

# FACILITY RENTAL INTEREST FORM

Thank you for your interest in hosting your event at Holocaust Museum Houston.

Company/Organization: \_\_\_\_\_

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

Telephone Number: (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_

Preferred date/s: \_\_\_\_\_ Anticipated # Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

## Requested Event Package(s)/Event Space(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Exemplars Package                               | <input type="checkbox"/> <i>Lorraine and Ed Wulfe Board Room</i>                             |
| <input type="checkbox"/> Butterfly Package                               | <input type="checkbox"/> Classrooms (up to 4 available)<br>_____ # of Classroom(s) Requested |
| <input type="checkbox"/> Hope Package                                    | <input type="checkbox"/> <i>Eric Alexander Outdoor Amphitheater</i>                          |
| <input type="checkbox"/> Upstander Package                               | <input type="checkbox"/> <i>Albert and Ethel Herzstein Theater</i>                           |
| <input type="checkbox"/> <i>Samuel Bak Gallery &amp; Learning Center</i> |  |

Audio/Visual Equipment Required: (If yes, complete A/V form):  Yes  No

## I would like to incorporate the following into my package:

- |  |  |
|--|--|
| <input type="checkbox"/> Curatorial Vault Tour (\$500)     | <input type="checkbox"/> HMH Education Training (\$150/hour) |
| <input type="checkbox"/> Docent-led Tour (\$100)           | <input type="checkbox"/> HMH Speaker                         |
| <input type="checkbox"/> Donation on behalf of your guests | <input type="checkbox"/> Museum Membership discounts         |
| <input type="checkbox"/> Event favors and/or goodie bags   |  |

By signing my name below, I understand that my event is not confirmed until approved by Holocaust Museum Houston. If approved, Event Host Representative must submit a Certificate of Insurance and 25% of the total rental fee must be paid at the time the event is booked, with the rest due no later than 30 days prior to the event.

\_\_\_\_\_  
Printed Name (Event Host Representative) Title (Event Host Representative)

\_\_\_\_\_  
Signature (Event Host Representative) Date (Event Host Representative)