

AZTEC MUSEUM & PIONEER VILLAGE RENTAL POLICIES

The Aztec Museum and Pioneer Village is a drug-free, alcohol-free area. No alcohol is allowed on the grounds. No smoking is allowed inside the buildings. No food or drinks are allowed inside the buildings.

WEEKDAYS:

For social events during regular weekday museum hours, a one hundred dollar (\$100.00) rental fee plus a twenty-five dollar (\$25.00) deposit is required for the use of the church or grounds.

EVENING/WEEKENDS:

If the event is scheduled on any holiday, weekends, or after regular weekday museum hours, a one hundred fifty dollar (\$150.00) rental fee plus a twenty-five dollar (\$25.00) deposit is required.

The twenty-five dollar (\$25.00) deposit will be refunded if the area is clean and no damage/breakage has occurred.

SCHEDULING AND CANCELING EVENTS:

Please schedule your event at least three (3) weeks before the event is to be held. You may schedule by stopping in at the museum or by calling the museum at (505) 334-9829. Mail to or drop your deposit off at Aztec Museum, 125 N. Main Ave., Aztec, N.M. 87410.

CANCELLATION POLICY:

To cancel any scheduled event, it **MUST** be canceled five (5) business days before the event, otherwise the twenty-five dollars (\$25.00) deposit will be retained and only the remainder will be refunded. You may cancel by calling the museum at (505) 334-9829.

REFRESHMENTS:

If refreshments will be served, please notify the museum staff so that an area can be cordoned off and trash barrels placed for your use.

For your protection and the safety of your guests, children **MUST** be supervised at **ALL** times. Guests should be confined to the immediate area of the event. Guests are welcome to tour the museum provided the event is scheduled during normal business hours.

Guests MUST respect ALL displays and barriers.