

DALLAS
HOLOCAUST AND
HUMAN RIGHTS
MUSEUM



*Special Event Rentals
Overview and Rules*

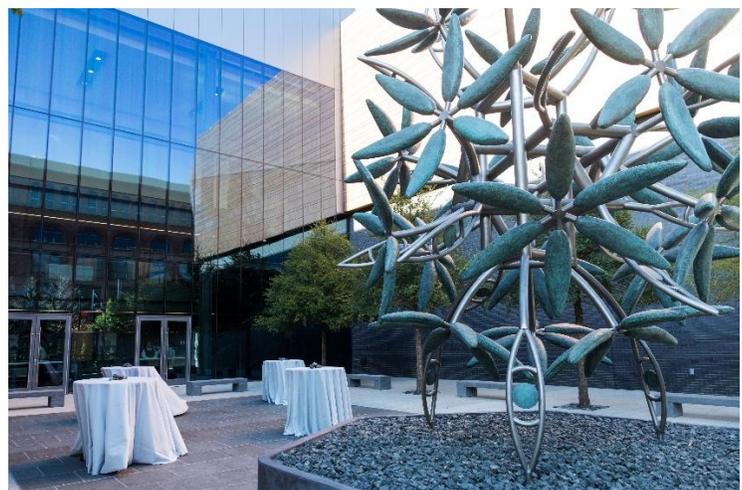
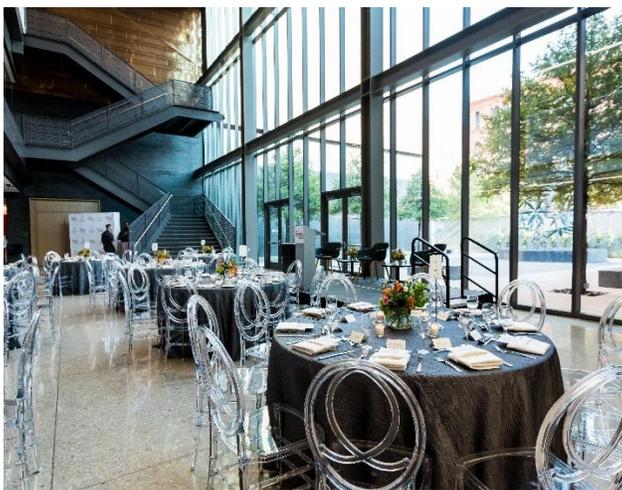
Dallas Holocaust and Human Rights Museum
300 N Houston Street
Dallas, Texas 75202
214-741-7500
www.dhhrm.org

RENTALS AT THE DALLAS HOLOCAUST AND HUMAN RIGHTS MUSEUM

The Dallas Holocaust and Human Rights Museum (DHHRM or Museum) is dedicated to teaching the history of the Holocaust and advancing human rights to combat prejudice, hatred, and indifference. The DHHRM will be available for rental for arts, cultural, community, and private events consistent with and respectful of the mission and vision of the Museum.

Located in the heart of the historic West End District, the new Dallas Holocaust and Human Rights Museum's state-of-the-art, 55,000 square-foot facility is an optimal space for lectures, film screenings, meetings, and private receptions. With exhibitions that feature a unique combination of history and human rights, the DHHRM offers guests a beautiful and awe-inspiring venue for a memorable event.

Moreover, the DHHRM's exclusive caterer, Food Glorious Food (FGF), provides a full turn-key service for your complete event needs. Together with FGF's world-class culinary talent and thoughtful, professional service, we will help create a meaningful and unforgettable experience for you and your guests.



For more information, rental costs, availability, and menu selections, contact Delanie Urbanovsky, at (469) 699-8300 or FacilityRental@dhhrm.org.

RENTAL SPACES AND RATES

Room	Peak Midweek	Peak Weekend	Off Peak Midweek	Off Peak Weekend
	<i>(March, April, May, September, October, November, December)</i>		<i>(January, February, June, July, August)</i>	
Courtyard	\$3,000	\$3,500	\$1,500	\$2,000
Lobby	\$3,000	\$3,500	\$1,500	\$2,000
Cinemark Theatre	\$3,000	\$3,500	\$1,500	\$2,000
Classrooms (2)	\$250 each	\$500 each	\$250 each	\$300 each
Covered Terrace	\$1,200	\$1,500	\$750	\$1,000
Exhibition Wings (3) <i>Includes admission to rented areas and special exhibition</i>	\$500 each	\$500 each	\$500 each	\$500 each
Entire Museum <i>Includes admission to permanent and special exhibitions</i>	\$10,000	\$12,000	\$10,000	\$12,000

Please note that all Museum event rental rates are based on four (4) hours, and include a dedicated Special Events Manager and tables and chairs for up to 200 guests. An extended fee of \$500 per hour applies to all events beyond four hours. Security fees apply and vary depending on attendance and other needs.

Rental fees do not include catering or any event rental needs outside of the scope listed in the provided furniture on page 4 below. All catering and event rental needs are managed by FGF.

Non-profit rates available. Please contact for more information.

MUSEUM CAPACITY*

SPACE	SQUARE FOOTAGE	CAPACITY
Classroom 1	802 SF	42
Classroom 2	815 SF	43
Special Exhibition Room	2,335 SF	81
Lobby	3,010 SF	210
Courtyard	4,000 SF	280
Permanent Exhibition Wings (level 3)	13,780 SF	471
Outdoor Terrace	2,200 SF	240
Cinemark Theatre	3,704 SF	242
Cinemark Theatre w/Stage Seating	3,704 SF	300
Entire Museum	55,000 SF	

**Capacity is based on Dallas County Fire Code. Due to COVID-19, the facility rental capacity and number of guests allowed into the Museum may be limited or restricted pursuant to local, county, state or national order, ordinance, executive order, or law in effect on the date of the facility rental.*

FURNITURE

60" Round Tables	20
Chairs	200
Hightop Round Cocktail Tables	8
36" Round Cocktail Tables	6
8' x 30" Rectangular Tables	8

ADDITIONAL RENTAL FEES

Docent Tour*	\$100 per Docent
Evening Parking in DHHRM Garage <i>(after 5pm)</i>	\$8 per ticket
Extended Hours Fee (for events over 4 hours)	\$500 per hour
Audiovisual Services	See Below

There is an A/V Technician fee that is required for events with audiovisual needs. To view the Museum's A/V Packages, click [here](#).

** Each Docent can accommodate up to 20 people on a full, 1.5hour private tour of the Museum's exhibitions. You also have the option of having Docents stationed in specific galleries for self-guided tours. Please note Docent availability is subject to change.*

Frequently Asked Questions

Will other events be taking place during my event?

If your event is scheduled to take place during our normal operating hours, we will ensure that your event is in no way disrupted. The Museum reserves the right to determine the number of events operated simultaneously in the building and we do not guarantee the sole use of the Museum.

What does the rental fee include?

Your rental fee includes an on-site events manager, use of in-house tables and chairs (see above for complete list of provided furniture). Additional fees apply for food and beverage and security.

What Museum staff are on-site during the event?

During all events, we have an events manager and security team on-site to assist with your event. In addition, our A/V team is available based on the needs of the rental.

Can we tour the Permanent and Special Exhibitions as a part of our rental?

Yes, admission to the permanent exhibition wings can be incorporated into your rental for an additional fee. Fees include access to the special exhibition. All tours are self-curated; however, Docent-led tours may be requested for an additional charge (see above for pricing).

For more information, rental costs, availability, and menu selections, contact Delanie Urbanovsky, at (469) 699-8300 or FacilityRental@dhhrm.org.

RENTAL OVERVIEW AND RULES

AUTHORIZED USES

Authorized uses of the Dallas Holocaust and Human Rights Museum are commercial, cultural, educational, and recreational activities, and must be consistent with and respectful of the mission and vision of the Museum.

While using the facilities of the Museum, Client and Client's invited guests (including speakers) shall conduct themselves with due regard to the public conventions and morals. Political events, fundraising for other organizations, and gambling of any kind is not permitted.

These facility guidelines set forth the policies and procedures to be used by Client, and must be strictly complied with by those renting the Museum's facility.

RESERVING A SPACE

To reserve a date for an event at the Museum, interested parties must contact the Museum's exclusive caterer, Food Glorious Food (FGF) to discuss date(s) and spaces. Upon mutual agreement, the Museum will provide a Facility Rental Agreement to the Client. No event is considered confirmed until the Museum has received the following:

- Signed Facility Rental Agreement
- 50% deposit of Facility Rental Fee
- Certificate of Insurance

The remaining balance of the Facility Rental fee and additional fees, including security, must be paid to the Museum no later than 30 days prior to the scheduled event. Any additional expenses incurred during the event will be billed promptly by the Museum and are due no later than 15 days after the event.

PAYMENTS

Payments are accepted via check and/or major credit card. Checks should be made payable to: Dallas Holocaust and Human Rights Museum and mailed to the following address:

Dallas Holocaust and Human Rights Museum

Attn: Facility Rentals
300 N Houston St, Ste 100
Dallas, Texas 75202

Credit card payments can be paid online through the online form provided by FGF Special Events Manager.

HOURS OF OPERATION

Daily operating hours for the Museum:

- Open 10:00am-5:00pm
- Closed Tuesday
- Closed on New Year's Day, Easter Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day, Christmas Eve, Christmas Day

Event rentals are excluded Monday - Friday from 9:30 a.m. – 2:00 p.m. during the school year (September through May), excluding School and federal holidays. Exceptions could be considered September-March, but must be presented in advance for consideration.

CATERING AND RENTALS

Food Glorious Food (FGF) is the exclusive caterer and special events manager for the Dallas Holocaust and Human Rights Museum. They offer a full turn-key service for your event needs, including linens, rentals, and audio and visual.

Clients are welcome to book Kosher catered meals, as well as their rental and A/V services on their own using the Museum's Preferred Vendor List, available upon request. Outside vendors not listed on this Preferred Vendor List must be pre-approved by the Museum through your Special Event Manager.

The Museum has a "no red" policy in carpeted areas and prohibits food, beverage, event rentals, and event decorations in the permanent and special exhibition galleries at all times.

VISITOR GUIDELINES

All guests must abide by the [Museum's visiting guidelines](#), such as masks requirements, capacity

limitations, and social distancing protocols, in place at the time of rental date.

Due to COVID-19, the facility rental capacity and number of guests allowed into the Museum may be limited or restricted pursuant to local, county, state or national order, ordinance, executive order or law in effect on the date of the facility rental.

SECURITY

Security for all events must be provided by the Museum's security team. All rental events under 100 people are required a minimum of two (2) security officers at the expense of the Client. Additional security officers may be required depending on the number of guests, and an additional charge per such security officer will be billed to the Client by the Museum. If Client, its vendors, featured presenters or guests should have their own additional private security, the Museum must be advised in advance of the event and such private security must coordinate with Museum security.

Weapons are prohibited on the Museum premises and pursuant to Sections 30.06 and 30.07 of the Texas Penal Code. Any person found to have any weapons, including guns, knives, mace, multipurpose tools, and stun-guns, will be escorted out by security and may return only after such weapon is removed from the premises. Re-entry may be refused in security's sole discretion. This applies to all Clients and their guests, and vendors.

EVENT SET UP AND BREAK DOWN

Event load-in is no earlier than 5:00 p.m. and all load-out activities must be completed by 12:00 midnight. Additional fees will apply for extended hours. During public hours, event set-up may not interfere with normal Museum operations. All vendors must coordinate their setup and breakdown time with the Special Event Manager, and are subject to security screenings for themselves and their deliveries.

BUILDING POLICIES

The Museum has a no smoking policy. This includes all types of tobacco products, electronic cigarettes,

and vapor devices. This policy applies to the interior of the building, Terrace and Courtyard, and all exterior areas within twenty-five feet (25') of the building.

Per City of Dallas Fire Department regulations, all hallways and exhibitions shall be kept clear and usable at all times. Exhibitions and installations may not be touched or moved in any way. The addition of signage, special event lighting and equipment to any area of the building must be approved in advance on a per-item basis by the Museum.

DÉCOR AND SIGNAGE

All decorations and signs provided by the Client must be freestanding and not interfere or disturb in any manner Museum exhibitions or other property.

Glitter, confetti, rice/birdseed, fog machines, bubble machines and helium balloons, or any other material, substance, equipment or object which is likely to constitute a hazard, are prohibited in all areas, both inside or outside the Museum.

No nails, tacks, unapproved tape or glue may be used on the walls, floors, or other surfaces. If tape is needed, the Museum will provide the appropriate tape for the Museum walls, with sufficient notification of the request.

Distribution of political materials such as brochures and flyers, as well as the posting of political signs and other similar materials on the grounds or exterior of the Museum, is strictly prohibited.

INVITATIONS AND PRINTED MATERIALS

The content of all printed materials relating to the Event, including, but not limited to, invitation copy, programs, promotional materials and press releases, must be approved by the Museum prior to actual printing and release. Please allow at least five business days for the Museum's review. The Museum requires a formal copy of all final materials for permanent records.

FLORAL

Floral arrangements must be in water only and pest-free. No dirt will be permitted on the premises. All

floral arrangements must arrive and leave the Museum on the same day. No flowers may be left in the Museum overnight.

OPEN FLAME

No open flames, including tabletop tea candles, lighters and matches, will be permitted inside or outside the Museum. All fireworks, including poppers or sparklers, are prohibited from the property.

ALCOHOL

The client is required to serve food at all events where alcohol is provided. Only an individual licensed with the Texas Alcoholic Beverage Commission (TABC) is allowed to pour and serve alcohol and will be provided by FGF, including events serviced by a third-party Kosher catered, for an additional fee per the terms of a contract between FGF and Client. Alcohol will not be served to anyone who is, or appears to be, intoxicated or to anyone under the legal drinking age. If alcohol is served, the Client will be solely responsible for managing the responsible use of alcoholic beverages served and/or made available in connection with an event.

Open bars are limited to four hours of service for a catered event and may not be self-service. For all evening events, alcohol service shall conclude no later than 11:00 p.m.

PARKING

The Museum has a designated parking garage located at 301 N Houston St for a fee. Valet parking may be arranged through the Museum's approved valet service. Please contact your Special Event Manager for garage pricing and valet information.

TENTING

Tenting is only permitted in the Courtyard with separate and express written authorization, rented and paid for by the Client, using the Museum's preferred vendor. See Preferred Vendor List, available upon request.

GUEST SPEAKERS AND FILMS

Programs that include guest speakers, including panelists, presenters, and lecturers/keynotes, and featured films must be approved by the Museum through FGF Special Event Manager.

MEDIA / PHOTOGRAPHY / VIDEOGRAPHY

Per Museum policy, photos and videos may be taken in designated rental spaces with pre-approval from the Museum. Photography of the permanent exhibitions is permitted without flash. Photos and videos may not be taken within the special exhibition galleries unless approved by the Museum.

Photos and videos taken of any exhibition and rental spaces may not be used for commercial purposes without the prior written consent of the Museum. All media are requested to contact the Museum's marketing department prior to the event for assistance and approval.

WEATHER PLAN

Clients renting the Museum's outdoor spaces, including the Courtyard, Terrace, and Garage Rooftop, must have a backup plan in case of inclement weather. FGF Special Events Manager will assist you in arranging an alternate space. If any of the conditions are present, the event will be moved off the Terrace and Courtyard to the back-up location.

1. The temperature range is outside of 55-100 degrees.
2. Wind is gusting to 40 mph or greater
3. There are tornado or storm warnings for Dallas, TX