

PRIVATE EVENTS AT TALIESIN WEST

REQUIREMENTS AND INFORMATION



PHOTO BY ANDREW PIELAGE



CONTACT US

Events@FrankLloydWright.org

ALEXANDRA FREYERMUTH

EVENT COORDINATOR

AFreyermuth@FrankLloydWright.org

602.800.5456

KATE HASTINGS

DIRECTOR OF EVENTS

KHastings@FrankLloydWright.org

480.627.5399

RACHEL KAPLAN

BEVERAGE MANAGER

RKaplan@FrankLloydWright.org

480.627.5361

ADVANCING THE WAY
WE BUILD AND LIVE

ADA SERVICES

As a National Historic Landmark built in the early 20th century, Taliesin West was not designed to meet contemporary accessibility standards and for this reason there is limited wheelchair access on the property. Buildings at Taliesin West are terraced into the landscape, resulting in gravel walkways, steps and uneven surfaces. Convenience ramps are available for guests to use at their own discretion, however, while they meet ADA width requirements they do not all meet current ADA ramp slope guidelines.

In addition, there are risks inherent with natural desert flora, animals, and insects on the property. Venue Rental/Vendor and Rental Renter(s) understand these risks and agree that the Foundation will not be liable to participants at the Event for any loss or damage to their person(s) or their property.

Accessible restrooms are located at the Taliesin West Store. The Store is not open during all events and has regular daytime business hours. If Rental Renter or its guests need ADA-compliant restrooms beyond that which the Foundation already offers, they must contract with an approved Venue Rental/Vendor.

Rental Renters must alert their guests of the site's limitations and communicate with event staff in advance if special accommodations are needed. Guests with special requests and needs should contact the Event Department prior to their visit.

ANTI-WANDERING POLICY

The Venue Rental Contract will specify those portions of the Property that the attendees may access, and the Venue Rental Renters will be notified that attendees who leave those areas or enter areas not authorized in the contract may be asked to leave the Property. Guests who are permitted to wander will be provided with specific instructions and identification from the Event Staff.

WALKERS: Walkers are permitted in all venues. Guests who wish to use walkers should be aware that Taliesin West has steps, gravel walkways, and uneven surfaces.

WHEELCHAIR ACCESS: The Property's network of pathways includes gravel walkways, uneven steps, and stairs. Ramps are available on the property and visitors are welcome to use them at their own discretion. Ramps are 26 inches wide with slopes ranging from 21 to 27 degrees.

VISUALLY IMPAIRED: Certified service dogs and white canes are permitted.

MOTORIZED VEHICLES: No motorized vehicles (such as Segways) are permitted on-site except motorized wheel chairs.

BEHAVIOR

Behavior or activities that are offensive, abusive, illegal, or which may result in endangering Taliesin West guests, visitors, facilities, residents, or personnel are prohibited. Event Staff will request that individuals engaging in such behavior leave the property. Event Staff may terminate any Event at any time and will strictly enforce Foundation regulations. Rental Renter is responsible for the behavior of its guests while at Taliesin West.

ALCOHOL

Effective July 10, 2019, the Foundation holds a license from the Arizona State Liquor Commission, which regulates the sale and service of alcoholic beverages. The license permits the sale and service of beer and wine only, in specific licensed areas at Taliesin West.

On-site sales of beverages (including water, soft drinks, wine and beer) must be contracted through the Frank Lloyd Wright Foundation at its regular Beverage Package prices unless otherwise negotiated in advance.

For alcoholic beverages other than beer and wine service, Service Requesters are required to follow the following procedure:

- Provide no less than thirty (“30”) days’ notice to the Foundation to permit the Foundation Beverage Manager to process the suspension of the Foundation’s liquor license during the exact date, time, and location of the event, as required by Arizona liquor regulations
- Pay a \$250 license suspension fee to the Foundation at the time notice is provided
- Sign a hold harmless agreement indemnifying the Foundation against any damages, fees, penalties, or other harm resulting from the beverage service, including under-age consumption and over-consumption

Venue Rental Renters serving alcohol must provide \$1 million in liquor liability insurance for guest attendance up to 99. For 100 or more guests attending, Venue Rental Renters must provide \$2 million in liquor liability insurance.

The Foundation has the right, with no obligation, to refuse service to anyone that Event Staff, Venue Rental/ Vendor, or bartender deems to be intoxicated or out of control. No alcohol may be served to minors.

BEVERAGE RESTRICTIONS

Restrictions may apply during tours; some Historic Core rooms do not permit beverages inside.

FACILITY DAMAGE

All approved Venue Rental/Vendors and Venue Rental Renters agree not to damage any of Taliesin West’s facilities. Venue Rental/ Vendors and Renters will be responsible for all damage to buildings, equipment, fixtures, furniture, hardscape, and landscape arising from their use of the venue, including any damages caused by its guests. Any damage repair or replacement will be billed to the Venue Rental/Vendor or Renter at cost plus a \$150 repair coordination fee.

FIRE & FLAMES

Open flames are not permitted. Candles that are fully enclosed in a vessel or votive glass where the flame is below the top of the container are permitted. Floating candles are permitted. Candles or tapers in a candelabra or candle holder in which the flame is exposed are not allowed.

NO-SMOKING

Smoking or vaping is never permitted anywhere on the property at any time. Any guest discovered smoking or vaping will be required to stop. Any guest who fails to stop will be removed.

FURNISHINGS

Some spaces have built in furniture that cannot be moved. Venue Rental Renters may use these items in the contracted event space. No property belonging to the Foundation or Taliesin West may be handled or moved.

DECORATIONS

Taliesin West offers guests a sensory experience that is uniquely visual, based on the rich legacy of one of the most important architects in history. Part of our mission to conserve and preserve Wright's vision includes our guideline that guest experience at Taliesin West be built on a baseline of appreciating Wright's design and the beauty of the vistas that he designed to feature. As a result of this important design guideline at Taliesin West, no decorations can be used that visually impact the experience that Wright created. No decorations may be affixed to any element of the Property. All decorations that are used must be family friendly and safe for the Property, Staff, and Event participants.

All decorations proposed by a Venue Rental Renter must be pre-approved by the Foundation Staff. Decorations may not contain staining elements, such as berries; and may not sit directly on furniture or building features without pads or coasters to prevent abrasion or spillage.

SOUND

The Foundation does not provide sound capabilities for performing arts or other events unless specifically included in Venue Rental contracts. Any amplification cannot exceed 85 decibels. Sensitivity and sound mitigation to nearby offices, classrooms, and residents should be part of any approved amplification/sound plan. Speakers should be directed towards the event footprint and positioned to help mitigate sound travel. A designated person shall be on site throughout the event to monitor sound and volume levels. In some instances, Renters may be required to conduct decibel readings at pre-determined locations during the event to prevent disturbing others. All outdoor entertainment must conclude by 9:00 p.m. Indoor entertainment must conclude by 9:30 p.m. All entertainment activities, including presentations, must be reviewed and approved by Event Staff in advance.

BALLOONS: Balloon releases are prohibited. All decorative balloons used for an event must be removed from the Property following usage.

CONFETTI, BIRD SEED, GLITTER, & RICE: Because of the historic and preservation aspects of Taliesin West, confetti, bird seed, glitter, and rice are prohibited.

BUBBLES: Bubbles are acceptable.

LIGHTING & ELECTRIC

The Foundation does not provide lighting capabilities for performing arts or other events unless specifically included in Venue Rental contracts. Rental Renter will be responsible for providing needed lighting equipment and technicians will be hired by the Rental Renter through an Approved Vendor. If the event requires more electricity than Taliesin West can supply, the Vendor must contract with an approved vendor for generator services. Rental Renters are not permitted to operate any Taliesin West lighting systems. Should a Rental Renter choose to use the pre-set lighting provided by Foundation, they may use the Taliesin West lighting. Should they want anything more, Rental Renter must bring in their own lighting and technician through an Approved Vendor.

PARKING

VENUE RENTAL GUEST PARKING: As part of the contracting process, the Venue Rental Renter must determine whether guests will arrive by individual car, by bus, or through a shuttle system operating off of the premise.

GUEST AUTOMOBILE PARKING: If arriving by individual car, Venue Rental Renter must estimate the number of vehicles that will require parking spaces. Venue Rental Renters may have use of Taliesin West's 147-car public parking spaces, some of which are reserved for residents. During the School year (October-May), this number will be reduced. Depending upon public tour access, parking may be limited and space is not guaranteed.

VALET PARKING: If additional parking is needed, Rental Renters will be responsible for providing Approved Venue Rental/ Vendor valet or shuttle service for their guests. During active Taliesin West tours, there may be fewer spaces available.

SHUTTLES & BUSES: Shuttles and buses may use overflow parking and Event Staff requires 14-day advanced notice of how many vehicles will be on property.

ADA & VAN ACCESSIBLE PARKING: Taliesin West offers three ADA-accessible public parking spaces, one of which is van accessible.

MOTORIZED VEHICLES

Motorized vehicles, such as Segways, ATVs, etc. are prohibited on-site at Taliesin West (with the exception of ADA motorized carts).

PROPERTY ACCESS

Access to the property for Venue Rental/Vendor and Rental Renters will be coordinated with the Foundation's event staff.

DRONES

Drones are not permitted for use on Taliesin West's property.

TENTS, CANOPIES, & STAKING

All tents and temporary structures must be approved by Foundation Event Staff. No staking is permitted. All tents needed by Rental Renters must be contracted through an Approved Venue Rental/Vendor only and must be properly weighted with a minimum of forty pounds on each leg. No tent structure larger than 20'x20' can be erected without securing a fire permit from the City of Scottsdale.

RESTROOMS & SANITATION

Rental Renters needing ADA restrooms or whose guests number more than 100 will be required to hire additional portable restrooms at Rental Renter's expense from an Approved Venue Rental/Vendor. Restrooms can only be placed in approved, designated areas. Accessible restrooms are located at the Taliesin West Store. The Store is not open during all events and has regular daytime business hours. If Rental Renter or its guests need ADA-compliant restrooms beyond that which the Foundation already offers, they must contract with an Approved Venue Rental/Vendor. Rental Renters must alert their guests to the site limitations and communicate with Event Staff in advance if special accommodations are needed. Guests with special requests and needs should contact the Event Department prior to their visit.

STORAGE

Taliesin West does not have storage for Venue Rental Renter event-related belongings or equipment. All deliveries of needed supplies and equipment must be made with advanced notice on the day of the event. All event supplies and equipment must be removed immediately following the event, before 12:00 a.m., or between 6:00 - 7:00 a.m. the following day, with prior approval and arrangements only.

RAIN & INCLEMENT WEATHER POLICY

If a weather backup plan is not secured by a Rental Renter at time of contracting and Taliesin West has an alternate indoor space available at the time of the event, Taliesin West can offer to re-locate event at the original rental cost, but relocation cannot be guaranteed. There are no refunds to Rental Renters for events canceled due to rain and inclement weather.

REFUND POLICY

- For cancellation 60 days or more prior to the Event, 50% of the deposit (25% of the rental fee) will be refunded.
- For cancellation fewer than 60 days prior to the Event, the deposit will not be refunded.
- Final payments are due no fewer than 30 days prior to an event; For Events canceled 30 or fewer days before an Event, no fees will be refunded.
- Rebooking a canceled event requires a minimum of 45 days notice prior to the original event date. All paid monies will be credited to the rescheduled date less a \$300 administrative fee which will be reimbursed to the Foundation by Renter.

SPECIAL EVENT PERMITS

City, County, and State permits may be required for some events at Taliesin West. For applicable Renters, permit filing and costs will be their responsibility.

INTELLECTUAL PROPERTY RIGHTS

Venue Rental/Vendor agrees to respect the integrity of the Property and its historical significance. Venue Rental/Vendor acknowledges that all the models, drawings, designs and works of Frank Lloyd Wright, or derived there from, seen at the Property belong exclusively to the Foundation.

Venue Rental/Vendor acknowledges that the Foundation is the exclusive owner of the rights of publicity associated with the name, likeness, voice, signature, and visual representation of the late Frank Lloyd Wright, of all copyrights and trademarks related to Mr. Wright's work, and rights in all materials associated with Mr. Wright's works (collectively "Foundation Intellectual Property") that were created by Mr. Wright, by the Foundation, or by someone acting with the Foundation's permission. Approved Venue Rental/Vendor acknowledges these rights.

Venue Rental/Vendor understands and agrees that any use of Foundation Intellectual Property, including, but not limited to, use of the name "Taliesin West" and image, requires prior written permission from the Foundation, which the Foundation may grant at its discretion. If permission is granted, Foundation has final approval of use of Foundation Intellectual Property.

Venue Rental/Vendor shall not assign any interest in this Agreement or otherwise transfer or sublicense the Property or any part thereof or permit the use of the Property to any party other than Venue Rental/Vendor.

PHOTOGRAPHY, VIDEOGRAPHY & AUDIO RECORDING

Any photography, videography and/or audio recording taken may only be used for personal, non-commercial, or editorial purposes. Neither the Foundation's publicity rights, nor photographs or videography taken at Taliesin West, may be used in any company advertisements, social media, product brochures, or any other promotional materials without the express written consent of the Foundation. For performing arts events, any photography and/ or videography taken anywhere at Taliesin West to be used for commercial or profitable purposes requires a licensing agreement and must be contracted between the Foundation's licensing department and the Venue Renter.

PUBLICITY

For any Rental Renter events which are open to the public, the Foundation may include information in the Taliesin West events listing on the Foundation website. The Foundation may also promote the Event through Foundation social media and other available communications resources such as Foundation email list. Any distribution of media releases or paid advertising is the sole responsibility of Rental Renter unless otherwise agreed upon.

All printed materials (news releases, invitations, announcements, etc.) related to Event must be approved prior to printing or publishing.

All Renters must refer to the event location, as specified here, in all publicity.

Venue Rental/Vendor may use the following mailing address:

12621 N. Frank Lloyd Wright Blvd
Scottsdale, AZ 85259

However, the GPS address is:

12345 N. Taliesin Dr
Scottsdale, AZ 85259