



5401 Caroline Street
Houston, TX 77004
hmh.org

Holocaust Museum Houston (HMH) is dedicated to educating people about the Holocaust, remembering the 6 million Jews and other innocent victims and honoring the survivors' legacy. Using the lessons of the Holocaust and other genocides, we teach the dangers of hatred, prejudice and apathy.

As the fourth largest Holocaust museum in the country, HMH provides a unique experience for guests. In addition to world-class exhibits and cutting-edge galleries, the L.E.E.D. certified 57,000 square-foot facility features state-of-the-art classrooms, reception areas, a theater, and an amphitheater for events and meetings.

Holocaust Museum Houston's rental packages allow for unique customization to make your event a success. HMH is proud to offer the following add-on benefits to all rental packages:

- Private, docent-led tours are available for groups
- Exclusive curator-led tour of artifacts' vault
- Museum representative to speak to your group during your event
- Museum Membership discounts available for event guests
- Opportunity to incorporate event favors and/or takeways from the HMH Store carefully selected by HMH staff for both children and/or adult guests
- In lieu of event favors, a donation on behalf of your guests may be incorporated as well

MUSEUM GALLERIES

FIRST FLOOR

“Bearing Witness: A Community Remembers” Holocaust Gallery features testimony of local Holocaust Survivors and rare artifacts including a World War II era railcar and a 1940’s Danish fishing boat, the only one in the United States. This gallery is suitable for panel discussions, presentations and educational workshops. Alongside this gallery, the **Morgan Family Welcome Center** offers an interactive space with bench seating for presentations and film screenings.

Standing Capacity: 120 max

Human Rights Gallery serves as a beautiful tranquil space that lends itself to meditation and reflection. This gallery is ideal for panel discussions, presentations and educational workshops.

Theater-style Capacity: 75 max

Standing Capacity: 200 max

Rhona and Bruce Caress Gallery “And Still I Write” Young Diarists on War and Genocide Gallery is appropriate for visitors ages 9 or older and features interactive, experimental technology. A representation of Anne Frank’s personal space and desk will allow visitors to experience a hands-on activity as they identify with the young author.

Standing Capacity: 40 max

The Edith and Josef Minberg Gallery hosts unique and inspiring traveling exhibitions that are sure to captivate your guests. Please visit our website for a full calendar of our changing exhibits.

Standing Capacity: 200 max

SECOND FLOOR

The Samuel Bak Gallery and Learning Center in loving memory of Hope Silber Kaplan is home to the nation’s only permanent Samuel Bak collection with 130 pieces rotated throughout the year. A rarity in the U.S., the gallery itself is circular, comprised of three intimate galleries with seating and a bilingual education center.

Theatre-style Capacity: 20 max

Standing Capacity: 50 max

RENTAL PACKAGES

Exemplars Package

Guests privately experience the *Bearing Witness: A Community Remembers Holocaust Gallery* and the *Human Rights Gallery*. As the only Holocaust Museum with a permanent Human Rights gallery, this setting features an *Interfaith Pool of Reflection*, offering your guests a peaceful and reflective setting ideal for speaker presentations and panel discussions. Guests may also visit the *Morgan Family Welcome Center*, which offers guests an interactive space with bench seating for presentations and film screenings.

Theater-style Capacity: 100 max (Human Rights Gallery)

Standing Capacity: 200 max (Human Rights Gallery); 120 max (*Bearing Witness*)

Pricing: \$1,500 (4-hour rental; evening only)

Butterfly Package*

Located on the second floor, the *Moral Choices Hall* proudly hosts our beloved *Jerold B. Katz Family Butterfly Loft* featuring an artistic butterfly sculpture and handmade butterfly display in memory of the 1.5 million children who perished during the Holocaust. This eye-catching structure offers an extraordinary setting for receptions. Alongside the Moral Choices Hall, guests may visit the captivating *Samuel Bak Gallery*, the only Bak gallery in the United States featuring 130 unique paintings.

Theater-style Capacity: 150 max (Moral Choices Hall); 20 max (*Samuel Bak Gallery*)

Table Seated Capacity: 100 max (Moral Choices Hall)

Standing Capacity: 200 max (Moral Choices Hall); 50 max (*Samuel Bak Gallery*)

Pricing: \$3,000 (4-hour rental; evening only)

Hope Package*

Providing a unique experience for guests, the Hope Package offers exclusive access to all first-floor galleries and the Moral Choices Hall for a reception.

Theater-style Capacity: 150 max (Moral Choices Hall)

Table Seated Capacity: 100 max (Moral Choices Hall)

Standing Capacity: 200 max (Moral Choices Hall); 400 max (First Floor Galleries)

Pricing: \$7,000 (4-hour rental; evening only)

Upstander Package*

Rent the Museum for a night and present your guests with an evening being captivated by an exquisite butterfly structure in the Moral Choices Hall as they enjoy food and beverages. Private access to the entire Museum will allow your guests to partake in captivating galleries with gallery hosts available to compliment guests' experiences with behind-the-scenes information and unique details about the galleries.

Theater-style Capacity: 150 max (Moral Choices Hall)

Table Seated Capacity: 100 max (Moral Choices Hall)

Standing Capacity: 200 max (Moral Choices Hall); 1,213 max (entire facility)

Pricing: \$10,500 (4-hour rental; evening only)

*Asterisk denotes food and/or beverages are allowed in designated area(s) only.

Samuel Bak Gallery & Learning Center

Immersed with fascinating art, the **Samuel Bak Gallery and Learning Center In Loving Memory of Hope Silber Kaplan** is ideal for speakers and panel discussions. Holocaust Museum Houston is the only repository in the United States for Bak's intriguing and historic artwork.

Theater-style Capacity: 20 max

Standing Capacity: 50 max

Pricing: \$1,800 (4-hour rental)

Lorraine and Ed Wulfe Board Room*

Our **Lorraine and Ed Wulfe Board Room** is the perfect setting for group presentations, workshops, seminars, team meetings and even receptions.

Table Seated Capacity: 35 max

Standing Capacity: 50 max

Pricing: \$450 (4-hour rental), \$800 (full day)

Classrooms (up to 4 available)*

Holocaust Museum Houston offers four state-of-the-art **classrooms** with movable walls, allowing this multi-purpose space to transform from 1 to 4 classrooms. These classrooms are appropriate for trainings, panel discussions, seminars, workshops, and breakout sessions.

Classroom Capacity: 16 max per classroom, 88 total

Theater-style Capacity: 30 max per classroom, 132 total

Table Seated Capacity: 24 max per classroom, 112 total

Standing Capacity: 35 max per classroom, 200 total

Pricing: \$200 (4 hours rental), \$400 (full day) per classroom (up to 4 available)

Eric Alexander Outdoor Amphitheater*

The Eric Alexander Outdoor Amphitheater features a unique outdoor venue great for live performances, receptions and more. Your guests may enjoy a beautiful evening in the tranquil *Eric Alexander Garden of Hope, the Kisha and Jason Itkin Partisan Forest and the Garden of Righteousness*.

Theater-style Capacity: 177 max

Standing Capacity: 177 max

Pricing: \$750 (4-hour rental), \$1,200 (full day)

Albert and Ethel Herzstein Theater

The **Albert and Ethel Herzstein Theater and Mady and Ken Kades Stage** offers state-of-the-art audio-visual capabilities, theatrical staging, lighting and sound capabilities. Spacious yet intimate, our fully-equipped theater is perfect for film screenings, live performances, seminars, presentations, concerts and panel discussions.

Theater-style Capacity: 200 max including accessible seating (overflow options available)

Pricing: \$2,800 (4-hour rental, evening only), \$5,200 (full day, availability may vary)

*Asterisk denotes food and/or beverages are allowed in designated area(s) only.

FACILITY RENTAL INFORMATION

EVENT PACKAGE	CLASSROOM CAPACITY	THEATER-STYLE CAPACITY	TABLE SEATED CAPACITY	RECEPTION CAPACITY	RENTAL RATE
Exemplars Package	-	100		300	\$1,500 (4-hour rental; evening only)
Butterfly Package	-	150	100	200	\$3,000 (4-hour rental; evening only)
Hope Package	-	150	100	200	\$7,000 (4-hour rental; evening only)
Upstander Package		150	100	200	\$10,500 (4-hour rental; evening only)
<i>Samuel Bak Gallery & Learning Center</i>		20		50	\$1,800 (4-hour rental; evening only)
<i>Lorraine and Ed Wulfe Board Room</i>			35	50	\$450 (4-hour rental); \$800 (full day)
Classrooms (up to 4 available)	16	30	24	35	\$200 (4-hour rental); \$400 (full day)
<i>Eric Alexander Outdoor Amphitheater</i>	-	177	-	-	\$750 (4-hour rental); \$1,200 (full day)
<i>Albert and Ethel Herzstein Theater</i>	-	194	-	-	\$2,800 (4-hour rental; evening only), \$5,200 (full day, availability may vary)

Event packages includes facility rental, event set-up, gallery host(s) if applicable and security (during business hours). Depending on the rental space, basic A/V may also be included in your package such as Wi-Fi, podium, microphone, projector and screen. Additional rental fees include but are not limited to:

ADDITIONAL RENTAL FEES	
Curatorial Vault Tour	\$500
Docent-led Tour	\$100/20 guests
HMH Education Training	\$150/hour per Educator
A/V Technician Fee	\$100/4-hour; \$200/full day (required)
Podium with Microphone, Speaker and Light	\$75
Overhead projector with screen	\$250
Microphone	\$25
Lavaliere microphone	\$25
Laser pointer	\$5
Laptop	\$25
Easel	\$5/easel
Lighting Technician	\$100/4-hour; \$200/full day
Piano Rental Fee	\$100
After-hours Weekend/Holiday Fee	\$100/hour
After-hours Clean-Up Fee	\$500
Additional Set-Up Fee	\$100/hour
After-hours Security Fee	\$30/hour per Security Guard
Parking Validation	\$5/ticket
Parking Lot Rental	\$1,200

To schedule a site visit or for more information, please contact Emily Brunson, Venue Sales Coordinator, at ebrunson@hnh.org or 713-527-1650.

RENTAL OVERVIEW

Events at the Museum

Holocaust Museum Houston is foremost considered to be a place of respect and remembrance. The following policies are guided by the Museum's mission, the need to ensure the safety of its exhibits, care of the building and its high standards of hospitality. Holocaust Museum Houston invites you to host meetings and events at the Museum. However, political or fundraising events for organizations other than HMH are not permitted. Holocaust Museum Houston reserves the right to refuse rentals based on availability, safety or inappropriateness of the proposed event as it pertains to the Museum's mission.

Event Hours

Holocaust Museum Houston is available for rental seven days a week. However, in observance of Shabbat, the Museum does not host events on Friday evenings. Events in the exhibit areas and/or Albert and Ethel Herzstein Theater cannot begin until 5:00 p.m. when the Museum closes to the public unless special accommodations have previously been arranged. All events must conclude by 10:00 p.m. Events held on holidays and after-hours on weekends will incur a surcharge of \$100 per hour to cover overtime expenses.

Exhibit Areas

Please note we do not allow any photography, videography, food and/or beverages in any of the exhibit areas and the Albert and Ethel Herzstein Theater. Food and/or beverages are only allowed on designated areas approved by HMH staff.

Reserving an Event Space

Interested parties may submit a request online at hmh.org or contact Holocaust Museum Houston to discuss date(s) and spaces. Upon mutual agreement, the Museum will provide a Facility Rental Agreement to the Event Host. An event is not considered confirmed until the Museum has received the following:

- Facility Rental Agreement is completed and signed by both parties
- 25% non-refundable deposit of rental fee
- Certificate of Insurance

Facility Payments

Payments are accepted via major credit card and/or check. Credit card payments may be submitted online at hmh.org or by emailing us at events@hmh.org. Checks should be made payable to Holocaust Museum Houston and mailed to the address below:

Holocaust Museum Houston
Accounting Department (Event Rentals)
5401 Caroline Street
Houston, TX 77004

Event Balance / Cancellations

Event host must pay a 25% non-refundable deposit to confirm event rental. The remaining balance is due 30 days prior to the scheduled event. Any fees incurred during the event will be billed promptly after the event and will be due within 15 days upon receiving the invoice. Event Host may cancel reservation no less than 30 days prior to the scheduled event without further payment of balance. If a cancellation is made less than 30 days prior to the scheduled event, Event Host must pay the full balance. All cancellations must be in writing. Holocaust Museum Houston retains the right to cancel an event at any point should the Event Host fail to comply with any of the terms contained in the Facility Rental Agreement, or due to acts of nature, or special security issues, or other occurrences beyond the control of the Museum. In such instance, the Event Host will be given as much advance notice as possible and any fees paid will be refunded.

Nonprofit Discount

Discounts for nonprofit organizations are available. Please contact Holocaust Museum Houston for a quote.

Certificate of Insurance

To confirm space rental, Event Host must submit a Certificate of Insurance naming Holocaust Museum Houston as an additional insured and demonstrate full liability insurance in an amount no less than \$1 million combined single limits for the duration of the event.

Building Policies

Holocaust Museum Houston is a smoke-free facility. Smoking is not permitted inside the buildings or on the premises, including outside areas such as the amphitheater. The City of Houston Noise Ordinance shall be abided by for any outside activities, playing of music, or any other noisy activities. Firearms, including without limitation handguns, shotguns and rifles (whether concealed or openly carried) are prohibited on the Museum premises and parking areas pursuant to Sections 30.06 and 30.07 of the Texas Penal Code. All large bags, backpacks, briefcases and packages must be checked at the Security Desk. All hand-carried items are subject to inspection.

Catering

Holocaust Museum Houston is pleased to provide excellent in-house catering by Chef Smirnov Catering, who is happy to customize a menu for your event and will work closely with you to ensure your chosen menu is prepared exactly as you wish. Kosher catering is not required. However, out of respect, foods such as certain seafood and pork products cannot be served at the museum. Seafood and shellfish that cannot be served include shrimp, crab, lobster, oysters, catfish, octopus, swordfish, skate, eel, sturgeon and clams such as mussels, abalone and scallops. Animals that cannot be served include rabbit and all pork products including ham and bacon.

Alcohol

Holocaust Museum Houston's in-house caterer, Chef Smirnov Catering carries a liquor license and is approved by the Museum to serve liquor during Event Host's event. Under no circumstances is liquor to be sold by the Event Host during the event. It is illegal to serve alcoholic beverages to anyone under the age of 21 years. It is the responsibility of the Event Host to enforce this regulation.

Open Flame Policy

Open flames are prohibited. Sterno flames associated with catering are permissible but require constant attention. Battery operated candles are allowed.

Event Floor Plans

Holocaust Museum Houston must approve event floor plans at least 3 days prior to the event.

Set-Up

Space rental fee includes 1 hour for set-up. Special arrangements to arrive more than 1 hour prior to event start time must be made with HMM 3 days prior to the event. Each additional hour will incur a \$100 fee. Upon arrival for set-up, Event Host must check in with HMM staff. Please note set-up in the exhibit areas and/or Albert and Ethel Herzstein Theater cannot begin until 5:00 p.m. when the Museum closes to the public unless special accommodations have previously been approved.

Electrical Needs

All electrical wires, power cords, or other wires must be taped to floors with gaffers tape provided by the Event Host. No usage shall be permitted that may, in the judgment of Holocaust Museum Houston, overload or otherwise compromise the electrical systems of Holocaust Museum Houston.

Clean-Up

All events must conclude by 10:00 p.m. If additional hours are arranged after 10:00 p.m., an additional fee of \$100 per hour will be charged. After the event, before leaving the Museum, the Event Host must perform a walk-through of the rental space with HMM staff. Event Host is responsible for all damage to the Museum and to Holocaust Museum Houston's personal property therein, or to the property of any third person which is on loan to Holocaust Museum Houston, caused by the acts of Event Host or Event Host's agents, servants, employees, or guests, whether accidental or otherwise. Event Host further agrees to leave the premises in the same condition as existed on the date that possession thereof commenced which includes but is not limited to the removal of all trash generated by the event, removal of all furniture, equipment, décor, signage, etc. No overnight storage of décor, signage, and/or equipment is allowed. Holocaust Museum Houston does not provide staff to move tables, chairs, props, electrical/staging equipment, decorations, etc. provided by decorators, caterers and other vendors.

Décor and Signage

All décor and equipment rentals must be made by the Event Host and approved by Holocaust Museum Houston. Decorators, rental equipment companies, and other vendors must arrange arrival times prior to the event. All deliveries must go to the loading dock entrance or an entrance designated by HMM staff. All decorations and signs provided by the Event Host must be freestanding and not interfere or disturb in any manner Museum exhibits or other property. No nails, tacks, unapproved tape or glue may be used on the walls, floors, or other surfaces. The Event Host must receive approval for any equipment/décor hung from any surfaces. If tape is needed, the Museum will provide the appropriate tape for the Museum walls, with sufficient notification of the request. Museum artifacts, exhibits or furnishings may not be moved. The Museum prohibits the following: firearms, live animals, fog, soap bubbles, fireworks, special effects smoke, helium balloons, and open flames. Confetti, bird seeds, rice or other small items may not be thrown inside the Museum. However, flower petals and bird seeds may be thrown outside.

Floral

Flower arrangements and plants must be pest-free and in water only. No dirt will be permitted on the premises. All floral arrangements must arrive and leave the Museum on the same day. No flowers/plants may be left in the Museum overnight.

Parking

Validation tickets for self-parking may be incorporated into your event package. If you would like to rent the parking lot and provide valet services, please see our Preferred Vendors List. The Event Host is entirely responsible for any and all costs and liability associated with valet services shall be the sole responsibility of the Event Host.

Security

Holocaust Museum Houston requires security to be present at all events. During Museum's hours, Holocaust Museum Houston will provide security. Additional security may be requested and/or required at an additional charge during regular Museum hours depending on the size and nature of the event. Security for all after-hours events is mandatory. Security officers are under direct supervision of the Museum and only Museum staff are to give instructions to security personnel. The Event Host and its guests must comply with all security requests. If Event Host, its vendors, featured presenters or guests should have their own additional private security, HMH must be advised in advance of the event and such private security must coordinate with Museum security.

Emergency Situations

In the event of a serious emergency (Fire, Police, Medical), immediately call 911, and notify HMH staff. If for any reason evacuation of the facility becomes necessary, please exit quickly but calmly following the directions of HMH staff in your area. If possible, please take staff and/or guest list and proceed as directed by HMH staff.

Audio & Visual

Any A/V needs must be discussed with Holocaust Museum Houston prior to the event to determine feasibility. Typically, the following are available: podium microphone, lavalier microphones, wireless handheld microphone, DVD/CD, TV, computer/laptop, overhead projector and projector screens. Event Host must save presentations and/or any other electronic documents on a Universal Serial Bus (USB) Drive. An A/V Setup Fee of \$75 will be incurred if audio visual equipment setup is required. An A/V Technician Fee of \$200 will be incurred if an A/V technician is requested to be on-site for the duration of the event. A refundable deposit of \$200 is required for the use of any A/V equipment if not operated by our technician.

Invitations and Printed Materials

All printed and web materials relating to events that reference Holocaust Museum Houston must be submitted to the Museum's Marketing Department for review and approval no less than 72 hours prior to being printed and/or posted online.

Media / Photography / Videography

Per Museum policy, photos and videos may not be taken in the exhibit areas. Photos and videos may be taken in designated rental spaces with pre-approval from HMH staff. All Media inquiries and/or requests should contact HMH for arrangements.

Guest List

In order to provide background information to the museum and security staff, a guest list of the names of all registered attendees must be provided prior to the start of the event. This list will not be used for solicitation.

Preferred Vendors List

Holocaust Museum Houston's Preferred Vendors List includes Valet Services, Floral, Photography and more. Should the Event Host opt to use a non-Museum recommended vendor, the names and contact information of such vendors must be provided to Holocaust Museum Houston prior to the event.

Guided Tours

Private, docent-led tours are available upon request at least 15 days prior to event. Tours are available in Spanish, English and French.

Museum Speaker

If you'd like for a HMH representative to speak to your group about the Museum, please let us know!

Museum Memberships / Door Prizes

Holocaust Museum Houston is pleased to offer membership discounts or door prize items for your guests. Please inquire 15 days prior to event.

Museum Gifts

Holocaust Museum Houston Store offers an array of extraordinary items for sale including jewelry, collectibles, décor, books and more! Museum store is open during Museum hours and items can be pre-purchased for attendees prior to event.