

Magoffin Home State Historic Site

Request for Building Use

Complete the requested information and mail or fax to Magoffin Home State Historical Site. By return mail you will receive a confirmation of reservation and a preliminary statement of fees.

Name/Description Of Event	
Day & Date Of Event	
Time (From – To)	
Expected Attendants	
Sponsor/ Host	
Contact Person	
Billing	
Address	
City	
State	
Zip Code	
Phone (daytime)	
Phone (evening)	
Phone (alternate)	
Is The Event Open To The Public?	
Time you or your representative will begin setting up	
Time you will complete clean up	
Beverages Served	
Type of food served	
Food service provided by	
The Magoffin Home State Historical Site is first and foremost a historic home. Events must take place in spaces designed for viewing for viewing the historic home and displays. You will be responsible for the conduct of your guests, including but not limited to accidental damage or loss of museum collections and displays. I have read the published general regulations for use of the site and agree to abide all regulations.	
Submission Date	
Name	
Signature	



Built in 1875 by pioneer Joseph Magoffin, is El Paso’s only historic house museum. The home is filled with original family furnishings and decorative arts.

The home was the social center of El Paso for many years. Elaborate dinner parties, receptions, dances, and concerts were frequently held at the home, this tradition continues through special events and rental uses.

Please complete the application form and return by mail to:
 Park Supervisor
 Magoffin Home State Historic Site

1120 Magoffin Ave
 El Paso, Texas 79901

Or Submit By Fax To:

915-544-4398

General Regulations On Use of Magoffin Home State Historic Site for Private Functions.

Portions of the home may be rented for weddings, receptions, and other special events. Rental fees are based on the number of guests at your special event (including hosts). Adjustments to the number of guests may be made up to 24 hours prior to the event. A deposit of 50% of fees or \$100.00, whichever is less, is due 14 days prior to the event. A final statement of fees will be mailed within seven days after the event that will include any charges incurred during the event.

Description	Amount
1-40 Guests	\$300.00
41-60 Guests	\$400.00
61-100 Guests	\$500.00
101-125 Guests	\$5.00 Each
Limit Public Access	\$25.00 Per Hour
Exceeding Time Scheduled	\$100.00 Per ½ Hour
Failure To Clean Up	\$100.00

Non-Profit Organizations*

The home is ideal for small groups for brunch, luncheons or teas.

Set Up Fees Normal Hours	\$25.00
Set Up Fees After Hours	\$50.00
Per Person Event Fee Includes Home Tour	\$2.50
<i>*Proof of 501-C-3 Required</i>	

Capacity

Capacity limits have been established for your safety, do not exceed them. Seated dinners are those defined as events where every guest is seated at a table. Lecture seating is chairs only. Open House and Receptions are those where the majority of guests stand, there is little or no seating and guests arrive and depart at intervals during the event.

	Sitting Room	Dining Room	Great Hall	Patio
Seated	10	16	40	75
Lecture	15	20	60	100
Open House & Reception	Interior Only		Interior & Exterior	
	75		125	

1. Applications:

Will be approved only for adult(s) who will accept responsibility of supervision of guests throughout the event.

2. Reservations

Complete reservation form and mail to Magoffin Home. Reservation will be confirmed by return mail and will include a fee statement.

3. Responsibilities:

Renter is responsible for cost of repair or replacement for damage to structure or collections of the Magoffin home. House and grounds must be clear of decorations, litter and other debris. Failure to comply will result in additional fees.

4. Payment:

Amount of deposit and due date is indicated on confirmation; failure to post deposit will void reservation. Rental fee is due 48 hours prior to the event, should payment not be received, access to the site will be denied. A full statement of charges will mailed within seven days after the event and will include any additional charge incurred during the event.

5. Cancellations:

Full refund of deposit or fees will be made with seven days advance notice. 50% of fees if cancellations are 2-6 days in advance. No refund if less than 48 hours notice of cancellation including cancellation due to weather.

6. Equipment:

Tables and chairs to seat 100 guests are available without additional costs. Additional equipment is the responsibility of event sponsors.

7. Decorations:

Free standing decorations or those attached with string are allowed. Use of tape, glue, tacks or nails is prohibited. Candles must be enclosed by either hurricane chimneys or votive cups. Candles may not be placed or used on furnishings or collections of the home.

8. Food Service:

Renter is responsible for all food service, deliveries, and equipment rentals. The Magoffin Home does not provide catering services.

9. Alcoholic Beverages:

Alcoholic beverages may not be sold on premises at any event. This includes beverages offered by “donations” or “tickets.” In no event does the Magoffin Home State Historic Site, the Texas Parks and Wildlife nor the Casa Magoffin Compañeros assume any responsibility for any consequences that may result for the renter serving alcoholic beverages to their guests.

10. Furnishings:

Historical furnishings are not to be moved, rearranged or utilized by guests at any time.

11. Admission:

No fees or fund-raising activities are allowed in the park except those expressly authorized in writing at the time of reservation.

12. Parking:

Guest parking is on Magoffin Ave only and is available on both side of the street. Renter, deliveries and contracted services may park along the driveway on the grounds. A parking list must be provided to the park manager prior to the event.

13. Hours:

Events may be scheduled between 9:00 a.m. and 10:00 p.m. with clean up and exit from building no later than 11:00 p.m. Events scheduled between 9:00 a.m. and 4:00 p.m. that limit public access to tour the home will incur an additional fee.

