

## **Special Events : Frequently Asked Questions**

**Do I need to be a member of the museum to hold an event there?**

No, but there are special benefits for members of our [Leadership Circle](#) and [Corporate Partner Program](#). Membership at this level has many other advantages and can easily be arranged by our Development Department.

**What are the steps for planning an event at the Museum?**

To get started, email [specialevents@mfa.org](mailto:specialevents@mfa.org) or call 713.639.7754. Our Sales Coordinator will be happy to answer any questions and check availability for you. Once you've chosen your date, one of our Event Coordinators will work with you from planning through execution of your event. Your event will be confirmed upon payment of the applicable nonrefundable Rental Fee and a signed contract.

**What does the Rental Fee include?**

The Rental Fee includes the facility rental as well as the operational costs for the space to be used for your event. Operational costs include museum security, buildings engineers, housekeeping, and any additional MFAH personnel required during the event. Weekend events may be subject to additional charges determined on a case by case basis based on the extent of your event installation.

**What other costs are associated with hosting an event at The MFAH?**

Examples include but are not limited to food and beverage services, equipment rental, valet, parking, tenting, entertainment, audio visual, flowers, decorations, and insurance.

**What is the earliest time my event can begin?**

All private events are held outside of museum hours. Generally speaking, we do not plan functions on Thursdays (when the museum is open late, and is usually much busier as it is the 'free' day). Available times are listed below:

- Monday & Tuesday: All Day
- Wednesday: After 5:30pm
- Thursday & Friday: N/A
- Saturday & Sunday: After 6:30pm

\*Events at Glassell School of Art may take on Friday, Saturday, or Sunday, after 7:00pm

\*Events at Rienzi may take place after 5:00pm any day of the week

\*Bayou Bend Collections & Gardens are not available for any events or rentals

### **Can I use my own caterer / florist / A/V vendor?**

Yes, if they are a part of the museum's approved vendor list. The museum has curated a list of approved vendors who have been selected for their quality of service, and are specially trained and properly insured in use of the museum premises.

### **What are the parking arrangements for the MFAH?**

The Museum offers self-parking in the Museum's parking garages. If you prefer valet parking, we will make these arrangements. When valet parking is planned, it is necessary to include HPD officers for traffic control.

### **Are there any insurance requirements?**

A Certificate of Insurance in the amount of \$1,000,000 is required covering bodily injury and property damage liability protection for the duration of the event. Many companies and individuals already have this coverage within their existing policy. If not, this can be arranged by the museum for an additional charge.

### **May I use the museum's name and logo in my invitations?**

Invitations and any published materials pertaining to the event must be approved by our Marketing Department prior to printing. Your Coordinator will be happy to process this for you, but please allow at least two weeks for approval.

### **Are live bands / DJ's permitted?**

Yes, in certain buildings and galleries, however there are decibel limits to protect the artwork from moving to the beat. Museum personnel are authorized to control the volume when necessary. Please advise your Sales Coordinator of any musical requests you may have to ensure that we find the best space to accommodate.

### **Can I have photography at my event?**

Yes! Photography is permitted in all of our event spaces. Please note that for the protection of the artwork, flash photography and tripods are not permitted inside the Museum.

### **What is the capacity for an event at the Museum?**

We are able to hold cocktail receptions for up to 750 guests and seated dinners for up to 350 guests. Galleries will be selected based upon availability and guest count.

### **How do I arrange for a bar/wine for my event?**

All Alcohol served at the Museum must be provided through Art of the Spirits Inc. (AOTS), a corporation licensed by the Texas Alcoholic Beverage Commission (TABC). Outside alcohol is not allowed to be brought to the Museum.

*Please contact our Events Department at 713.639.7754 or [specialevents@mfa.org](mailto:specialevents@mfa.org) to receive more information or to schedule a walk-through of our spaces.*

### **Can I have red wine at my event?**

As is common with most museums, we do not serve red wine, or any “red drinks” during events. The only time red wine is permitted is during seated dinners, when poured by the catering staff. This policy is to protect the artwork from accidental spills.

### **May I hold a wedding ceremony on MFAH premises?**

Yes. We will be happy to arrange a wedding ceremony in conjunction with your wedding reception. Please note that a planner is required for all wedding ceremonies and receptions at the Museum.

### **Are there any special rules regarding Wedding Receptions?**

A wedding planner is required for all weddings. Aside from that, a wedding reception is treated just like any other event at the Museum. If you have a question you don't see addressed in these FAQ's, please don't hesitate to ask.

### **Are there any types of event which I may not hold at the Museum?**

No fundraising, commercial (including fashion shows) or political events are permitted. Fundraising particularly includes events that require the purchase of a ticket or admission fee in order to attend.

**The following list may not be exhaustive, so if in doubt, please do check with us, but based upon questions we have been asked in the past:**

- Decorations may not be attached to any surface in MFAH facilities, including hanging banners and streamers.
- Helium balloons, soap bubbles, potted plants, feather boas, and smoke machines are not permitted.
- Open flames are not permitted in museum premises.
- No fireworks or cold spark pyrotechnics are allowed on any MFAH property.
- Living statues are not permitted in museum premises.
- The MFAH does not permit animals to be introduced as part of an event. This includes birds and butterflies.
- Smoking is not permitted within the museum, except at specially designated outdoor smoking areas.
- The Museum does not allow confetti, rose petals, or glitter on its premises.
- Chalk is not permitted on the Beck port cochere or on Brown Foundation Plaza.

*Please contact our Events Department at 713.639.7754 or [specialevents@mfaah.org](mailto:specialevents@mfaah.org) to receive more information or to schedule a walk-through of our spaces.*

Private Event Rental Pricing *effective July 1, 2023*

| Location  | Capacity (guest count)                        | Standard Rental Fee | Reduced Rental Fee<br>Corporate Partners/<br>Leadership Circle |
|---|---|---------------------|--|
| <b>Audrey Jones<br/>Beck Building, or<br/>Caroline Wiess<br/>Law Building, or<br/>Glassell School of<br/>Art Building</b> | <b>1 – 100</b>                                | <b>\$7,000</b>      | \$6,000  |
|   | <b>101 – 250</b>                              | <b>\$9,500</b>      | \$7,000  |
|   | <b>250+</b>                                   | <b>\$12,500</b>     | \$7,500  |
| <b>Nancy &amp; Rich<br/>Kinder Building</b>   | <b>1st Floor (300 max)</b>                    | <b>\$8,500</b>      | \$7,500  |
|   | <b>LowerArrivalsHall(250max)</b>              | <b>\$9,500</b>      | \$8,500  |
|   | <b>1stFloor&amp;LowerArrivalsHall(250max)</b> | <b>\$16,000</b>     | \$13,500   |
| <b>Brown<br/>Auditorium</b>   | <b>320 (max)</b>                              | <b>\$3,000</b>      | \$2,800  |
| <b>Lynn Wyatt<br/>Auditorium</b>  | <b>230 (max)</b>                              | <b>\$3,200</b>      | \$3,000  |
| <b>Rienzi</b>   | <b>Reception – 99 (max)</b>                   | <b>\$10,200</b>     | \$9,200  |

*\* For pricing at the Kilroy Center at Bayou Bend , please contact Lavinia at 713.639.7758  
\*\* Weekend events, multiday rentals, events with extensive set up needs may incur additional costs.*

**FAQ**

**Q. How much does it cost to hold a private event at the MFAH?**

A. The rental fee to hold a private event at the MFAH is based on guest count and space(s) required. Current Corporate Partners and individual Leadership Circle members receive reduced rental fees for private events.

**Q. What is included in the rental fee?**

A. The rental fee includes the facility usage fee plus operational (hard) costs: security, buildings & grounds, housekeeping, and maintenance fees.

**Q. What is NOT included in the rental fee?**

A. The rental fee does not include: catering, bar service, bar/wait staff, valet parking, garage parking, A/V, entertainment, equipment rental, floral, décor, tenting, or tickets to special exhibitions. Additional costs may apply when extra spaces are open during an event and/or when set-up requires extended time beyond the day of the event.

**Q. Can my guests have access to a special exhibition during my event?**

A. If you would like to include access to special ticketed exhibitions during your event, you may purchase exhibition tickets for your guests at a reduced rate (20% discount).

**Q. What are the discounts for Corporate Partners and Leadership Circle members?**

A. Corporate Partners and Leadership Circle members receive reduced rental fees (facility usage fee is discounted). For Corporate Partners and Leadership Circle members at the Chairman’s Circle level (\$25,000+), rental fees are further reduced to only include operational costs (facility usage fee is waived).

**Q. How do I become a Corporate Partner or Leadership Circle member to receive reduced rental fees?**

A. To learn more about the Corporate Partners Program, please call 713.639.7716. To learn more about the Leadership Circle, please call 713.639.7559.

*For more information, please contact Special Events at 713.639.7754 or [specialevents@mfa.org](mailto:specialevents@mfa.org)*