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A Sense of Place

Private events at the Heard Museum

hm
Heard
Museum



Founded in 1929, the Heard Museum in Phoenix is internationally recognized as one of the world's finest institutions celebrating the diversity and vitality of American Indian art and history. A true Arizona landmark, the Heard offers a unique blend of modern amenities and traditional heritage of the Southwest.

A cool, green oasis in the heart of the desert and city, the Heard Museum is the perfect setting for private gatherings from small and intimate to grand and elaborate. Graceful Spanish Colonial architecture, shaded courtyards and tranquil fountains provide a setting of unparalleled beauty, character, elegance 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.



The Heard Museum after it opened in 1929.

A cool, green oasis in the heart of the desert and city, the Heard Museum is the perfect setting for private gatherings ...

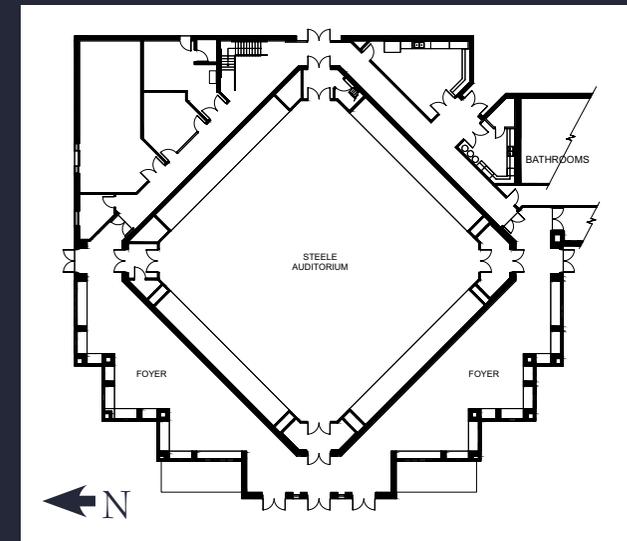




Steele Auditorium

A towering figure on the Heard Museum property, 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.

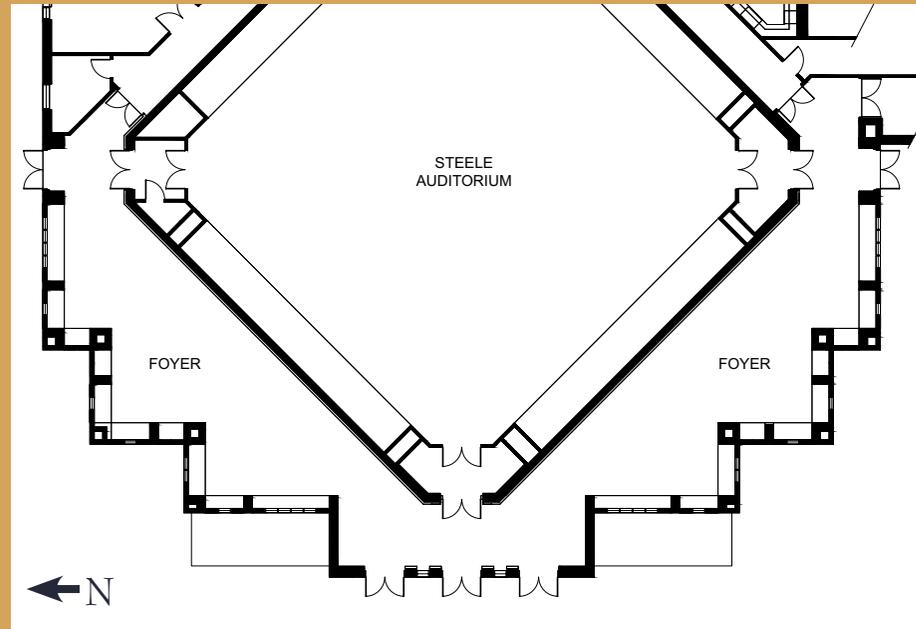
- ❖ 4,500 square feet
- ❖ 20-foot ceilings
- ❖ State of the art audio-visual
- ❖ Retractable tiered seating
- ❖ Banquet capacity 330
- ❖ Reception capacity 500
- ❖ Theater capacity 375
- ❖ Conference capacity 60



Steele Auditorium Foyer

Majestic ceiling-high windows are a central feature of this space filled end to end with cushioned 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
- ❖ Reception capacity 250

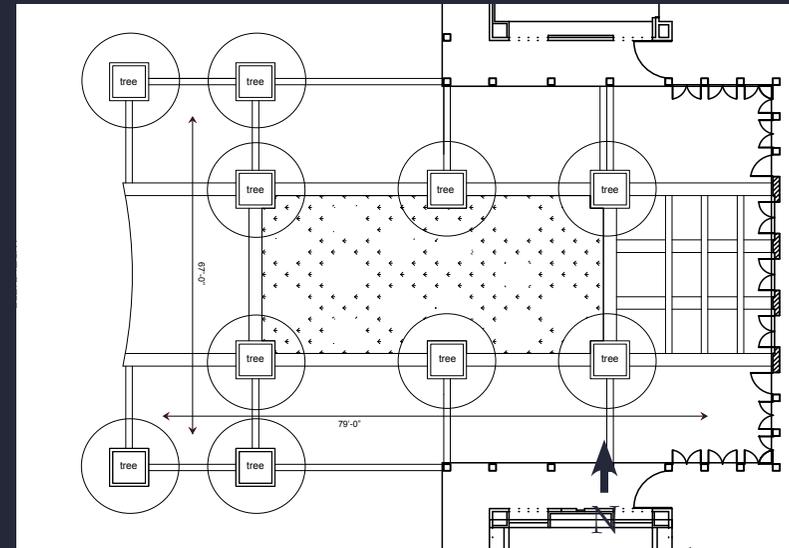




The Plaza

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

- ❖ 5,300 square feet
- ❖ Banquet capacity 500
- ❖ Reception capacity 750
- ❖ Wedding ceremony capacity 500



Keith Pitts photography

Doug Hyde (Assinibion/Nex Perce, Ojibwe), detail of *Intertribal Greeting*, Bronze

Central Courtyard

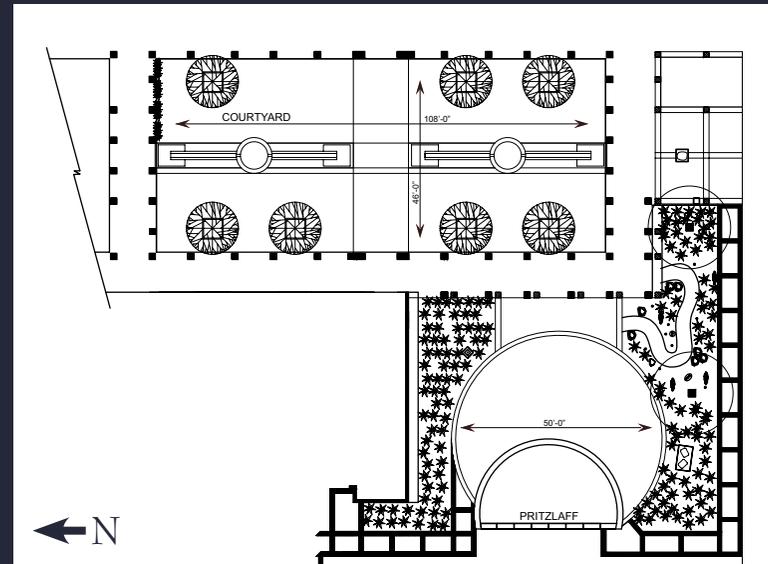
Surrounded by arched walkways, this bricked courtyard boasts lush trees and striking water features, providing a serene, picturesque setting perfect for cocktail receptions, dinners and wedding ceremonies.

- ❖ 5,000 square feet
- ❖ Banquet capacity 300
- ❖ Reception capacity 500
- ❖ Wedding ceremony capacity 200

Pritzlaff Courtyard

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

- ❖ 735 square feet
- ❖ Banquet capacity 50
- ❖ Reception capacity 75

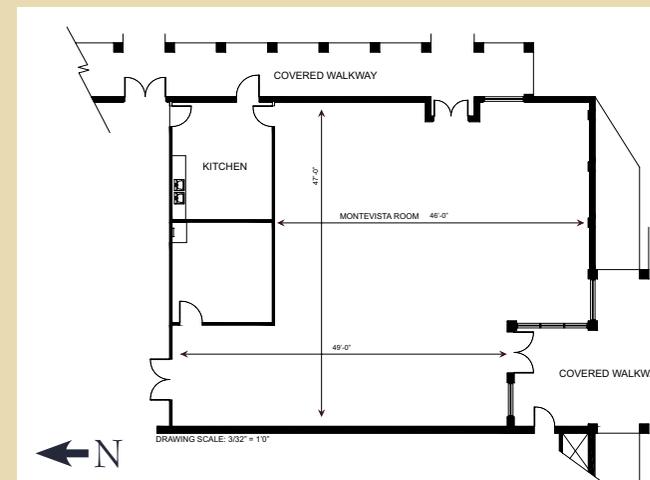




Monte Vista Room

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.

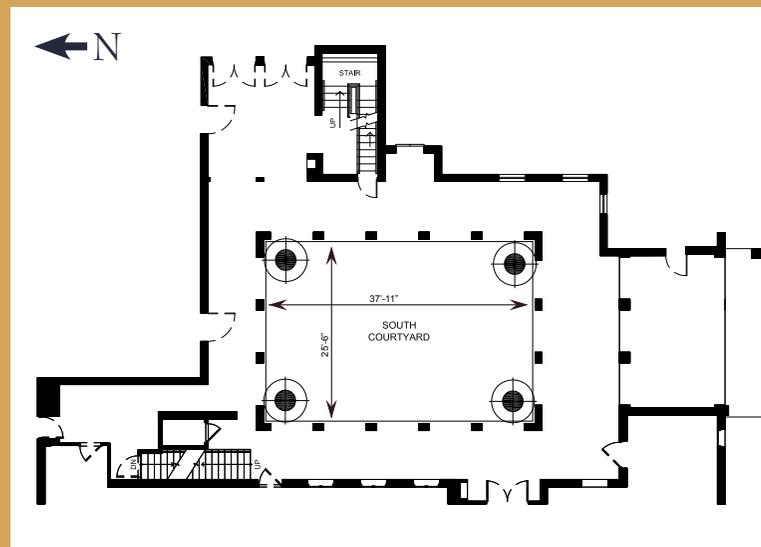
- ❖ 2,300 square feet
- ❖ Banquet capacity 120
- ❖ Reception capacity 160
- ❖ Theater capacity 150
- ❖ Conference capacity 40

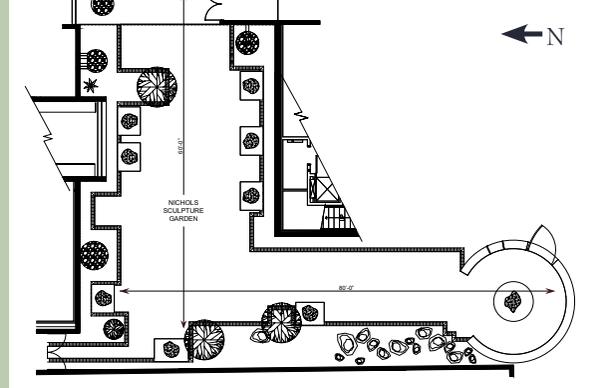


South Courtyard

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 wonderful setting for small receptions and weddings.

- ✦ 988 square feet
- ✦ Banquet capacity 50
- ✦ Reception capacity 75





Nichols Garden

This private garden offers a reclusive space where the spirit of the desert can be felt. An ever-changing line-up of stark and organic American Indian sculpture provides a lovely backdrop for small receptions and daytime luncheons.

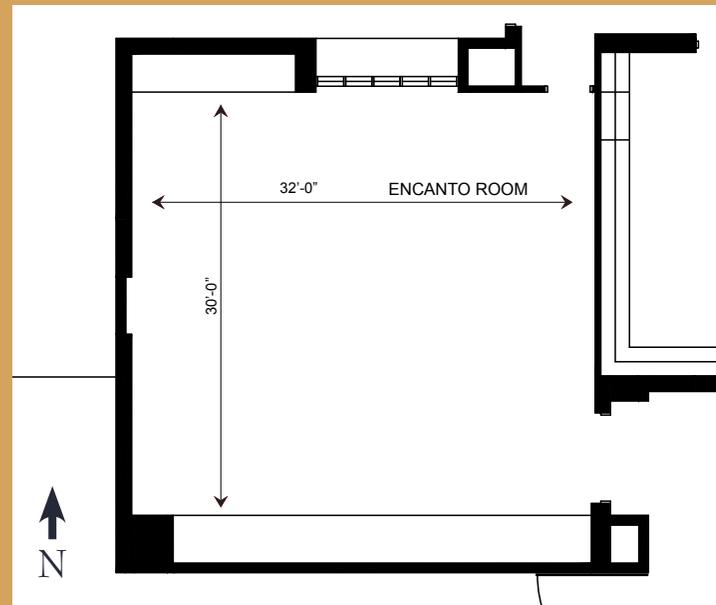
- ❖ 1,700 square feet
- ❖ Banquet capacity 50
- ❖ Reception capacity 75



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
- ✦ Banquet capacity 50
- ✦ Reception capacity 75
- ✦ Theater capacity 72
- ✦ Conference capacity 30



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

Shopping

The Heard Museum Shop has long been recognized internationally as one of the most respected retail outlets for authentic American Indian, Alaska Native and Canadian First Nations artwork. 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.)

Please contact us for rates.



Hoop Dancer, Lowery Begay



Michael Garcia (NaNa Ping), Yaqui, Turquoise Pendant



Stetson Honyumtewa (Hopi) "Great Horned Owl"

Capacity Chart

| Event Space | Square Footage | Dimensions | Banquet | Reception | Classroom | Theater | Conference |
|----------------------------|----------------|------------|---------|-----------|-----------|---------|------------|
| Steele Auditorium | 4,489 | 67' x 67' | 330 | 500 | 144 | 375* | 60 |
| Steele Foyer | 2,490 | -- | -- | 250 | -- | -- | -- |
| Central Courtyard | 4,968 | 46' x 108' | 300 | 500 | -- | -- | -- |
| Pritzlaff Courtyard | 735 | -- | 50 | 75 | -- | -- | -- |
| The Plaza | 5,293 | 67' x 79' | 500 | 750 | -- | -- | -- |
| Encanto | 960 | 30' x 32' | 50 | 75 | 30 | 72 | 30 |
| Monte Vista | 2,300 | -- | 120 | 160 | 50 | 150 | 40 |
| South Courtyard | 988 | 26' x 38' | 50 | 75 | -- | -- | -- |
| Nichols Garden | 1,720 | -- | 50 | 75 | -- | -- | -- |

**Stadium Seating is available in Steele Auditorium (4 sections of 91 seats each).*

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 maintenance staff for the duration of the event. Rental fees do not include tables, chairs, linen, etc. These items may be arranged with your caterer.

Catering

All food service is provided by our carefully selected catering professionals. Arrangements must be made with one of these approved caterers.

Bars

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

Tours

Guided tours may be arranged during a portion of the event. Guides will be arranged at the discretion of the museum staff. The number of guides scheduled is determined by the number of guests and availability.

Entertainment

The Heard Museum must arrange for all American Indian and/or Hispanic 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.

Decor

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

Deposits, Payments, Cancellations

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. 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

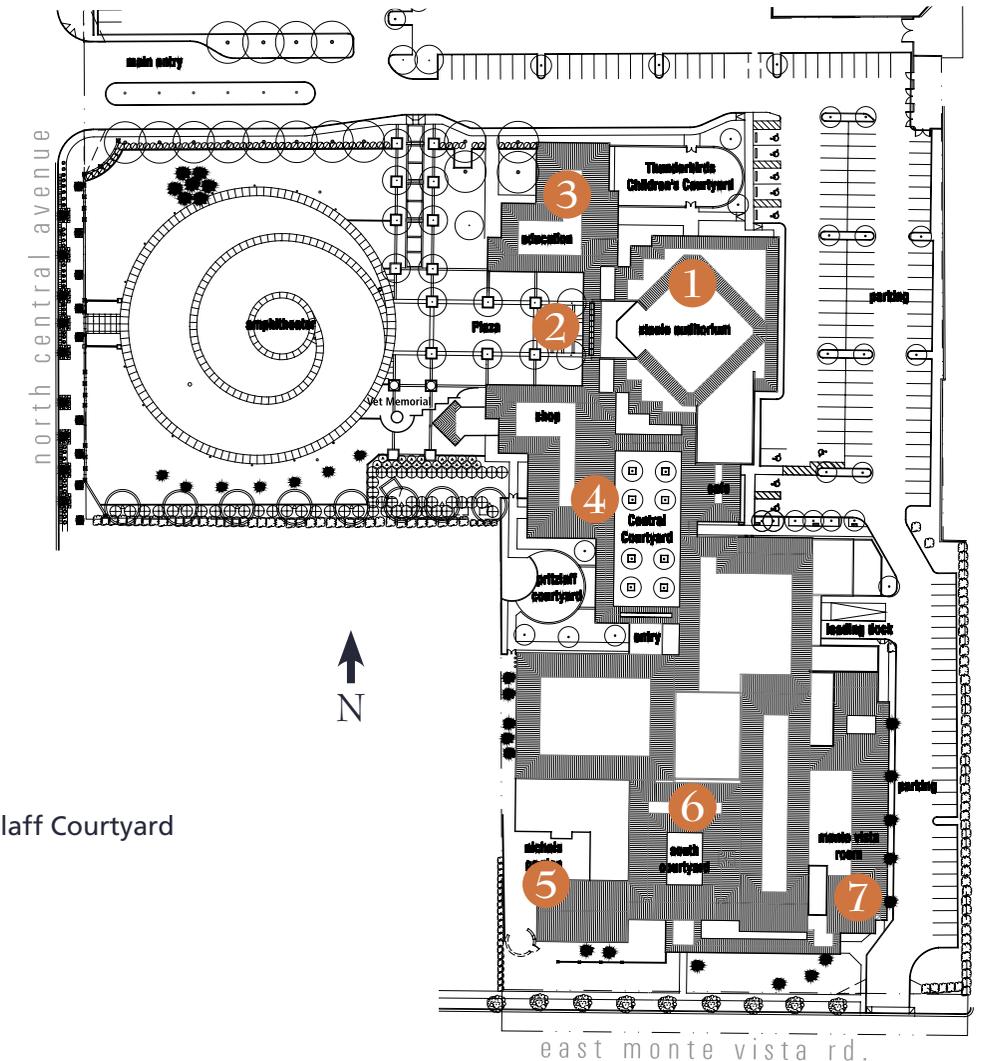
- ❖ All events connected with fundraising for political candidates, campaigns and events that are primarily for youth less than 18 years of age are prohibited.
- ❖ Amplified music is prohibited outdoors.
- ❖ Tenting is not permitted.
- ❖ Use of helium balloons, fog machines, confetti, glitter, streamers, sparklers, rice and bird seed are prohibited.
- ❖ Food and beverage is limited to private events space and is not permitted in the museum.
- ❖ Flash photography is not allowed in the museum galleries.
- ❖ Photographs that contain artwork cannot be used for commercial purposes.

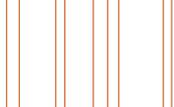
Parking

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

Grounds Map

1. Steele Auditorium
2. The Plaza
3. Encanto Room
4. Central Courtyard/ Pritzlaff Courtyard
5. Nichols Garden
6. South Courtyard
7. Monte Vista Room





Museum Information

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

Special thanks to *Events by Showstoppers* for floral arrangements, *Pro Em* for decor and Craig Smith for photography.



RENTAL FEES

| Event Space | Day Rental Fee (8:00 a.m. – 4:00 p.m.) | Evening Rental Fee (6:00 p.m. – 10:00 p.m. Sunday – Thursday) (6:00 p.m. – 11:00 p.m. Friday & Saturday) |
|---|---|--|
| Steele Auditorium | \$2,100 | \$2,950 |
| Steele Auditorium with Central Courtyard | -- | \$3,750 |
| Steele Auditorium with Plaza | -- | |
| Encanto Room | \$800 | \$2,950 |
| Monte Vista Room | \$1,100 | |
| Monte Vista Room with South Courtyard, Nichols Garden or Pritzlaff Courtyard | -- | \$3,450 |
| Nichols Garden | \$800 | |
| Pritzlaff Courtyard | \$800 | |

- ❖ Above rates are for groups of up to 300 guests. Please add \$375 for each additional 100 guests.
- ❖ For exclusive evening use of the facility, please contact us for pricing.
- ❖ Rental fees include access to the museum and guided tours of the galleries.
- ❖ Rental of tables, chairs and other equipment is not included in the above fees. You may arrange for these items with your caterer or contact us for more information.

RENTAL FEES CONT.

Other Fees

- ❖ Stadium seating is available in Steele Auditorium (4 sections of 91 seats each). A set up fee of \$175 per section will apply.
- ❖ Groups may have complimentary use of the Heard Museum's tables and chairs for evening events in the Central Courtyard. If removal is required to accommodate the event set up, a fee of \$300 for removal, storage and replacement will be charged.

Audio Visual Equipment Rental

- ❖ A podium with a wired microphone and Wi-Fi are available at no charge in all meeting rooms.
- ❖ Data projection equipment is available for rent in each space. Please contact us for information and pricing on these and all other AV equipment needs.

BEVERAGE INFORMATION

| Beverage Selection | Call Brands | Premium Brands |
|-------------------------|-------------|----------------|
| Mixed Drinks | \$7 | \$8 |
| House Wine - Glass | \$7 | \$9 |
| House Wine - Bottle | \$28 | \$36 |
| Beer | \$4 | \$5 |
| Non-Alcoholic Beverages | \$2 | \$2 |

Wine list available upon request

Bar Fees

- ❖ Bar Setup Fee - \$250 per bar per 75 guests includes supplies, bartender and steward
- ❖ Bar Glassware - \$75 per bar includes wine, beer, cocktail and non-alcoholic, champagne upon request
- ❖ Dinner Table Glassware - \$35 per bar includes wine and champagne upon request.
(Applies only if dinner wine service is requested.)
- ❖ Additional Glassware charges may apply for groups of more than 400.
- ❖ Additional Staff - \$125 per staff - Arizona Dept. of Liquor License & Control certified Cocktail Staff/Wine Steward.
- ❖ Cash, credit card or ticketed beverage sales require one additional staff per bar @ \$125 per staff.
- ❖ A 22% service charge will be added to the beverage total. No tax applicable.

Prices are subject to change

For beverage arrangements, please call 602.251.0276 or email eventoperations@heard.org.

Heard Museum 2301 N. Central Ave. Phoenix, AZ 85004 | 602.251.0230 | heard.org

PREFERRED CATERERS

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

| | | |
|---|---|--|
| <p>Arizona Taste Catering Ph: 480.947.8844/800.613.9557 www.arizonataste.com</p> | <p>Copper Square Kitchen Ph: 602.440.3111 www.coppersquarekitchen.com</p> | <p>M Catering by Michael's Ph: 602.200.5757 www.mcateringaz.com</p> |
| <p>Atlasta Catering Services Ph: 602.242.8185 www.atlastacatering.com</p> | <p>The Courtyard Café Heard Museum For parties of 50 or less Ph: 602.251.0202 www.heard.org</p> | <p>Santa Barbara Catering Company Ph: 480.921.3150 www.santabarbaracatering.com</p> |
| <p>Aventura Ph: 602.534.8606 www.aventuracatering.com</p> | <p>Fabulous Food Fine Catering and Events Ph: 602.267.1818 www.fabulousfood.net</p> | |