

DALLAS HOLOCAUST **AND** HUMAN RIGHTS MUSEUM

MEANINGFUL MOMENTS

HAPPEN HERE

PRIVATE EVENT RENTALS



THANK YOU!

for considering the
**Dallas Holocaust
and Human Rights
Museum** for your
next special event.

- 1 **OVERVIEW**
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At the Dallas Holocaust and Human Rights Museum, we are dedicated to our mission to teach the history of the Holocaust and advance human rights to combat prejudice, hatred, and indifference. Since our founding in 1984, we have held a deep-rooted responsibility to ensure that history lives on through education. We inform about the lessons of the Holocaust, the emergence of the Universal Declaration of Human Rights, historical genocides, and America's journey for human and civil rights.

The Museum's 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 Museum offers guests an awe-inspiring venue for a memorable event.

Together with our exclusive caterer, we provide thoughtful, professional service that creates a meaningful and unforgettable experience, no matter the occasion!



- ▶ For more information about rental costs, availability and menu selections, contact FacilityRental@dhhrm.org or call **469.699.8300**.





The heart of the Museum, our magnificent lobby offers an elegant backdrop with a striking grand staircase and impressive brick and copper architecture. This space is located on the first floor of the Museum, with plenty of room for both seated events and cocktail receptions.

DIMENSIONS: **3,010** sq. ft.

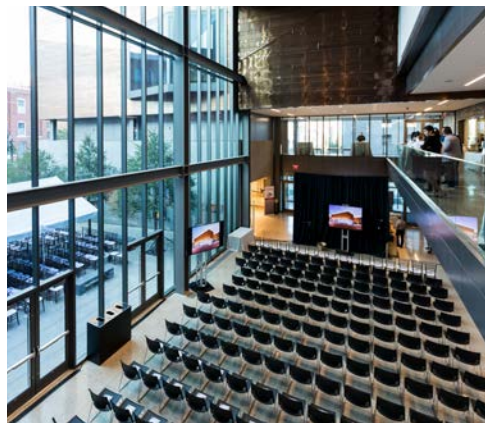
CAPACITY:

165 guests for a seated dinner

210 guests for a reception

200 guests for theater-style seating

EXPLORE ▶ [VIRTUAL TOUR](#) | [SAMPLE SEATED LAYOUT](#) | [SAMPLE RECEPTION LAYOUT](#)



In our very own Cinemark Theater, guests enjoy a cinematic viewing experience with a wall-to-wall screen, 100% digital projection and sound, and recording and simulcasting capabilities. Screens are set behind 40' x 10' of usable stage space that can be customized for film screenings, programs, presentations, and conferences.

DIMENSIONS: 3,074 sq. ft.

CAPACITY: 242 seats, 250 total including accessibility seating

[▶ TAKE A VIRTUAL TOUR](#)





Ideal for meetings, trainings, panel discussions, and workshops, our classroom spaces are fully equipped with audio/visual capabilities, powered tables, and floor-to-ceiling whiteboards. Movable walls allow this multi-purpose space to transform from one to two classrooms.

DIMENSIONS:

Single Classroom: **802** sq. ft.

Combined Classrooms: **1,604** sq. ft.

CAPACITY:

Single Classroom: **43** people

Combined Classrooms: **86** people

EXPLORE ▶ [VIRTUAL TOUR](#) | [SAMPLE LECTURE LAYOUTS](#) | [SAMPLE DISCUSSION LAYOUT](#)





MEZZANINE

Elevate your guests' experience by utilizing the Museum's second floor mezzanine. With unfettered access to the **Dimensions in TestimonySM Theater** and bridgeway, this space can be utilized as a stand-alone or as an add-on to the lobby or covered terrace. To take a virtual tour, click [here](#).



COVERED TERRACE

Enjoy this outdoor space featuring unobstructed views of the Margaret Hunt Hill Bridge, Margaret McDermott Bridge, and Bank of America Plaza building. The downtown aesthetic will compliment your reception or afterparty. To take a virtual tour, click [here](#).



COURTYARD

Connected to the lobby, this is a perfect space for an intimate outside gathering or cocktail hour before a seated dinner. The location features ***This Place, Everywhere*** (2019), a magnificent, site-commissioned sculpture created by Texas artist James Surls. To take a virtual tour, click [here](#).



PARKING GARAGE ROOFTOP

Think out-of-the-box by hosting your event on the roof of the Museum's five-story parking garage. With the Reunion Tower and Dallas skyline as your backdrop, this space is ideal for your next cookout, party, photo shoot, or special event.



PERMANENT EXHIBITION

Request a docent or self-guided tour of the Museum’s permanent exhibition to bear witness to history and learn about Upstanders who found the strength to endure the unimaginable and accomplish the extraordinary. Wings include **Holocaust/Shoah Wing**, **Human Rights Wing**, and **Pivot to America Wing**.



SPECIAL EXHIBITION

Included with your rental, captivate your guests by offering them a self-guided tour of the Museum’s latest special exhibition. Situated off the lobby, guests can enjoy at their leisure during a cocktail hour or reception. Special exhibitions rotate twice a year; to learn more about the current special exhibition, click [here](#).



DIMENSIONS IN TESTIMONYSM

Offer visitors the rare opportunity to sit across from a Holocaust survivor and ask them questions about their life and survival. As one of two Museums in the world with access to this interactive technology, we are proud to offer this experience. To learn more about the featured survivors, click [here](#).



EDUCATOR FACILITATED PROGRAMMING

We are pleased to offer an array of programs that provide fact-based education about the ramifications of unchecked hatred and equips participants with the tools and means to combat it. Read more about the Museum’s Professional and Community Programs [here](#).



As the Museum's exclusive caterer, Food Glorious Food (FGF) Catering provides turn-key service and handles all food and beverage needs for your event. Paired with innovative food and excellent service, FGF provides a range of services. FGF is happy to accommodate all guests — please note any allergies and/or dietary restrictions when submitting menu selections.

FGF MENU CATEGORIES

Boxed Lunches | Hors D'oeuvres
 Chef Performance Stations | Buffets
 Display Presentations | Late Night Snacks

▶ EXPLORE MENUS



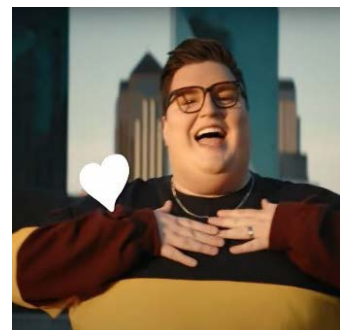
Consider the Museum to commemorate the special milestones in your life. The grounds boast views of the Reunion Tower, Margaret Hunt Hill Bridge, Margaret McDermott Bridge, and Bank of America Plaza building. With unmatched proximity to these Dallas must-sees, this limited-access location is the perfect backdrop to capture your special moments.

Commercial and personal photography and filming that involves a costume, formal wear, outfit changes, or use of anything larger than hand-held equipment is considered a photoshoot and must have an appointment. Complete our Photo Shoot Request Form to schedule an appointment.

Examples can include, but are not limited to, content creation, portraits, commercial photography, or video shoots. Prices are dependent upon the length and type of session.



▶ FILL OUT OUR PHOTO SHOOT REQUEST FORM



PLEASE NOTE: General photography guidelines prohibit flash, video, and live streaming in the Museum's exhibitions.

Museum event rental rates are based on four (4) hours. 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; see page 10 for details. Bundle pricing and non-profit discounts are available. Please contact us for more information.

SPACE	PEAK MIDWEEK	PEAK WEEKEND	OFF PEAK MIDWEEK	OFF PEAK WEEKEND
	March, April, May, September, October, November, December		January, February, June, July, August	
LOBBY – 3,010 SF 210 standing / 165 seated	\$4,000	\$4,500	\$2,000	\$2,500
CINEMARK THEATER – 3,704 SF 242 seats / 250 incl. accessibility seating	\$4,000	\$4,500	\$2,500	\$2,500
CLASSROOMS (2) – 802 SF EACH 43 seated, single / 86 seated, combined	\$350 EACH	\$500 EACH	\$300 EACH	\$400 EACH
MEZZANINE – 1,029 SF 75 standing / 45 seated	\$600	\$800	\$600	\$800
COVERED TERRACE – 2,200 SF 240 standing / 70 seated	\$1,200	\$1,500	\$750	\$1,000
OUTDOOR COURTYARD – 4,000 SF 280 standing / 140 seated	\$3,000	\$3,500	\$1,500	\$2,000
EXHIBITION WINGS (3) – 13,780 SF 471 standing only Includes admission to permanent and special exhibitions	\$500 EACH	\$500 EACH	\$500 EACH	\$500 EACH
ENTIRE MUSEUM – 55,000 SF Includes admission to permanent and special exhibitions	\$10,000	\$12,000	\$10,000	\$12,000
MUSEUM PARKING GARAGE ROOFTOP	\$600	\$600	\$600	\$600

*Non-profit rates are available to organizations who submit their tax exemption 501(c)(3) documentation before signing a rental contract. Please contact for details.

ADDITIONAL RENTAL FEES

Extended Hours Fee – for events over 4 hours	\$500 per hour
Docent-Guided Tour	\$100 per docent
Dimensions in Testimony Theater Add-On	\$150
Audio/Visual Packages	Click for Info
Garage Parking – discounted rate	\$8 per car
Parking Ambassador	\$200
Security Fees – required for events outside of Museum operating hours	See below

SECURITY FEES

PARTY SIZE	GUARDS	2 HOURS	3 HOURS	4 HOURS	5 HOURS
Under 30 Guests	1 Guard	\$150	\$200	\$250	\$300
31-100 Guests	2 Guards	\$300	\$400	\$500	\$600
101-250 Guests	3 Guards	\$450	\$600	\$750	\$900
Over 250 Guests	4 Guards	\$600	\$800	\$1,000	\$1,200

What is included with my rental fee?

In addition to exclusive access to your rented space, you will also receive complimentary admission to the Museum’s special exhibition, discounted parking in the Museum’s covered parking garage for event staff and guests, event coordinator services, and use of in-house furniture as listed below:

- Chairs 200
- 60” Round Tables 20
- 2’ Hightop Round Cocktail Tables . . . 8
- 36” Round Cocktail Tables 6
- 6’ x 30” Rectangular Tables 6
- 8’ x 30” Rectangular Tables 8

What Museum staff are on-site during the event?

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

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. Access to the special exhibition is included with all facility rentals. All tours are self-guided; however, docent-led tours may be requested for an additional charge (see page 9).

How many guests can docents accommodate?

Each docent can accommodate up to 20 people on a full, 1.5 hour private tour of the Museum’s exhibitions. You can also have docents stationed in specific galleries for self-guided tours. Please note docent availability is subject to change (see page 10).

Will other events be taking place during my event?

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.

Is the Museum accessible to all persons?

The Museum is accessible to people with disabilities and complies with the Americans with Disabilities Act (ADA). Service animals, **as defined by the ADA**, are welcome.

Before coming to the Museum, individuals with sensory needs can download the free KultureCity app to read about sensory features that are available in the Museum and where to find them.

Video and interactive components in the permanent exhibition are captioned in Spanish and English. The Museum offers a free, downloadable phone-based app, DHHRM Audio Tour, with a 90-minute self-guided tour in Spanish or English.

El video y los componentes interactivos en la exhibición permanente están subtítulos en español y en Inglés. El Museo ofrece una aplicación descargable sin costo, DHHRM Audio tour, con un recorrido de 90 minutos en español o en Inglés.

The Museum has two all-gender restrooms located on the first and third floors, respectively.

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 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 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, major credit cards, and ACH/wire transfers. Checks should be made payable to: Dallas Holocaust and Human Rights Museum and mailed to the address listed:

Dallas Holocaust and Human Rights Museum
Attn: Facility Rentals
300 N Houston St
Dallas, Texas 75202

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

For ACH/Wire Transfer information, click [here](#).

HOURS OF OPERATION

Daily operating hours for the Museum:

- Open 10:00 a.m.-5:00 p.m.
- 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 may be considered for select Tuesdays and other school days. Please inquire for availability.

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.

SECURITY

Security for all events must be provided by the Museum's security team. All rental events after business hours and 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 or nature of the event, 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.

DECOR 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, bubbles, 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 or parking ambassador may be arranged through the Museum's approved parking service. Please contact your Special Event Manager for additional 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, lecturers/keynotes, and featured films must be approved by the Museum through 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. Live streaming is not permitted.

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.

The Museum permits rental clients to bring their own photographers upon approval. All outside vendors, including photographers, are required to provide their certificate of insurance (COI) in order to work on the premises.

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. Special Event 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 Fahrenheit.
2. Wind is gusting to 40 mph or greater
3. There are tornado or storm warnings for Dallas, TX

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

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FacilityRental@dhrm.org

or call 469.699.8300

DHRM.ORG

300 N. Houston Street
Dallas, TX 75202