



**Private Event  
Rentals**



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**An extraordinary venue for design connoisseurs, culture mavens, and everyone who enjoys having fun, Poster House is a hidden gem that captures the energy and sophistication of the city, while providing a unique experience for guests of all ages.**

Original fin-de-siècle cast iron columns and vaulted ceilings mingle with modern architectural finishes and natural materials in our award-winning space to create an inviting, airy ambience.

# Private Events at Poster House

- Private rentals at Poster House are for the entire museum and include access to all public areas
- The base rental fee to host a 3-hour private event at Poster House is \$5,000



- Includes private viewing of all galleries
- Over 5,000 square feet of available event space
- Includes access to a full PA system, DJ's and live music, plus portable LED screens and digital projector



# FAQs

## What type of event can I host at Poster House?

- Poster House is available for all types of events! It is particularly well suited for cocktail receptions, seated meals, hosting panels, and staff outings.
- Our unique exhibitions and award-winning interior make Poster House an unforgettable venue for corporate retreats, rehearsal dinners, holiday parties, birthday celebrations, networking events, book signings, baby showers, and more! Please get in touch to discuss the details of your special event.

Unfortunately, Poster House cannot accommodate political fundraising events.

## What is the capacity of the museum?

- We have a 275 person standing room capacity and a 60–80 person seated capacity.



## How do I reserve a date?

- Include your preferred date in the event rental contact form, at [posterhouse.org/event-rentals](https://posterhouse.org/event-rentals), and Poster House will do its best to accommodate.
- Rental fees are due in full 30 days before the event date. If booking within 30 days of the event, the rental fee is due upon signing the Rental Agreement.



## How much does it cost to rent Poster House, and what does the fee cover?

- The base rental fee is \$5,000. This covers a three-hour event, with extra hours being an additional charge. The rental fee includes basic staffing, security, and clean-up, as well as access to the AV system. Exhibition tours, custom photo booth backgrounds, and other add-ons are an additional fee. The rental fee does not include food or beverage, which must be contracted directly with Great Performances.

## FAQs

### Do you offer a discount for nonprofits?

- Yes, please inquire for details.

### Will I need to provide insurance coverage?

- Yes. Event insurance is required to host an event. We can help you coordinate with a suggested insurer to obtain a policy.







## **FAQs**

### **What are my audio visual and entertainment options?**

- Private event rentals at Poster House include access to our full sound system with PA, portable LED screens, and digital projector use. Live musicians and DJs are permitted upon approval. Digital branding opportunities are available throughout the museum.

### **Do you offer catering?**

- Our exclusive catering partner, Great Performances, can create a custom menu for any type of event, from passed hors d'oeuvres to charcuterie boards to multi-course plated meals. Sample menus available upon request.

### **Can I use a different caterer?**

- Outside catering is permitted on a case-by-case basis and is subject to an additional fee.

### **Can I serve alcohol?**

- Wine, beer, and full bar packages are available through Great Performances. No outside alcohol is permitted.

# FAQs

## When can my event start? When does it need to end?

- Because Poster House is a museum with public hours, event scheduling availability depends on the day of the week as follows:

<b>Monday</b>	<b>10am–11pm</b>
<b>Tuesday</b>	<b>10am–11pm</b>
<b>Wednesday</b>	<b>10am–11pm</b>
<b>Thursday</b>	<b>6:30–11pm</b> <small>Happy Hour! rentals available 4–6pm</small>
<b>Friday</b>	<b>no private rentals</b> <small>Happy Hour! rentals available 4–8:30pm</small>
<b>Saturday</b>	<b>6:30–11pm</b>
<b>Sunday</b>	<b>6:30–11pm</b>

## What is your cancellation policy?

- We do not offer refunds for event rentals. However, we will work with you to find another date to host your event.







## FAQs

### **Do I need to become a Member to host an event?**

- Individuals are required to get a Poster House Membership at any level to rent the museum for an event. Your tax-deductible membership fee will be subtracted from the base rental fee.
- Organizations may either pay the base rental fee directly without a Membership, or use their tax-deductible Corporate Membership benefits, which include the base rental fee of one event.
- Membership fees support the vital mission of Poster House to showcase the history and impact of posters and the power of design. Members of Poster House enjoy many additional benefits!



# FAQs

## Can Poster House accommodate accessibility needs?

- Absolutely. Our dedicated Accessibility Coordinator will work with you to ensure that all your needs are met.
- Poster House is wheelchair accessible via its 23rd Street entrance. The elevator can be accessed on the 24th Street side of the museum.



- All restrooms are gender neutral and there is a wheelchair accessible restroom on each floor. Radio frequency devices, large text labels, stools, and earplugs are available for on-site use.
- To learn more about Poster House's museum accessibility, go to [posterhouse.org/accessibility](https://posterhouse.org/accessibility).



# Happy Hour! Rental Program

Book a Happy Hour! semi-private event at Poster House with friends or colleagues! Perfect for smaller groups and budgets, a Happy Hour! reservation will allow your group exclusive use of our 24th Street lobby and full access to galleries. Food and beverages are available for purchase directly from our Café.

**Happy Hour! rentals are available on Thursdays from 4–6pm and Fridays from 4–8:30pm for up to 70 people.**

Rentals are \$200 per hour, plus \$10 per attendee. Cost per head includes one drink ticket. Minimum reservation of 1 hour required.







## Questions?

for questions regarding event rentals,  
please email [info@posterhouse.org](mailto:info@posterhouse.org)

for additional information, please visit  
[posterhouse.org/event-rentals](https://posterhouse.org/event-rentals)

### **Colin Brady**

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**POSTER  
HOUSE**