

Rental Request – Terms of Use

Community groups and families are welcome to schedule use of Pioneer Village church and grounds for weddings and events. The following conditions apply:

The Aztec Museum and Pioneer Village is a drug-free, alcohol free area. No alcohol or smoking is allowed. No food or drinks are allowed inside the buildings. Guests must respect all displays and barriers; children must be supervised at all times. If the event occurs during regular Museum open hours, event sponsors should expect other Museum visitors to be touring Pioneer Village.

The Museum is surrounded by neighbors and a park. Loud music or any event activity that may cause disturbance is not allowed.

Please contact the Museum as far in advance of the event as possible.

Rental fee:

During regular Museum open hours, a \$150.00 rental fee is required at least two weeks prior to the event, along with a \$75.00 deposit for damage or other costs incurred. This deposit will be returned after the event if no damage or other costs occur.

If event requires staff time beyond normal open hours or regular duties, a fee of \$30.00/hour is required. For example, when the event requires set up or staff time prior to regular open hours. A member of the Museum staff must be present throughout set-up and the event.

The rental fee includes one visit to the site with staff to discuss arrangements, set-up of the performance stage, trash containers set nearby, and, if needed, one electric cord strung to event site. It does not include tables and chairs or other accommodations – remember the Pioneer Village recreates a bygone era in a rustic setting.

If necessary to cancel, you must talk to the Museum staff directly (a phone message or e-mail does not suffice) at least one calendar week prior to the event. With cancellation notification in a timely manner, the \$150.00 rental fee will be returned, but the \$75.00 deposit will be retained to cover staff time.

The Museum reserves the right to refuse any event that is not compatible with its mission.

Contact Aztec Museum
Phone 505-334-9829
info@aztecmuseum.org
125 N. Main Avenue, Aztec, NM 87410

Rental Request Form

Name (print) _____

Person/organization responsible for event and fees _____

Phone _____ Alternate Phone _____

e-mail Address _____

Mailing Address _____

Description of Event _____

Date and Time of Event _____

Set-up Time _____

Will refreshments be served yes _____ no _____

Will a cord for electricity be needed yes _____ no _____

Will performance stage be needed yes _____ no _____

Will trash containers be needed yes _____ no _____

I agree to comply with the terms of Aztec Museum's rental policies:

Signature of User _____ Date _____

Please save a copy of this form so you will know the commitments you have made.

For Staff Use:

Rental Fee Received Date _____ Amount _____

Deposit Fee Received Date _____ Amount _____

Notes