

HOLOCAUST MUSEUM HOUSTON



FACILITY RENTAL INFORMATION

Inquiries: Special Events at 713-942-8000, ext. 118 or e-mail: [shammer@hmh.org](mailto:shammer@hmh.org)

**Rental fees:**

**Non-Profit**

0-3 hours:	\$300	\$150
Each additional hour:	\$75	\$40

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

0-3 hours:	\$100	\$50
Each additional hour:	\$50	\$25

**Security fees:**

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
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**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

A/V Tech: \$75 flat rated

**Food**

Food may be prepared by any food service provider. Food and beverages brought into the Museum are not required to be Kosher, however, out of respect, blatantly non-Kosher foods such as pork or shellfish products cannot be served at the Museum.

## 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.

### **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 be rented only during non-Museum hours.

### **LOBBY**

The lobby can hold up to 200 people comfortably for cocktail-styled events. Oblong tables (3 x 8 feet) for the food and drinks are available on request; five bar-highs and five short cocktail tables. Black linen table cloths for the bar-highs and cocktail tables are available to rent at \$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 at 713-942-7953.

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

50 percent 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
- Herzstein Theater
- Lobby

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

Security Fee: HPD "After-Hours" Fee (4 hours minimum) @\$30/hour (\$120) (mandatory)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

HOLOCAUST MUSEUM HOUSTON



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
- \_\_\_\_\_ DVD screening in Herzstein Theater
- \_\_\_\_\_ VCR
- \_\_\_\_\_ Other \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Set- up fee:                                 \$75

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

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