

HOLOCAUST MUSEUM HOUSTON



**FACILITY RENTAL**

**Inquiries: Special Events at 713-942-8000 ext. 104 or e-mail: [tsavage@hmh.org](mailto:tsavage@hmh.org)**

**Rental fees:**

0-3 hours: \$300  
Each additional hour: \$75

If more than one facility is required, there will be an additional charge per space:

0-3 hours: \$100  
Each additional hour: \$50

**Security fees:**

The Museum maintains 24-hour security, consisting of a security guard and video monitors throughout the Museum. Additional security for all “after- hours” events is mandatory and may be required during the day depending on the size and nature of the event.

4-hour minimum \$120

**Services:**

The Museum will provide the following services or commodities upon request:

Coffee: \$50 for each 60-cup urn  
(includes regular and/or decaffeinated; creamer and sugar; cups and stirrers)

Set-up: \$75 flat rated  
(includes setting up chairs, tables, audio/visual equipment, etc.)

Clean-up: \$50-\$100 depending on event

**Food**

**The Museum has a strict food policy. No pork or shellfish allowed.**

## **FACILITIES**

### **AVROHM WISENBERG CLASSROOMS**

The classrooms have a combined seating capacity of 60 people and may be divided into two rooms of 30 people each. The layout of the room has tables and chairs facing front, with a podium and blackboards on either side.

### **CONFERENCE ROOM**

The conference room has a large table which seats 10, with 10 additional chairs along the walls. The conference room has a small blackboard on one wall and a console table against an adjacent wall.

### **AL AND ETHEL HERZSTEIN THEATER**

The 102-seat theater shows the films "Voices I" and "Voices II" alternatively. The films are each a 30-minute compilation of oral testimony of Houston Holocaust Survivors. Part of the Museum area, the theater may only be rented during non-Museum hours.

### **LOBBY**

The lobby can hold up to 200 people comfortably for cocktail-styled events. Oblong tables (3 x 8 ft) for the food and drinks are available on request; 5 bar-highs and 5 short cocktail tables. Black linen table cloths for the bar-highs and cocktail tables are available to rent @ \$10.

## **AUDIO/VISUAL EQUIPMENT**

Slide projector w/screen  
Overhead projector w/screen  
LCD projector  
TV  
VCR  
DVD player  
Computer  
Lectern (w/ light, microphone)  
Easel

A refundable deposit of \$200 is required for the use of any audio/visual equipment if not operated by our technician.

HOLOCAUST MUSEUM HOUSTON



FACILITY RENTAL APPLICATION

We recommend that you plan well in advance and a minimum of a month before your scheduled event. **Fax application to: Special Events @ 713-942-7953**

All events must be approved by Holocaust Museum Houston before booking is confirmed.

50% of the total rental fee plus deposits must be paid at the time the event is booked, with the rest due no later than three days prior to the event.

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: (wk) \_\_\_\_\_ (cell) \_\_\_\_\_

Preferred date/s: \_\_\_\_\_

Time: \_\_\_\_\_

Number of people: \_\_\_\_\_

Brief description of event: \_\_\_\_\_

\_\_\_\_\_

Facility: (check facilities that are requested)

- Classroom
- Conference Room
- Herzstein Theater
- Lobby

Audio/Visual equipment required: yes/no (If yes, complete A/V form)

Security Fee: HPD "After-Hours" Fee (4 hours minimum) \$120.00 **(mandatory)**

\_\_\_\_\_  
Printed Name (Renter)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**AUDIO/VISUAL REQUEST FORM**

\_\_\_\_\_ Slide projector with screen

\_\_\_\_\_ Overhead projector with screen

\_\_\_\_\_ LCD projector

\_\_\_\_\_ Lectern with microphone

\_\_\_\_\_ Laser pointer

\_\_\_\_\_ Computer with Internet connection (PC only)

\_\_\_\_\_ Easel

\_\_\_\_\_ DVD player

\_\_\_\_\_ VCR

\_\_\_\_\_ Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set- up fee: \$75

Tech services (optional): \$75 (flat rated)

A refundable deposit of \$200 is required for the use of any audio/visual equipment if not operated by our technician.

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