

Thank you for considering the Sedona Heritage Museum and Jordan Historical Park as a venue. The park provides a scenic outdoor setting amidst historic Sedona buildings for weddings and other events. The public restrooms are ADA compliant. Fees for use vary depending on your needs.

Photos are available on our website <http://sedonamuseum.org/services/>.

Guidelines for using the park, as established by the City of Sedona and Sedona Historical Society, are as follows:

- ❖ daylight use only, before Museum opening or after closing
- ❖ no alcohol
- ❖ remove excess trash
- ❖ smoking is allowed only in designated outdoor areas
- ❖ only birdseed and live (no fabric or paper) flower petals are allowed to be scattered on the grounds
- ❖ parking in designated areas only
- ❖ user responsible for any and all damage or loss of property
- ❖ \$100 partially refundable deposit due with application
- ❖ user agrees to hold harmless Sedona Historical Society/Sedona Heritage Museum and the City of Sedona and their representatives
- ❖ any outside services employed by user are subject to the same conditions
- ❖ photos may be taken by SHS staff to be used in, but not limited to, advertising and publications

If you chose to have an outdoor event here, keep in mind that the Museum is open to the public from 11am to 3pm; events are allowed before opening, but must be completed by 10:30am. Events after closing may begin as early as 4pm, and must be completed ½ hour before sunset.

Your next step is to return the completed Facility Use Application with your deposit. I will contact you to discuss the details of your application, assess your needs, and determine the appropriate fees.

If you have any questions or concerns, please feel free to contact me; I will work closely with you to ensure you have a pleasant and memorable experience.

Sincerely,

Kathie Hamblen
Administrator

APPLICATION FOR FACILITY USE

Sedona Heritage Museum

Date(s) Needed: _____ Time: _____ to _____ Type of Event: _____

of Attendees: _____ Facility Requested: _____ Outdoors _____ Apple Shed _____ Picnic Area

Applicant(s): _____ Phone: _____

_____ Phone: _____

Mailing Address: _____

Email: _____

Other contact(s): _____

Needs (Check all that apply; include quantities as needed):

	Seating		Bridal dressing room		Historical speaker
	Seating at tables		Transport from parking area		Museum tour
	Extra Tables		Electricity		Other:

Will you be using any outside vendors (caterer, equipment rental)? Please provide name, phone, services, delivery & pickup times, etc.: _____

Notes: _____

I understand and agree to the conditions of use set forth by the City of Sedona and Sedona Historical Society/Sedona Heritage Museum. I understand SHS/SHM staff may take photographs which may be used for publicity and published in any form with no notice or compensation to me.

Signature: _____ **Date:** _____

----- OFFICE USE ONLY -----

Approved by: _____ Date: _____ Reserved on calendar

Payments: \$ _____ Received by: _____ Payment Type: _____ Date: _____

\$ _____ Received by: _____ Payment Type: _____ Date: _____

Refunds: \$ _____ Returned by: _____ Returned to: _____ Date: _____

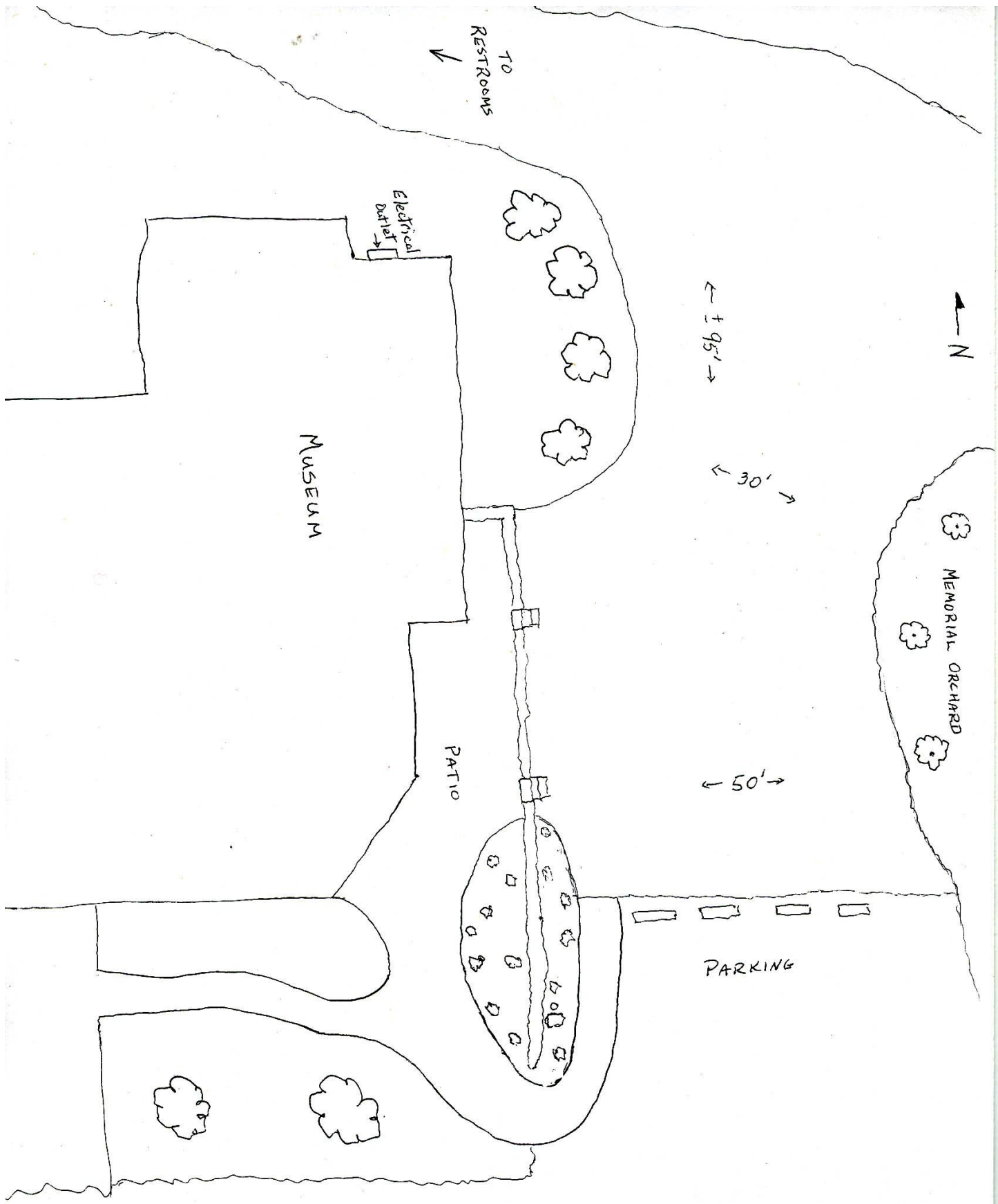
Fee Total: \$ _____ Detail: \$ _____ for _____

\$ _____ for _____

\$ _____ for _____

MAIL TO: Sedona Historical Society, 735 Jordan Rd., Sedona, AZ, 86336

Phone: 928-282-7038, email: info@sedonamuseum.org, Web: www.sedonamuseum.org



TO
RESTROOMS

MUSEUM

Electrical
Outlet

PATIO

PARKING

MEMORIAL ORCHARD

N

± 95'

30'

50'