



1324 West Clay
Houston, Texas 77019
Phone 713-522-4652. Fax 713-522-5694

FACILITY RENTAL INFORMATION

The Printing Museum is delighted to offer its unique facilities to outside parties. The Museum is an ideal setting for receptions, corporate meetings, seminars, and community events. Any individual or group is eligible to apply for use of the facility for special events. Fundraising events must be approved by The Printing Museum's executive director or designated representative.

For inquiries, please contact:
Molly Blanchard, Visitor Services
Phone: (713) 522-4652 ext. 201
Email: mblanchard@printingmuseum.org

Location & Hours

Convenient to downtown and to freeways, the Museum is located at 1324 West Clay, between Waugh Drive and Montrose, just south of Allen Parkway.

Museum facilities are available for special events and meetings Tuesday-Saturday between 10:00 AM-11:00 PM. Upon request, events may be held Sunday and Monday, except holidays.

Event Capacity Totals

Seated Luncheons or Dinners	90
Receptions (standing-room only)	190
Theater	65
Gallery Lectures	75

Rooms & Specifications

The rental facilities at The Printing Museum include the J.V. Burnham Print Gallery, New Gallery, Reception Gallery, Theater, and Classroom. The entire Museum may also be rented for private events and will include access to the Museum's collection of historic presses and documents. Please speak with the Rental Events Coordinator about exhibitions on view on the date of your event.

The New Gallery accommodates 60 guests seated at tables, or 100 guests standing. The J.V. Burnham Print Gallery accommodates 40 guests seated at tables, or 90 guests standing. In each gallery, assembly seating can be arranged to seat 75 guests in rows. The Theater has 65 fixed seats, and the Classroom accommodates 10 guests seated at tables. The Rental Events Coordinator will meet with the client to discuss the event and make recommendations regarding setup.



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Rental Rates

As of January 1, 2015

Space	Rate (for 3 hours)	Dimensions
Classroom	\$ 100	16.5' x 16' (264 sq. ft.)
Theater	\$ 350	38.5' x 21.5' (830 sq. ft.)
J.V. Burnham Print Gallery	\$ 700	26.5' x 25' (675 sq. ft.)
New Gallery	\$ 700	30.5' x 24' (742 sq. ft.)
Entire Museum	Rate based on nature of event	13,000 sq. ft

Rates are charged in 3-hour blocks. Reduced rates are available for full-day and multiple-day rentals as well as for Museum Members. Reduced rates are also available when renting both the J.V. Burnham Print Gallery and New Gallery. Late Night events lasting after 11 p.m. will incur a 10% surcharge.

Setup and takedown time is included in the rental fee. Clients are provided one hour at no additional charge to set up for their event and one hour to clean up afterwards. If more time is needed for set up, additional time may be rented at a rate of \$100 per hour. The Museum can provide cleaning services at a rate of \$75-\$150, depending on the nature of the event.

Equipment & Services

Tables & chairs are available for seating for up to 75 people. The Museum offers use of its 11 round tables (60") and 15 rectangular tables (72 x 18"). Black tablecloths may be rented for a fee of \$17 per tablecloth. Additional equipment will need to be rented by the client from an outside vendor.

Theater includes use of a digital projector, DVD player, and podium.

Artists associated with the Museum may be scheduled to run printing equipment during the event at a rate of \$85 per hour. Guests can print cards and keepsakes designed by the artist as a takeaway of the event. Design and content will be determined in collaboration with the client.

Additional Information

Security for all events after 5 p.m. is mandatory and may be required during the day depending on the size and nature of the event. The Museum can assist the client with security at a rate of \$40 per hour.

Catering is not provided by the Museum. Please ask the Rental Events Coordinator for a list of preferred vendors. It is recommended but not required to select from the Museum's list.

Museum parking lots hold a capacity of 12 cars. Additional free street parking is available. Valet parking may be arranged by the client.