

# RENTALS AT EL PUEBLO HISTORY MUSEUM

THREE UNIQUE  
SPACES AVAILABLE

## ABOUT US

Located in the heart of Pueblo's City Center within walking distance of the Historic Arkansas Riverwalk, first-class hotel accommodations, Pueblo's Memorial Hall, and Union Avenue Historic District. Its distinct contemporary architecture and historic backdrop combine to provide a truly extraordinary venue with easy-to-use indoor and outdoor spaces.



## CONTACT US

[h-co.org/elpueblorentals](http://h-co.org/elpueblorentals)  
[dianne.archuleta@state.co.us](mailto:dianne.archuleta@state.co.us)  
[tegan.bean@state.co.us](mailto:tegan.bean@state.co.us)

719-583-0453  
301 N Union Ave  
Pueblo, CO

Rental areas include our open Atrium space, divisible Creative Meeting Spaces, and 1842 replica of the Trading Post Placita area.

# RENTAL SPACES & CAPACITY

## Creative Meeting Spaces

**1-4 hours: Regular Rate: \$150 | Nonprofit Rate: \$75**

**4-8 hours: Regular Rate: \$300 | Nonprofit Rate: \$150**

- Total meeting spaces: 4
- Square footage: 400 sq. ft. per room
- Capacity: Up to 96 seated at tables, 125 seated without tables
- Available for daytime and evenings



## Anna & Felix Koncilja Atrium

**Regular Rate: \$750 | Nonprofit Rate: \$450**

- Open hall with large windows, intimate lighting, and unique accents
- Square footage: 2400 sq. ft.
- Capacity: Up to 275 or 130 seated
- Up to 7 hours
- Only available after-hours

## The Placita - Full-Facility Only

**Regular Rate: \$1,500 | Nonprofit Rate: \$1,200**

- Historic outdoor courtyard—a unique rustic setting for weddings and special events
- Capacity: Up to 130 seated guests
- Lighting available after-hours
- Firelit hornos not automatically included
- Only available after-hours





# SPACE DETAILS, AVAILABILITY & POLICY

## • Decorations

- Due to the sensitive nature of our exhibits and collections, the following items will not be allowed inside the Museum spaces: *birdseed, confetti, flower petals, rice, glitter, fog machines, and bubbles.*
- All seasonal decorations in the museum spaces are to remain "as is" and cannot be modified during rentals and events.
  - Some examples include: Dia de los Muertos alter & papel picado, holiday lite trees, lanterns, and more.



## • Museum Spaces Care/Policy

- The Museum requires that nothing be hung from ceiling, rafters, arbors, or other over-head structures.
- We cannot block restrooms, cover entrance/exit doorways, cover security desk or blinds, or remove any standard equipment from museum spaces.
- Clients will be liable for any damages or extra cleaning that may result from an event.
- Clients are responsible for removing **ALL** trash generated by the event. *(including restroom trash)*
- Atrium & other public spaces cannot be accessed for rental setup until after the museum has closed to the public.

## • Date/Time Restrictions

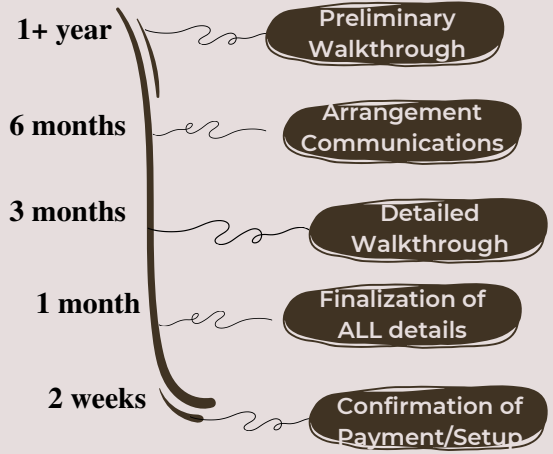
- Due to our Hands-On History Camps, the following dates are unavailable for renting out spaces:
  - Thursday evening during Spring and Fall camp
  - All-day Friday during Spring and Fall camp
  - Monday-Friday during Summer camp
  - Spring and Winter Break camp

*Please inquire with rental staff on camp dates*

- Events must fall between 9am and 11:30pm to be considered.
- We do not host rentals on any major holidays.
- Rental dates may be impacted by annual events such as; Chile Fest, Ghost Walk, etc.



# RENTAL PROCESS WALKTHROUGH



## CONTACT & FOLLOW-UP

- 1 You will be contacted within 48 hours by museum staff to address any changes that need to be made to your contract. Once changes are made, or if no changes were necessary, you will receive a "Next Steps" message.
- 2 Museum staff will follow-up with you to schedule a walkthrough of the space **AFTER** a deposit has been made. They will go over the contract with you in further detail and discuss your event setup.
- 3 You will be contacted the week before your event to confirm your setup, confirm any additional staff, and answer any questions.

## Additional Information

- If you would like one additional walkthrough, please schedule one with staff. You are free to walk the public spaces during open hours, but will not be allowed to see spaces that are closed to the public during walk-in walkthroughs.
- If you have questions about your rental, please email rental staff. *If you call in with a question, it is not guaranteed that staff answering the phones will know any details about your event.*



## PAYMENT

Payments can be made by in-person, by phone, or online via a private link. We accept check, card, & cash.

- Online payments will be sent to your provided email via a personal link.
- If you would like to be placed on a payment plan, please connect with rental staff who can assist with creating a payment plan for you.
- A \$50 deposit is **required** to hold any date and will be deducted from your total.
- We require an active card on-file for all rentals. We will hold a copy of the card that will be shredded after your rental.
- Your rental must be paid off 2 weeks prior to your event.

Note: We will only accept check and cash payments in-person.

# ADD-ONS AND ADDITIONAL CHARGES

## ADD-ONS INCLUDE

- **Fire-Lit Hornos - \$100**  
(Firewood Provided)
- **White Curtains - \$50**  
(For Gift Shop & Exhibit Windows Only)



## ADDITIONAL CHARGES

- **Off-Hours Staffing - \$45/hr**
  - Automatically applied for every hour a rental occurs outside of business hours
  - 2 staff members are required for any party over 100 guests that is using the full-facility
  - 2 staff members are required for any party over 150 guests regardless of space or time the rental occurs
  - Off-hours staffing is required to be present for the entirety of your rental
- **Security - \$25/hr**
  - El Pueblo History Museum is a state-run facility, so we do abide by state rules and regulations. Alcohol is allowed during off-hours rentals, however, a security guard must be present when alcohol is present.
  - Security is provided by an off-site vendor (TNT Security) we contact and arrange guards to be present and following the rental, the client will be billed directly from TNT Security.
  - 1 guard per 100 guests is required.
- **TIPS Certified Bartender - Varies**
  - Alcohol must be served by a certified bartender for the entirety of your rental
  - We do not provide bartenders, but can assist with a list of bartenders you may contact on your own
  - Proof of certification must be seen before your rental

### El Pueblo History Museum provides the following:

- Tables & Chairs
- Some refrigerator access upon request
- Microwave access
- Sink and Dishwasher access
- Trash receptacles & on-site dumpster

*More on alcohol & beverage guideline on page 5*

*Note: We do not provide tablecloths, decor, vendors, food, drinks, bar setup, music, or utensils*





# ALCOHOL & BEVERAGE GUIDELINES

***We are a state facility, therefore we are required to follow specific guidelines regarding alcohol consumption on our property***

*Note: For more information on alcohol guidelines, please review your rental contract or contact a museum rental staff.*

- ***All rentals consuming alcohol must have on-site security.***
  - Security will be at the clients expense, but will be scheduled through museum staff.
  - As a state facility, we have a pre-approved security company that will bill the client after their party.
  - We utilize TNT Security.
- ***All rentals consuming alcohol must have a professional, TIPS certified bartender.***
  - If you do not have a professional bartender, talk with museum staff who can provide a list of names and phone numbers of bartenders for you.
  - If you have a bartender whom we have not worked with, we require verification of TIPS certification.
  - All alcohol, even that brought by guests, must be served through the bartender.
  - If a rental would like a simple champagne toast they will still be required to have a certified bartender on-site.
- ***Alcohol is not allowed on public property.***
  - Alcohol is only allowed within the museum building itself or in the Placita during rentals.
  - If alcohol is taken beyond these lines, security will ask guests to go back into the museum space.
  - If alcohol continues to be taken beyond museum property, rental hosts will speak with the client and the event will be closed down under breach of contract.
- ***Alcohol is not allowed in the building during museum hours.***
  - Any events happening during museum hours cannot have any kind of alcohol at their event, even with security and a bartender present.
- ***Clients wishing to provide a cash bar must apply for a Special Events Permit through the City of Pueblo and County of Pueblo, Department of Excise and Licenses.***
  - Upon approval, the client must forward the completed Special Events Permit to the museum's director no later than 7 days prior to the event.
  - Approval may mean that you post the permit prior to the event in the museum space.

According to Colorado law, alcoholic beverages may only be served to those persons 21 years of age or older. Also, no visibly intoxicated individual may be served additional alcohol. The Museum will strictly enforce this law. If, at any time during the event any violations to the liquor law or the Museum liquor policies are observed, the liquor will be pulled and the bar closed.

Note: Access to public and shared spaces throughout the museum we be based on use of each space.

Public spaces are **PUBLIC** until the museum has closed.

Shared spaces, such as the kitchen, are inaccessible during Hands-On History or other museum programming utilizing the shared space.

# USE OF OUTSIDE VENDOR GUIDELINES

***All vendors, including your caterer, contracted to provide services for your event must contact Museum rental staff no later than 7 days prior to the scheduled event date to coordinate delivery times, loading areas, set-up locations, and pick-up schedule.***

## • **Bands & DJs**

- Setup of all equipment must be approved by museum rental staff prior to the event. This can be done during the museum walkthrough.
- Bands and DJs are required to provide all of their equipment for the event.
- Music can be played at a reasonable level during museum hours in private rental space. Music is not allowed in public spaces during museum hours.

## • **Caterers & Food**

- Catering companies wishing to familiarize themselves with our space can setup a walkthrough with rental staff prior to the rental.
- Private food brought by clients is allowed and must include all utensils, dinnerware, pans and other needed items provided by the client.
- Access to the kitchen is allowed, however, the kitchen will remain locked during the event.
  - Further access to the kitchen must go through a rental host who will have a key to access the locked museum.
- The ice machine is for client use, however, it is recommended to bring extra ice to be stored in the on-site freezer should the client expect an excess of ice usage.



## • **Party Planners & Family Members**

- Party planners and additional family members overseeing the event should be present during the initial walkthrough with museum rental staff.
- If party planners or additional family members want to see the space, they will need to schedule an additional walkthrough with the client present.
- Museum rental staff will only make changes to the rental contract with the rental client.
- It is up to the client to ensure that all rules, regulations, and procedures are relayed to any party planners or additional family members who will be assisting with an event.
- Rental hosts will introduce themselves to clients upon arrival to the event, it is up to the client to ensure rental hosts know who party planners or additional family members are in order for them to know whom they can communicate with throughout the event.

# FACILITY MAP

