons.

❖ 960 square feet

❖ Capacity:

Banquet 50

Reception 75

Theater 72

Classroom 30





# Signature Entertainment

The tranquil sound of American Indian flute music, artisans demonstrating their crafts and colorful dance performances are among the entertainment options available to create a genuine feel of the desert Southwest and provide the perfect enhancement to your event. Allow us to bring together the area’s most talented artists to ensure your event at the Heard Museum is truly memorable.

- Solo Flute Player
- Musical Duo or Trio
- Greeters
- Hoop Dancer
- Dance Troupe
- Katsina Carver
- Storyteller
- Rug Weaver
- Basket Weaver
- Flute Carver
- Jewelry Maker / Silversmith
- Sand Painter
- Beadwork Artist



# World-Class Shopping

The Heard Museum Shop has long been recognized internationally as one of the most respected retail outlets for authentic American Indian art. It features jewelry, textiles, basketry, pottery, katsina dolls and other carvings, and other artwork by both current artists and new artists.

Books & More features books written about and by American Indians as well as other topics related to Native issues. It also offers T-shirts, stationery, prints, children’s merchandise and small gifts.

Our Shops can help you choose distinctive gifts and mementos for your group, hand-crafted by Native Americans. You may arrange to have the Shops open for your private event for up to two hours before 8 p.m.

(Subject to availability. A minimum of four weeks notice is required.)





# Details

## EVENT TIMES

Daytime events may run between 8 a.m. and 4 p.m. Evening events may begin at 6 p.m. and end at 10 p.m. Sunday through Thursday, 6 p.m. to 11 p.m. Friday and Saturday.

## RENTAL FEES

Rental fees include use of the contracted event space, access to the museum galleries and the appropriate number of security and facilities staff for the duration of the event. Rental fees do not include tables, chairs, linen, etc. Our Events Team can provide options and information on these items.

## CATERING

All food service is provided by our carefully selected catering professionals. Arrangements must be made with one of these approved caterers. Outside food and beverage is not permitted.

## BARS

All alcoholic beverage must be purchased from the Heard Museum. No liquor, beer or wine may be brought into the facility from outside sources.

## TOURS & MUSEUM

### ACCESS

All events include complimentary museum access on the day/evening of the event. Guided tours may be arranged during a portion of evening events and guests may participate in public tours for daytime events. Guides will be arranged at the discretion of the Museum.

### ENTERTAINMENT

The Heard Museum must arrange for all American Indian cultural programs involving dancers, craft demonstrators and musicians. All other entertainment may be arranged by the client but must be approved in advance by the Heard Museum.

### DÉCOR

Any decorations that represent and/or are created by American Indian artists must be approved in advance by the Heard Museum. Candles must be enclosed in a glass or ceramic holder.



### DEPOSITS & PAYMENTS

A 50% deposit of rental fees is required to confirm the private event and is due upon signing of the contract. The balance of all predetermined costs is due seven days prior to the event date. Any remaining balance is due within ten (10) days following the event.

### CANCELLATIONS

If a contracted event is cancelled 365-181 days prior to event date, 25% of the rental fee is due to the museum; 180-91 days prior to event date, 50% of the rental fee is due to the museum; 90 days prior to the day of event, 100% of the rental fee is due to the museum.

### RESTRICTIONS

All events that are primarily for youth less than 18 years of age are prohibited.

Amplified music is restricted outdoors.

Tenting is not permitted.

Use of helium balloons, fog machines, confetti, glitter, streamers, sparklers, rice and bird seed are prohibited.

Food and beverage is limited to private events space and is not permitted in the museum galleries.

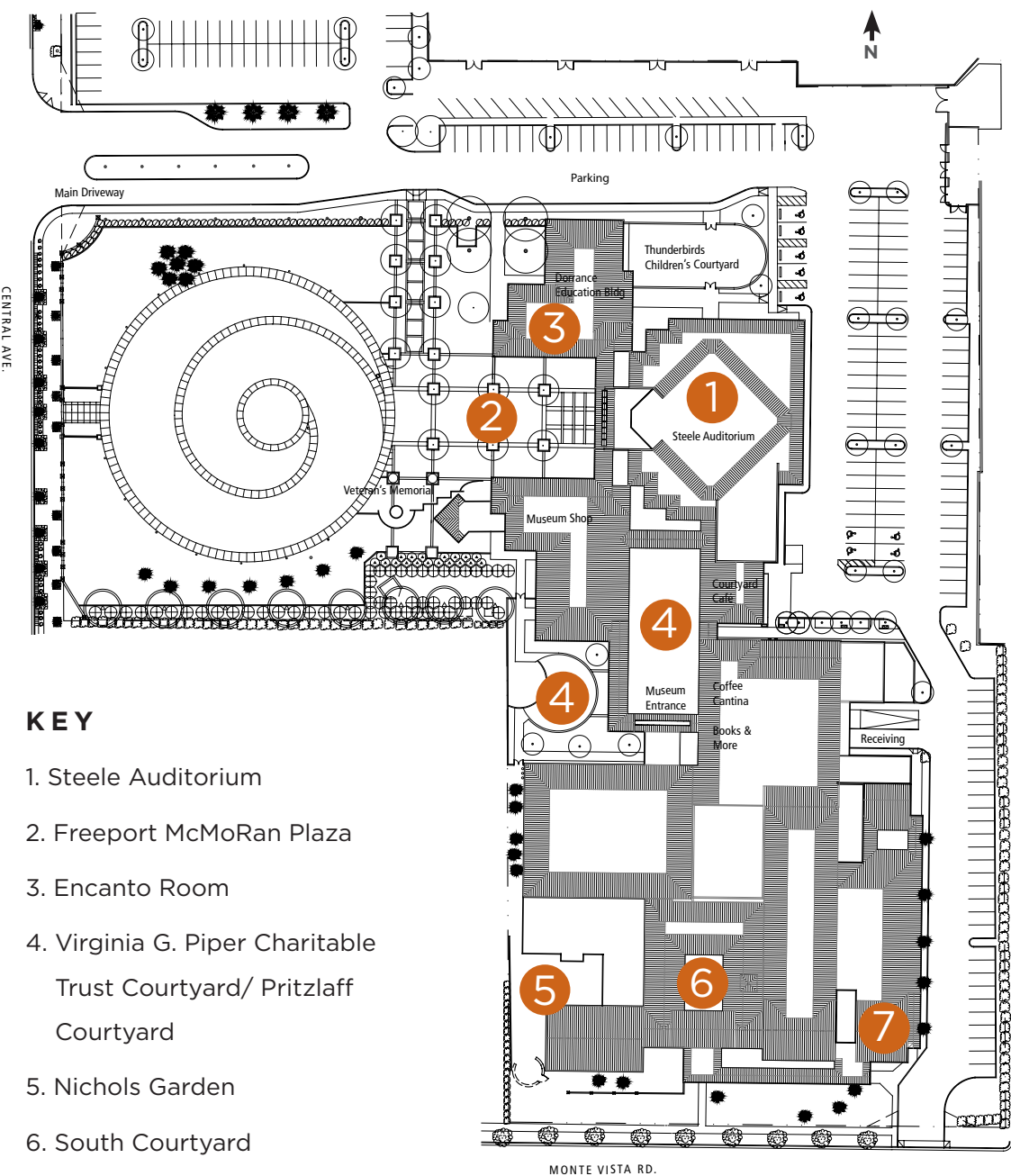
Flash photography is not allowed in the museum galleries. Photographs that contain artwork cannot be used for commercial purposes.

### PARKING

Ample, complimentary parking is available on site. Easily accessible by Metro Light Rail with a station located at the museum's main entrance.



# Museum Grounds



# Capacity

Event Space	Square Footage	Dimensions	Configuration			
			Banquet	Reception	Classroom	Theater
Steele Auditorium	4489	67' x 67'	330	500	176	425
Steele Foyer	2490			250		
Piper Courtyard	4968	46' x 108'	320	500		
Pritzlaff Courtyard	1250		50	75		
Freeport McMoRan Plaza	10,560	80' x 132'	500	750		
Encanto Room	960	30' x 32'	50	75	30	72
Monte Vista Room	2300		100	150	50	150
South Courtyard	988	26' x 38'	50	75		
Nichols Garden	1720		50	75		





# Rental Fees

Daytime Rental Fees 8:00 AM - 4:00 PM	
Encanto Room	\$1500
Monte Vista Room	\$2500
Nichols Garden	\$1500
Pritzlaff Courtyard	\$1500
Steele Auditorium + Foyer	\$4000
Evening Rental Fees 6:00 PM - 10:00 PM Sunday - Thursday 6:00 PM - 11:00 PM Friday & Saturday	
<b>\$6000</b> For use of any one space listed below	<b>\$1500</b> For use of each additional space
Steele Auditorium + Foyer	
Virginia G. Piper Courtyard	
Pritzlaff Courtyard	
Freeport McMoRan Plaza	
Encanto Room	
Monte Vista Room	
South Courtyard	
Nichols Garden	

## OTHER FEES

Fees are for groups of up to 300 guests. Please add \$500 for each additional 100 guests.

For exclusive evening use of the facility, please contact our Private Events Team for pricing.

Rental of tables, chairs, audio visual and other equipment is not included in listed fees. Please contact our Events Team for information and pricing.

Groups may have complimentary use of the Museum’s tables and chairs located in Piper Courtyard for evening events. If significant rearrangement or removal is required to accommodate the event setup, a labor fee of \$300 will apply.

## AUDIO VISUAL EQUIPMENT

A podium with microphone and Wi-Fi are available at no charge in all meeting rooms. Please contact us for information and pricing on all other AV needs.



# Beverage Information

Bar Offerings	Call Brands	Premium Brands	Top Tier Brands
Mixed Drinks	\$11	\$13	\$16
Wine - Glass	\$10	\$12	\$15
Beer	\$6	\$8	--
Non-Alcoholic Beverages	\$3	--	--

## FEES

- Bar Fee - \$425 per bar
  - Includes bartender, steward, supplies and standard glassware.
  - One bar per 75 guests recommended.
- Additional Glassware
  - Dinner table stemware (wine or champagne) if tableside service or champagne toast is requested - \$35 per bar.
  - Large groups - \$4 per person will be charged for each guest above 400.
  - Contact Beverage Manager for disposable glassware option and pricing.
- Additional Service Staff
  - Certified staff for tray passing, cocktailing or tableside wine service - \$200 per staff.
  - Number of staff needed will be based on services requested and group size.
- Service Charge
  - 22% of the beverage total will be added to final bill. There is no tax applicable.
- Gratuity
  - For hosted bars, a 20% Gratuity will be charged.

## SPECIAL ORDER

- Beer, wine or liquor not included in “house” product may be special ordered a minimum of 4 weeks prior to the event, pending product availability.

## OTHER DETAILS

- Draft beer, frozen blended drinks and liquor shots are not served.
- Bars will close 30 minutes prior to the scheduled end time of the event.
- Prices shown are per drink.

For more information or to make beverage arrangements, please call 602.251.0276 or email [eventoperations@heard.org](mailto:eventoperations@heard.org)

# Preferred Caterers

For catering arrangements, please select and contact a caterer from our approved list.

Caterer	Phone	Website
Artisan by Santa Barbara Catering	480.921.3150	<a href="http://Santabarbaracatering.com">Santabarbaracatering.com</a>
Atlasta Catering	602.242.8185	<a href="http://Atlastacatering.com">Atlastacatering.com</a>
Conceptually Social	602.317.2169	<a href="http://Conceptuallysocial.com">Conceptuallysocial.com</a>
Courtyard Café - Heard Museum	602.251.0232	<a href="http://Heard.org/courtyard-cafe">Heard.org/courtyard-cafe</a>
Creations in Cuisine Catering	602.485.9924	<a href="http://Creationsincuisinecatering.com">Creationsincuisinecatering.com</a>
Fabulous Food	602.267.1818	<a href="http://Fabulousfood.net">Fabulousfood.net</a>
Fresh from the Kitchen	602.694.1197	<a href="http://freshfromthekitchenllc.com">freshfromthekitchenllc.com</a>
M Culinary Concepts	602.200.5757	<a href="http://Mculinary.com">Mculinary.com</a>





# Keep in touch

Heard Museum | 2301 N. Central Ave. | Phoenix, AZ 85004 | 602.252.8848  
heard.org | heardmuseumshop.com



## CREDITS

### Florals

Avant Garde William and Company  
Floral Design Studio

### Décor

Event Rents

### Photography

Keith & Melissa Photographers  
(Wedding and Piper Courtyard)

Craig Smith, Heard Museum  
(Grounds and interiors)

Caesar Chaves, (Details)