

For Morning events we recommend starting your event at 10:00 am, our teams do not show up till 9:00 am to begin opening procedures.

Evening events we ask you to start at 5:30 pm due to the Museum closing at 5:00 pm and our patrons can have time to leave and vacant the parking lot for your guests.

We have two main venues for larger guest counts, as well as smaller meeting spaces for up to 60 guests. In addition, you are welcome to rent out our exhibit spaces as well after 5 pm. We do have alternative areas available as well and options are best discovered in person.

I've attached our Policy and Rates and Recommended Vendor List for your reference. Rates are listed in 3-hour increments and can be extended per additional hour until 11 pm. Included in your rate, you receive free setup time to decorate and one free hour of tear down.

Explora has the following materials available for your use at no additional cost:

- 25 six-foot rectangular tables (No tablecloths)
- 2 four-foot rectangular tables (No tablecloths)
- 10 standing cocktail tables w/ white tablecloths
- 150 cloth chairs
- Portable PA system and select AV equipment
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# Facility Rental Policy

Explora Science Center is a not-for-profit institution, which uses collections to support the education and enjoyment of the public. The Explora building is available for event rentals. Individual rooms may be available during business hours; the entire building is available during non-business hours. Reservation inquiries, including appointments to see rental spaces, may be made by email between the hours of 10:00 am and 5:00 pm Monday-Friday. Explora provides staff for the duration of the event. Explora reserves the right to review for approval any printed material proposed by the renter regarding the event. Explora is a strictly smoke-free environment.

## Holds & Deposits

If the inquired date, time, and venue are available, upon the renter's request, Explora will hold the reservation for 7 days before a deposit is due. A deposit of 50% of the rental price is due before the hold period expires to guarantee that the date, time, and venue for the event remain on the reservation list. The remaining balance is due 7 days prior to the event. Payments are nonrefundable.

## Food & Refreshments

Food and refreshments may only be served on the outdoor decks and patio or in confined meeting spaces. Alcoholic beverages may only be served during non-business hours (after 5:30 pm) by a licensed bartender. The renter will be charged for security 1:100 for all events with alcohol. Alcoholic beverage service must end 30 minutes prior to the end of your event time.

## Clean-up & Damages

The renter is responsible for clean-up such as removal of any trash, decorations, and left-over food. The renter is responsible for making necessary arrangements with the caterer and/or bartender. Items and equipment are not allowed to stay on the premises after the allotted clean-up hour. *If additional cleanup is deemed necessary by Explora's staff, the time necessary to perform such tasks will be billed to the renter at a rate of \$150.00 per hour.* Any damages to Explora or its property is to be paid in full by the renter. Liability insurance is recommended. Rice, confetti, glitter, birdseed, and similar materials are not permitted, neither inside nor outside of Explora, for any purpose. Events must end no later than 11:00 pm and clean-up completed one hour after the reserved end time.



**explora.us**  
505.600.6507

Venue	Evening Event 3-Hour Rate	Business Hours 3-Hour Rate	Max Occupancy (Standing   Seated)	Sq. Ft.
<b>Meeting Rooms &amp; Classrooms</b> (Theater, MP3, Community Room, Labs Y&Z)	\$400.00	\$350.00	38-62   25-60	590-1,075
<b>West Deck</b> (Setup for an event, no exhibits)	\$1,825.00	\$1,300.00	400   varies	5,663- 6,653
<b>Rotary Pavilion</b> (Setup for an event, no exhibits)	\$2,325.00	\$1,800.00	160-200   80-120	2,488
<b>Lower Gallery</b> (All Lower Level exhibits facilitated, no setup)	\$2625.00	Unavailable	1,000   varies	14,259-16,353
<b>Upper Gallery with Rotary Pavilion &amp; West Deck</b> (All Upper Level exhibits facilitated with set up for an event)	\$3,400.00	Unavailable	See Above	16,353
<b>Full Facility</b> (All exhibits facilitated in Explora and access to both venue spaces)	\$4,200.00	Unavailable	2,400   varies	30,612
<b>Additional Hours</b> (Between 9 am - 11 pm)	\$300/hr	\$100/hr	x	x
Discount for Nonprofits & Schools: 30% Discount for Employees: additional 10%	*Business hour rentals include 50 admission tickets to Explora's exhibit spaces; additional admission is \$11 per adult and \$7 per child. **Free setup time and one free hour of clean up are included in rate			

**Please contact Explora's Rentals Department at 505-600-6507 or [rentals@explora.us](mailto:rentals@explora.us) to schedule your event.**

# *Explora's Recommended Vendors List*



## Alcohol

*ABQ Barkeeps*

Isaac Doyle

Abqbarkeeps.com

(505) 900-4456

ABQBarKeeps@gmail.com

*Sheehan Winery*

Sean Sheehan

SheehanWinery.com

(505) 280-3104

*Chello Grill*

Chellogrill.com

(505) 881-2299

*Garcia's Kitchen*

Miia Herbert

garciaskitchen.com/catering

(505) 242-1199

miia@garciaskitchen.com

*Kimo's Hawaiian BBQ Food Truck*

Kimosabq.com

(505) 582-2797

## Catering

*Buen Provecho*

Kattia Rojas

BuenProvechoABQ.com

(505) 550-9668

buenprovechoalbuquerque@gmail.com

*The Munchie Truck*

Mandy Chavez

Nmmunchietruck.com

(505) 480-0587

themunchietruck2018@gmail.com

*Central Grill & Coffee House*

George

Centralgrillandcoffeehouse.com

(505) 554-1424

*Sharon's Gourmet to Go*

Gourmet2goabq.com

(505) 872-2421

gourmetogo@gmail.com

# *Explora's Recommended Vendors List*



## Catering cont.

*Three Sisters' Kitchen*  
Sarah  
sales@threesisterskitchen.org

*Tikka Spice Food Truck*  
Basit Gauba  
Tikkaspiceabq.com  
(505) 948-9734

*Walter Burke Catering*  
Angela Reece  
Walterburkecatering.com  
(505) 473-9600  
angela@walterburkecatering.com

*With Love Waffles Food Truck*  
(505) 933-0424  
withlovewaffles@outlook.com

## Security

*Schimmel Security*  
schimmelsecurity.com/index.html  
(505) 300-4107

*\*can be booked directly through Explora\**

## Cakes

*ABC Cake Shop & Bakery*  
Smallcakesnm.com  
(505) 404-1800

*Nothing Bundt Cakes*  
Nothingbundtcakes.com  
(505) 924-2222  
albuquerque@nothingbundtcakes.com

## Music

*Entourage Jazz*  
Emerson Corley  
Entourageabq.com  
(505) 404-4384  
ejazzabq@gmail.com

*Ryan Smith Cello Music*  
(505) 274-0814  
ryansmithmusic@gmail.com

# *Explora's Recommended Vendors List*



## Special Services

### *Eventful*

**Gary Hanko**

**(505) 550-0162**

**eventfulnm@gmail.com**

### *Forever Yours Bridal and Formal Wear*

**Linda**

**(505) 345-9521**

**foreveryoursbridalformalwear@gmail.com**

### *AA Events & Tents*

**Aaeventsandtents.com**

**(505) 842-8368**

**sales@aaeventsandtents.com**

### *La Luz Weddings & Events*

**Wedding Coordination**

**Shelby Wolfe & Courtney Garnham**

**Laluzevents.com**

**(505) 355-5913**

### *Black Swan Events Decorating*

**Brian Baldwin**

**(505) 263-6553**

**bbaldwin@yourblackswanevent.com**

### *Simply Decor*

**Rental Services**

**Simplydecorandevents.com**

**(505) 463-2998**

### *Bryan's Photography*

**Bryansphotography.com**

**(505) 890-0179**

**info@bryansphotography.com**

### *Complete Weddings+Events*

**Justin Johnson**

**completewedo.com/albuquerque**

**(505) 275-7800**

**justin@completealbuquerque.com**

# Schimmel Security, LLC

1110 2<sup>nd</sup> St. NW Albuquerque NM 87120  
505.300.4107

## Rate Sheet

Rate	Description
<b>\$30.00 Per Hour</b>	Regular Guard
<b>\$35.00 Per Hour</b>	Alcohol Certified
<b>\$35.00 Per Hour</b>	1 Supervisor Per 10 Guards
<b>\$50.00 Per Hour</b>	Level 2 Guard
<b>10 % Late Fee</b>	If payment is not received after 14 days

### Holiday [Double Time]

#### Holiday:

New Years Eve & Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Eve & Day  
Christmas Eve & Day