

# EVENT RENTAL SPACES



## EXCELLENT LOCATION

Located in Victory Park near American Airlines Center, across from the West End Historic District, and near many of Dallas' best hotels.



## STUNNING & SOPHISTICATED

Architecturally stunning building houses **11 PERMANENT EXHIBIT HALLS** and an elegant **297-SEAT THEATER** with one of the most sophisticated digital projection and sound systems available.



## THE PERFECT SETTING

Ideal for dinners, receptions, or special occasions, the Perot Museum offers a one-of-a-kind location for events from **25 - 1,500 PEOPLE**.

Per[]t  
Museum of Nature and Science



# CATERING INFORMATION

Round out your special event with approved catering options to meet diverse event needs and price points.



The Perot Museum is committed to working with caterers who will work alongside you to create a customized, quality Museum-event experience. From full-service personalized menu planning featuring innovative seasonal cuisine, to more casual picnic-style fare, the catering options are sure to please even the most discerning guest.

The rental fee includes the exclusive use of the reserved area(s), basic housekeeping, and the use of the tables and chairs that the Museum owns.

Thank you for your interest in the Perot Museum of Nature and Science. Should you have any questions, please contact us directly. We look forward to reserving space for your special event experience.

## **FACILITY RENTAL / EVENT SALES**

### **Perot Museum**

events@perotmuseum.org

☎ 214.756.3500

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## **IN-HOUSE PREFERRED CATERER**

### **Wolfgang Puck Catering**

PerotMuseum@wolfgangpuck.com

### **Catering Sales Manager**

Katelynn Harvey-Campos

☎ 214.624.8198

## **APPROVED CATERER**

### **Beyond The Box Catering**

Doug Brown

dbrown@foodbeyondthebox.com

☎ 214.828.2228

## **CATERING INFORMATION**

Facility rental fee is exclusive of food and beverage. A \$10,000 food and beverage minimum applies to Friday and Saturday events. For December, a \$15,000 food and beverage minimum applies to Friday and Saturday events.

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# EVENT RENTAL SPACES

Create a perfectly customized evening throughout the Museum in any one, or all of the exhibit halls.



## LOWER LEVEL

Network with 250 guests in the grand hallway while enjoying light bites and bubbly. Test running skills against the *T. rex* or an athlete in the *Sports Hall*. Create a “kid zone” or explore the latest traveling exhibition.

*Jan and Trevor Rees-Jones Exhibition Hall, Moody Family Children’s Museum, Lamar Hunt Family Sports Hall.*



## LEVEL 1

Stand, dance, and sip cocktails beneath the dancing water molecules with up to 400 guests or enjoy a seated dinner with 300+ guests in the expansive glass-encased Main Lobby. See customized messages, logos, or photos on the 7’x28’ screen. Take in views of the stunning Dallas skyline from outside on David’s Deck. Invite guests to a private film screening in *The Hoglund Foundation Theater* for a state-of-the-art 3D experience.

*Main Lobby, Café, Museum Shop, The Hoglund Foundation Theater*



## LEVEL 2

Amaze your brain and the brains of colleagues and friends in the *Engineering and Innovation Hall* while driving ping pong balls up a tube using brain waves. Delight in the opportunity to network with 200 guests among some of nature’s wonders in the *Discovering Life Hall*.

*Discovering Life Hall, Being Human Hall, Texas Instruments Engineering and Innovation Hall*



## LEVEL 3

Enjoy an intimate seated dinner for 120+ guests in the dimly-lit *Gems and Minerals Hall* featuring minerals from around the world. Have a unique ceremony with the wedding party hiding in the *Energy Hall* followed by sharing your vows with our 2,700 lb geode as your backdrop. Set your drinks down and shake things up during a simulated earthquake in the *Dynamic Earth Hall*.

*The Rees-Jones Foundation Dynamic Earth Hall, Tom Hunt Energy Hall, Lyda Hill Gems and Minerals Hall*



## LEVEL 4

Dine with the dinosaurs at the top of the glass-encased escalator among exhibits including the colossal *Alamosaurus* in the *Life Then and Now Hall*. Sit and dine with 100 guests or stand and mingle with up to 250 guests while reveling in pre-historic marvels. Don’t miss the opportunity to fly like a bird in the *Hall of Birds* located in the nest above the dinosaurs.

*Expanding Universe Hall, Rose Hall of Birds, T. Boone Pickens Life Then and Now Hall*

# VENUE CAPACITIES AND FEES

There are two contracts when booking with the Perot Museum. One with the Museum for the facility rental and one with an approved caterer for food and beverage. Minimum event fees are as follows: Sunday-Thursday \$2,400 facility rental; Friday-Saturday \$4,500 facility rental and \$10,000 food and beverage spend. Museum facilities are available from 7pm-midnight.

PACKAGES					
LOCATION	THEATER	ROUNDS	RECEPTION	SUN-THURS	FRI-SAT
<b>MAIN LOBBY AND LOWER LEVEL</b> (LEVELS LL-1)	350 (L1 LOBBY)	420	700	\$4,000	\$5,000
<b>MAIN LOBBY AND OUTDOOR PLAZA</b> (LEVEL 1)	350 (L1 LOBBY) 200 (PLAZA)	360 (L1 LOBBY) 200 (PLAZA)	700	\$4,000	\$5,800
<b>CAFÉ AND THEATER</b> (LEVEL 1)	297 (THEATER)	140 (CAFÉ)	150	\$3,000	\$4,500
<b>EXHIBIT HALLS</b> (LEVELS 2-4)	--	330	750	\$3,500	\$5,000
<b>MAIN LOBBY AND EXHIBIT HALLS</b> (LEVELS 1-4)	--	690	1,300	\$4,200	\$5,800
<b>ENTIRE MUSEUM</b> (LEVELS LL-4)	--	750	1,500	\$4,800	\$7,200

INDIVIDUAL LEVELS					
LOCATION	THEATER	ROUNDS	RECEPTION	SUN-THURS	FRI-SAT
<b>LOWER LEVEL</b> (SPORTS, GRAND HALL, CHILDREN'S)	100 (GRAND HALL)	60 (GRAND HALL)	200	\$2,400	\$4,500
<b>LEVEL 1</b> (OUTDOOR DECK, LOBBY, ATRIUM)	250	300	400	\$2,800	\$4,500
<b>LEVEL 2</b> (ENGINEERING, LIFE, HUMAN)	--	30	200	\$2,400	\$4,500
<b>LEVEL 3</b> (GEMS, ENERGY, EARTH)	150	120	250	\$2,400	\$4,500
<b>LEVEL 4</b> (DINOSAURS, BIRDS, UNIVERSE)	60	100	250	\$2,400	\$4,500

ADD-ONS					
LOCATION	THEATER	ROUNDS	RECEPTION	SUN-THURS	FRI-SAT
<b>THE HOGLUND FOUNDATION THEATER</b> (LEVEL 1)	297	--	--	\$2,000	\$2,000
<b>OUTDOOR PLAZA</b> (LEVEL 1)	200	200	250	\$2,000	\$2,000

SECURITY <i>(Required)</i>	ADVANCE PAID PARKING <i>(Optional)</i>		ADDITIONAL PARKING <i>(Upon availability)</i>	
	GUEST COUNT	FLAT FEE	LOT	FLAT FEE
Security is required for all facility rentals. Pricing is \$50 per guard per hour, at a minimum of 2 guards. Security guards are required 1-2 hours prior to the event start time and 1 hour post-event time. Additional security is required for outdoor events.	12-25	\$100	<b>Extended Lot</b>	\$800 (215 spaces)
	26-50	\$180		
	51-100	\$300	<b>Woodall Rodgers</b>	\$1,250 (300 spaces)
	101-150	\$400		
	151-300	\$600	<b>Bus/Shuttle Parking</b>	\$250 (15+ buses)

Additional fees apply to groups of 400 or more. 400-599 guests = \$500; 600-899 guests = \$1,000; 900-1,100 guests = \$1,500; 1,200-1,500 guests = \$2,000.

Traveling exhibition located in the *Jan and Trevor Rees-Jones Exhibition Hall* requires additional fees.

Flexible auditorium space availability contingent on Museum's current use of space. Please inquire about availability.

Inventory of up to 300 grey Museum-owned chairs available and included in rental fee. If additional chairs are needed, client must rent through outside vendor.

# RENTAL RESOURCE PACKAGES

Our most popular package options to make your evening beautiful, while being mindful of your schedule and budget.



## RECEPTION PACKAGE

- Box Office bar top and bar back
- Custom 7'x28' digital video sign board
- Box Office counter LED ticker
- Level 1 Stairwell Screen
- Elevator Screens
- Ramp Entrance Screens
- 18 - LED up-lights
- Additional power for DJ, lighting, catering

**\$2,000** (\$2,500 VALUE)

## EXHIBIT HALL RECEPTION PACKAGE

- Custom elevator video signage
- 18 - LED up-lights
- Museum audio system
- Handheld microphone and mixer
- Custom 7'x28' digital video sign board

**\$1000** (\$1,250 VALUE)

## PRESENTATION PACKAGE

- 2 - 65" Flat Screen TV's
- Projector
- Lectern
- 2 - 6'x8' risers
- 10 - LED up-lights
- Handheld or lavalier microphone and mixer
- Custom Elevator Signage
- Additional power for DJ, lighting, catering

**\$1,400** (\$1,650 VALUE)

## GEMS AND MINERALS CEREMONY PACKAGE

- Wireless Microphone
- Mixer
- Drop Down Screen
- 5 Screen Entrance
- Podium
- 10 - LED Uplights
- Audio Visual Tech (2 hours)
- Video Switcher

**\$1,250** (\$1,500 VALUE)

## INCLUDED IN FACILITY RENTAL

The following Museum-owned tables and chairs are available for indoor events:

- (30) 72" round tables (30"H seating for 10-12)
- (20) 60" rounds tables (30"H seating for 8-10)
- (35) 30" high boy cocktail round tables (42"H)
- (20) 36" round cocktail tables (30"H seating for 4)
- (10) 6' rectangle tables (30"H seating for 6-8)
- (300) VITRA .03, gray chairs (gray seat and legs)
- (80) VITRA .03, dark gray chairs (gray seat with gray legs)
- (40) Metal Benches (gray benches and orange benches)
- (10) Aluminum easels (lightweight for foam board signage)
- Set up and strike of Museum owned furniture

PLEASE NOTE: The Perot Museum does not rent or include linens for tables. Catering partners will provide table linens and any table-related décor or serviceware. Event clients may choose to utilize the services of a linen rental company.

# BUILD YOUR OWN PACKAGE

Customize the details of your event to match specific needs with an à la carte package.

## FURNITURE RESOURCES

<input type="checkbox"/> Ticket counter bar top and bar back	\$750
<input type="checkbox"/> Riser (4'D x 8'W x 18"H, 2 available or 6'D x 8'W x 18"H or 24"H, 4 available)	\$125 each
<input type="checkbox"/> Floor standing lectern (2 styles available)	\$100 each
<input type="checkbox"/> Table top lectern (1 available)	\$35
<input type="checkbox"/> Bar height stools (80 available, black seat w/back, chrome legs)	\$8 each

## AUDIO VISUAL RESOURCES

<input type="checkbox"/> <b>Speaker package: riser (4'D x 8'W x 18"H), lectern, handheld microphone, and mixer</b>	<b>\$500</b>
<input type="checkbox"/> Portable screen w/LCD projector (9' tripod - laptop not included)	\$225
<input type="checkbox"/> Rear projection screen w/projector (10' screen)	\$450
<input type="checkbox"/> Mobile flat screen televisions (2 available 50" screen, and 2 available 65" screen, 42"W x 72"H rolling stand w/ laptop tray)	\$100 each
<input type="checkbox"/> LED up-lights (18 available, 15'+ reach)	\$40 each
<input type="checkbox"/> Static spotlight or single moving light show (one T-light bar, up-lights may be added)	\$150
<input type="checkbox"/> Follow spot light - requires a technician (for use in Theater)	\$150
<input type="checkbox"/> Gobo projector (for gobo size OD26.8mm ID24mm)	\$125
<input type="checkbox"/> Custom gobo for use with gobo projector (printed on transparency sheet)	\$100
<input type="checkbox"/> Wireless handheld microphone (5 available, requires mixer)	\$35 each
<input type="checkbox"/> Wireless lavalier microphone (5 available, requires mixer)	\$35 each
<input type="checkbox"/> Tabletop microphone stand (4 available)	\$25
<input type="checkbox"/> Spider box (3 available, provides additional electricity when necessary for DJ, band, catering)	\$50 each
<input type="checkbox"/> Portable speaker system	\$150
<input type="checkbox"/> Mult box (1 box with 6 connections available)	\$50
<input type="checkbox"/> Mixer (necessary for microphones)	\$150
<input type="checkbox"/> Museum audio system (iPod/MP3 audio input only, music throughout Museum)	\$150
<input type="checkbox"/> Video switcher (for use when multiple video sources are necessary)	\$150
<input type="checkbox"/> Museum Audio Visual Department Laptop Usage	\$50

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Customize the details of your event to match specific needs with an à la carte package.

## CUSTOMIZABLE DIGITAL SIGNAGE RESOURCES\*

<input type="checkbox"/> Elevator video signage (32"W x 15"H LED screens outside elevators on each level)	\$125 all levels
<input type="checkbox"/> Level 1 - Lobby video board (28'W x 7'H LED screen above Box Office counter - 21 total screens)	\$250
<input type="checkbox"/> Level 1 - Lobby LED ticker (runs length of Box Office counter in main Lobby)	\$100
<input type="checkbox"/> Level 1 - Lobby flat screen television at service desk under stairwell (60" screen)	\$100
<input type="checkbox"/> Level 1 - Theater entrance flat screen television Screen (60" screen)	\$100
<input type="checkbox"/> Level 1 - Ramp Entrance Screens	\$100
<input type="checkbox"/> Level 3 - Gems and Minerals Hall drop down screen w/projector	\$100
<input type="checkbox"/> Level 3 - Gems and Minerals (5) screen entrance signage	\$150

\*Client is responsible for creating digital video signage. Perot Museum will provide instructions and format. Visual signage format must be as follows and must be turned over to Perot Museum no later than two weeks prior to event date.

Video: 1920x1080HD in .mp4, .divx or .avi | Images: 300+ DPI, high quality/low compression images in .jpg or .png32 | Images & Video: PowerPoint

## SPECIAL SERVICES

<input type="checkbox"/> Museum Shop (open 2 hours during an event)	\$750 flat rate
<input type="checkbox"/> Film (available with rental of Level 1 Theater)	\$500 / showing
<input type="checkbox"/> Audio Visual Technician (minimum 2 hours, Museum equipment only)	\$50 / hour
<input type="checkbox"/> <i>Guest Services Member</i> in exhibit halls (minimum of 4 hours per staff member)	\$30 / hour
<input type="checkbox"/> Extra housekeeping staff (minimum of 4 hours per staff member)	\$35 / hour
<input type="checkbox"/> Removal of dumpster in delivery dock area	\$650

## VALET PARKING SERVICES (OPTIONAL)

LAZ Parking Services

TMcCray@lazparking.com

Valet is contracted separately. Client is responsible for paying the Museum for parking spaces utilized by valet.