

Meeting & Party Packages FAQs

What hours are available for event packages?

Meeting & Party Packages are available Tuesday – Saturday, 9:00am – 4:00pm. After Hours Packages are available Tuesday – Saturday 5:00pm – 11:00pm; Monday 9:00am – 11:00pm; and Sunday 9:00am – 9:00pm.

Is outside catering allowed?

Yes! You may bring in any caterer you wish. If you like, the museum can recommend several fine catering companies. Please be aware that your caterer will need to meet with museum staff prior to your event to go over our policies and regulations.

Do the packages include tables and chairs?

APE Suite Packages include the use of five banquet tables and 20 folding chairs. Caitlin Suite Packages include the use of five banquet tables and 40 folding chairs. If additional tables and chairs are required, they may be rented from the vendor of your choice or you may rent them through the museum (please ask for a pricing sheet). Please be aware that any outside vendor will need to confirm delivery times with museum staff.

Do we need to cover the tables? Are linens included?

Yes, we require that you cover our tables. Doing so will protect the surface of the tables, as well as ensure a timely clean-up. You may use any type of tablecloths or any approved vinyl, paper or plastic coverings. Linens are not included in the packages. Please refer to our pricing sheet for linen rental information, or contact your preferred vendor.

What is your policy regarding alcohol?

You may serve alcohol to your guests during your event. If you plan to sell liquor at your event, or if guests are charged a fee to attend an event at which liquor is served, you will need to secure a Special Event Liquor Permit through the City of Tucson. If your caterer is serving alcohol, they will need to provide the museum with a host liquor liability clause on their insurance policy.

How early may I start setting up for my event?

The museum staff will have tables and chairs set up prior to your arrival. You may arrive one hour prior to the event for any additional set-up. Additional set-up time may be requested but not guaranteed.

Do I have to leave a deposit? How much?

Yes, a 25% deposit is required to hold your package reservation. The remaining balance is due no later than three business days prior to your event. Deposits are 100% refundable up to 30 days prior to the event.

Can I decorate the suites?

Absolutely. However, all decorations and entertainment must be approved by the museum. Any decorations which may be considered a safety hazard and/or risk damaging museum property will not be permitted. Please refer to our Policies and Regulations for further information regarding which types of decorations are permissible.

Do I need to sign a contract?

Yes. A signed contract must be on file at the museum within ten business days of receiving your reservation deposit.

Can I get a docent-led tour for my event?

Yes! Although they are not included in your package, docent-led tours can be arranged upon request and based on availability. There is no additional charge for docent services.

What is your refund policy?

Cancellation 30 days prior to the event is fully refundable. Cancellation 29 or fewer days prior to the event is non-refundable. Non-refundable deposits are eligible for transfer to another event date for one calendar year from original event date.

Do you offer any discounts for event packages?

Museum members receive a 10% discount on all Meeting & Party Packages. Non-Profit Organizations are also eligible to receive discounts on event packages. Please request a Non-Profit Event Packages price sheet from museum staff.



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