



THE MUSEUM OF
PRINTING HISTORY

General Information

Contact

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The Museum of Printing History
1324 West Clay
Houston, Texas 77019
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Hours

The Museum is open to the public as follows:
Tuesday – Saturday 10:00 am – 5:00 pm

Monday closed

*meetings may be held on any day (except holidays)
from 8:00 am – 9:00 pm*

Location

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

Meeting Space and Equipment

Event Capacity:

No meeting or event shall exceed the following capacity maximums:

Luncheons or Dinners:	80
Gallery Lectures:	75
Receptions:	300
Projection Video Auditorium	65

Meeting Space	Dimensions	Rate
Auditorium only	seats 65 people	\$ 250
Kitchen	14' x 20'	included in gallery space rental
Reception Gallery	17' x 22'	included in gallery space rental
Print Gallery	25' x 27'	\$ 600
New Gallery	28' x 28'	\$ 600
Above 3 galleries	approx. 1,835 sq. ft.	\$ 800
Entire Museum	approx. 13,000 sq. ft.	\$1,200

Auditorium

The auditorium offers audio-visual equipment including a digital projector, VCR, DVD player, two slide projectors, and a microphone.

Tables and Chairs

The Museum offers use of its chairs and tables, sized 60" round and 72" x 18".

Services

Food and Beverage

If using a caterer, please have them contact the Museum prior to your event to coordinate their needs.

Kitchen

Kitchen equipment includes a refrigerator, freezer, range, microwave and dishwasher.

Artists/Printers

Artists may be scheduled to run printing equipment at a rate of \$65.00 per hour per machine.

Additional Information

Parking

Two Museum parking lots hold a capacity of approximately 50 cars. Additional free street parking is available. Valet parking may be arranged by the patron.

Wheelchair Access

The building and facilities are wheelchair accessible.

Set-up and Clean-up

The Museum will set-up for normal event functions and clean-up after your event. Catered functions require that the caterer clean the kitchen and event areas after your function.

Security Officer(s) Requirement

The Museum requires City of Houston or Harris County Sheriff Deputy security for events held after 5:00 pm with 50 or more persons in attendance. A minimum of one officer for every 50 persons in attendance at a rate of \$120.00 for four hours is required.

Smoking & Use of Candles

Smoking and the use of candles are prohibited in the Museum.

Payment and Cancellation

Payments are to be made as follows:

One fourth of the rental fee, or a minimum \$100.00 non-refundable deposit, is required to secure reservation. The balance is due one business day prior to the event.

This agreement can be canceled by The Museum due to a *force majeure* by notifying the president of the organization, or in the case of a private event, the signer of the contract.

Effective February 4, 2009