



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.

Hold & Deposits

If the requested 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 must be completed one hour after the reserved end time.



explora!

explora.us

505.600.6507

Venue	Evening Event 3-Hour Rate	Business Hours 3-Hour Rate	Max Occupancy (Standing Seated)	Sq. Ft.
Meeting Rooms & Classrooms (Theater, MP3, Community Room, Labs Y&Z)	\$400.00	\$350.00	38-62 25-60	590-1,075
West Deck (Setup for an event, no exhibits)	\$1,825.00	\$1,300.00	400 varies	5,663- 6,653
Rotary Pavilion (Setup for an event, no exhibits)	\$2,325.00	\$1,800.00	160-200 80-120	2,488
Lower Gallery (All Lower Level exhibits facilitated, no setup)	\$2625.00	Unavailable	1,000 varies	14,259-16,353
Upper Gallery with Rotary Pavilion & West Deck (All Upper Level exhibits facilitated with set up for an event)	\$3,400.00	Unavailable	See Above	16,353
Full Facility (All exhibits facilitated in Explora and access to both venue spaces)	\$4,200.00	Unavailable	2,400 varies	30,612
Additional Hours (Between 9 am - 11 pm)	\$300/hr	\$100/hr	x	x
Security Required for events with alcohol 1:100	For events with Alcohol: \$35/guard/hr		For events without Alcohol: \$30/guard/hr	
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 to schedule your event.