

The Mini-Time Machine Museum of Miniatures

Meeting & Party Packages



The Mini-Time Machine Museum of Miniatures
4455 E. Camp Lowell Drive
Tucson, AZ 85712
P: (520) 881-0606 F: (520) 881-9307
www.theminitimemachine.org

The Mini-Time Machine Museum of Miniatures is a 15,560 square foot state-of-the-art museum. On display is an entertaining and interactive array of antique and contemporary miniatures as well as enchanting artifacts. This wonderful collection appeals to a wide range of visitors of all ages.

The Mini-Time Machine Museum offers a unique setting and a magical experience for your guests, with flexible and customizable options. During business hours, we have two suites, the APE suite and the Caitlin Suite, which can be requested separately or as a double-suite. Additionally, our After Hours packages are designed to make guests feel larger than life, with the entire museum at your disposal.

The Mini-Time Machine Museum is perfect for any of your private receptions, holiday parties, break-out sessions or offsite excursions.



The APE Suite

Pat Arnell, our Museum Founder, created the mischievous APE character in one of her many wonderful stories and this room is dedicated to him! The APE Suite is our smaller event space, suitable for groups of up to 20 persons. This room is ideal for small luncheons, business meetings and intimate parties.

Room Features:

- A/V Capabilities
- Data & Phone Ports
- WiFi Available

APE Package Pricing

\$120/2 hours

\$25/each additional hour

Capacity: 20 guests

Cost includes the use of five 6' banquet tables and 20 chairs.

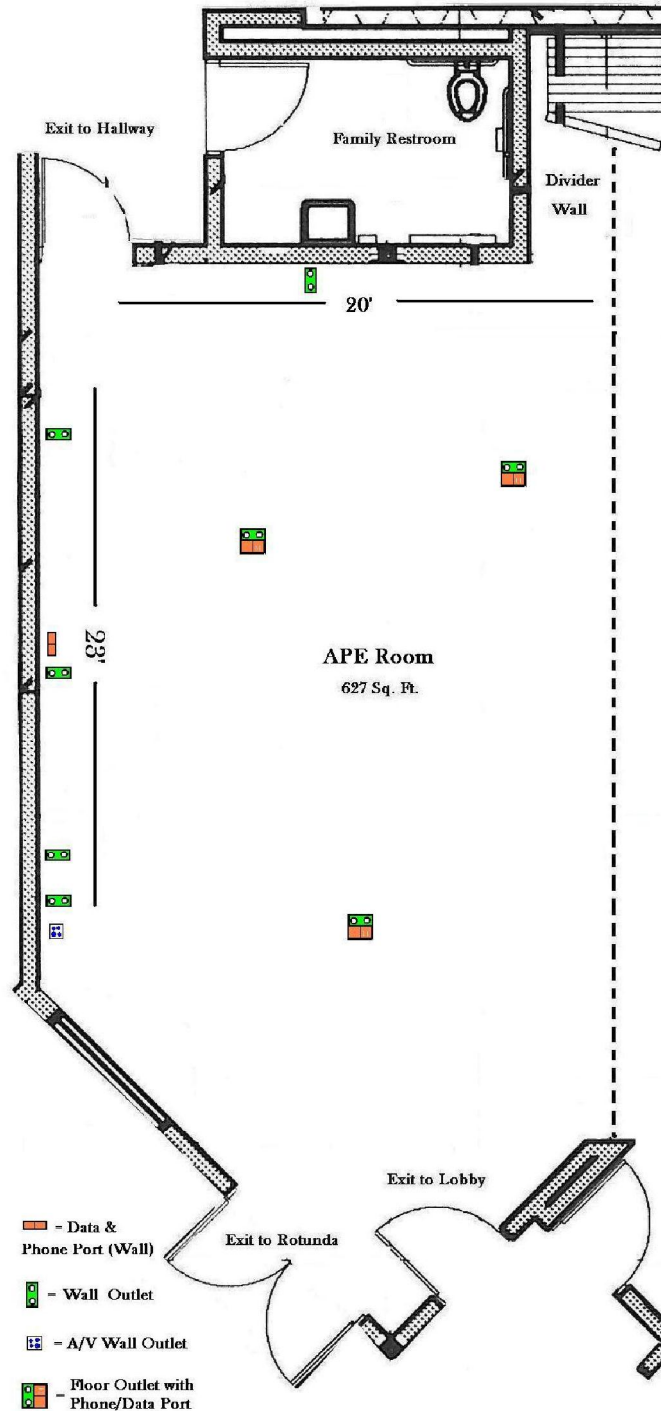
Event host may **arrive** one hour prior to event for set-up, and clean-up must be **completed no later than** one half hour after event end-time.

Please see the Museum Policies & Regulations in your contract for further information.

APE Packages are based upon availability and must be scheduled within regular business hours:

Tuesday – Saturday

9:00am – 4:00pm



The Caitlin Suite & Patio

This larger guest suite with an adjoining patio area is named after Caitlin, the museum's resident fairy. The Caitlin Suite can accommodate up to 40 guests and is ideal for lectures, workshops, showers and parties.

Room features:

- Outstanding mountain views
- Sink and counter space
- Patio area complete with four picnic tables
- A/V Capabilities
- Data & Phone Ports
- WiFi Available
- Access to kitchen, if space is reserved



Caitlin Event Pricing

\$250 / 2 hours

\$25/ each additional hour

Capacity: 40 guests

Cost includes the use of five 6' banquet tables and up to 40 chairs.

Event host may arrive one hour prior to event for set-up, and clean-up must be completed **no later than** one half hour after event end-time.

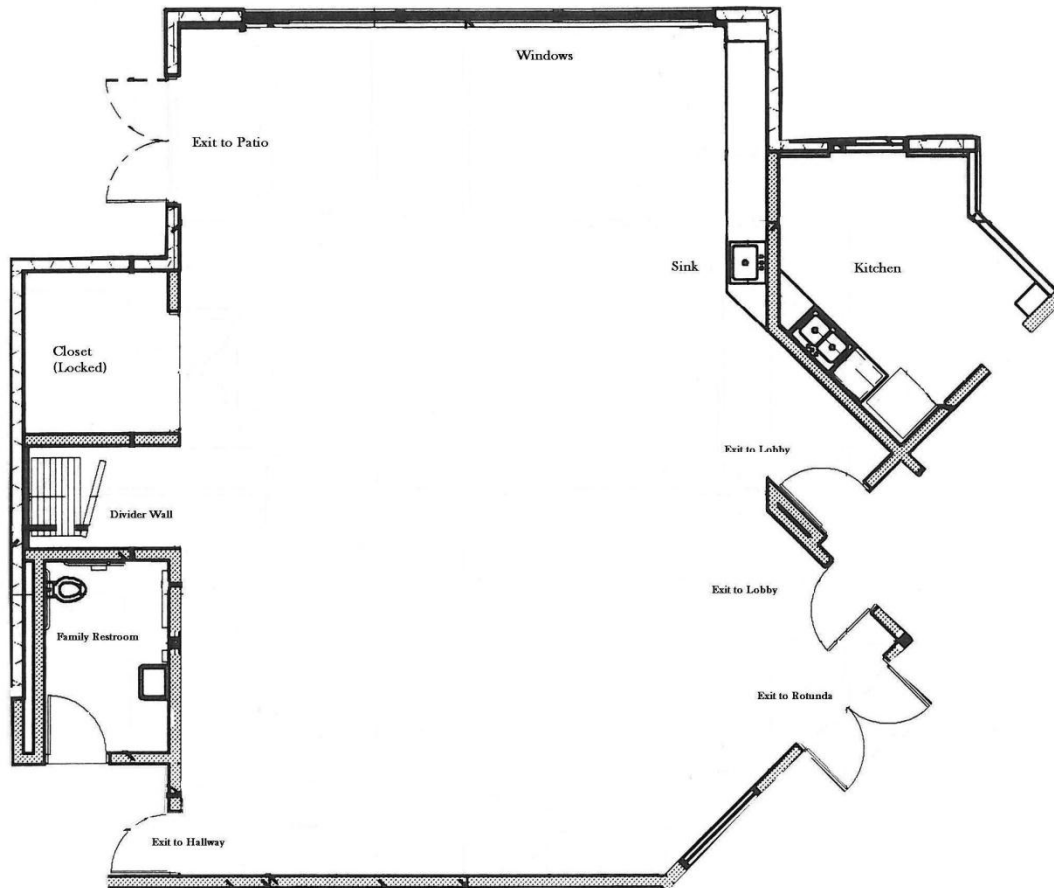
Please see the Museum Policies & Regulations in your contract for further information.

Caitlin Events are based upon availability and must be scheduled within regular business hours:

Tuesday – Saturday, 9:00am – 4:00pm

Double-Suite Packages: Caitlin, Patio & APE Combined

Both suites can be requested as one large suite, allowing for up to 100 guests.



Double-Suite Package Pricing

Capacity: 100 guests \$500 / 2 hours \$25/each additional hour

Cost includes the use of ten 6' banquet tables and up to 50* chairs.

Event host may arrive one hour prior to event for set-up, and clean-up must be completed **no later than** one half hour after event end-time.

Please see the Museum Policies & Regulations located in your contract for further information.

*If you will need additional tables or chairs, you may choose any outside company or refer to our rental rates.

Suite Events are based upon availability and must be scheduled within regular business hours:

Tuesday – Saturday, 9:00am – 4:00pm

After Hours Private Museum Package

Tuesday – Saturday, 5:00pm – 10:00pm

Monday 9:00am – 10:00pm

Sunday 9:00am – 9:00pm

Have The Mini-Time Machine Museum entirely to yourself! After Hours Package pricing includes the use of the Double Suite, Patio, Lobby and Rotunda, as well as gallery admission.



Capacity: 100 guests

\$700 / 3 hours

Additional Hours: \$100 / hour

Capacity: 101 – 200 guests

\$1050 / 3 hours

Additional Hours: \$100 / hour

Capacity: 201 – 300 guests

\$1500 / 3 hours

Additional Hours: \$100 / hour

Cost includes the use of twelve 6' banquet tables and up to 100* chairs.

Event host may arrive one hour prior to event for set-up, and clean-up must be completed **no later than** one hour after event end-time. Additional set-up time may be requested but not guaranteed.

*If you will need additional tables or chairs, you may choose any outside company or refer to our rental rates.

Please see the Museum Policies & Regulations in your contract for further information.

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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