



Private Event
Rentals



FOR
THE
EVENT



An extraordinary venue for design connoisseurs, culture mavens, and anyone 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 are integrated with contemporary 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 is \$5,000.
- Includes private access to all galleries.
- More than 5,000 square feet of available event space.
- Full PA system, customizable lighting, portable LED screens, and digital projector are available.
- Exhibition tours, custom photo-booth backgrounds, extended Shop hours, and more are available for an additional fee.
- Semi-private Happy Hour rentals are also available at select times for smaller groups.





FAQs

What type of event can I host at Poster House?

- Poster House is available for all types of events! The museum is particularly well suited to 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.



FAQs

How do I reserve a date?

- Include your preferred date on the event rental contact form at posterhouse.org/event-rentals, and Poster House staff will do their best to accommodate you.
- Rental fees are due in full 30 days before the event date. If you are booking within 30 days of the event, the rental fee is due when you sign 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 at an additional charge. The fee also includes basic staffing, security, and clean-up as well as access to the AV system.
- Exhibition tours, custom photo-booth backgrounds, and extended Shop hours (with a 10% shopping discount for your guests) are available for an additional fee.
- The rental fee does not include food or beverages, 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.

What are my audio-visual and entertainment options?

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

FAQs

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 multicourse plated meals. Sample menus are 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.





FAQ

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.

Do I need to become a member to host an event?

- Individuals are required to have 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 for one event.
- Membership fees support the vital mission of Poster House to showcase the history and impact of posters and the power of design. Poster House members enjoy many additional benefits!

FAQ

Can Poster House accommodate accessibility needs?

- Absolutely. Please contact us with any questions or concerns, and we will work with you to meet your accessibility needs.
- 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 wheelchairs are available for on-site use.
- To learn more about accessibility at Poster House, please visit posterhouse.org/accessibility.





FAQ

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

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

Monday	10am–11pm
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Tuesday	10am–11pm
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Wednesday	10am–11pm
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Thursday	6:30–11pm
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Happy Hour rentals available 4–6pm

Friday	no private rentals
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Happy Hour rentals available 4–8:30pm

Saturday	6:30–11pm
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Sunday	6:30–11pm
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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 allows your group exclusive use of our 24th Street lobby and full access to the 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 one hour required.





POSTER HOUSE

Questions?

For additional information and to submit an inquiry, please visit posterhouse.org/event-rentals or email rentals@posterhouse.org.

Colin Brady
Deputy Director

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