

## Seminar Room



It comfortably seats 70 people. The Seminar Room is the museum's most frequently used space. The acoustically perfect setting provides an outstanding ambient quality. Thousands of guests have enjoyed world-class speakers discussing an array of historical topics. Businesses from El Paso and around the state have held breakout sessions and all-day refresher courses in this technologically efficient meeting room.

\$150 for up to 4 hours  
\$275 for up to 8 hours

## Orientation Theater



It comfortably seats 40 people. The Orientation Theater is equipped with a state of the art Bose speaker system, ceiling-hung projector, large viewing screen and four available workstations. \$150 for up to 4 hours  
\$275 for up to 8 hours

**Rent the Entire 1st Floor**  
Corporate Events/Receptions/Weddings  
\$5,000/4 hours      \$8,500/8 hours

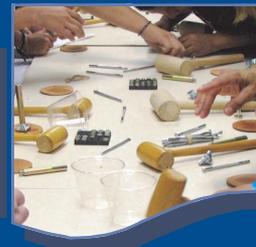
## 1st and 2nd Floor Lobbies



250 people each, 500 combined. The Museum's 1st and 2nd floor lobbies are available for larger meetings, after-hour birthday and anniversary parties, receptions, class reunions, holiday parties and so much more. There is easy access to five galleries (upon request), the Museum Gift Shop (upon request), 1st floor Activity Classroom and our Outdoor Garden Terrace.

\$500 for up to 4 hours  
\$950 for up to 8 hours

## 1st and 2nd Floor Activity Classrooms



The Museum has two activity classrooms. Each suitable for 20 children. Both have sinks and whiteboards for creative activities. The 1st floor is adjacent to the Outdoor Garden Terrace.

\$100 for up to 4 hours  
\$175 for up to 8 hours

**Rent the Entire 2nd Floor**  
Corporate Events/Receptions/Weddings  
\$5,000/4 hours      \$8,500/8 hours

## Outdoor Garden Terrace

Comfortable for 150 people. The Outdoor Garden Terrace is a beautiful 1,000 sq. ft. space for all types of events; DJ parties, live music, wine and beer tastings, and receptions. Your event can easily extend into the park adjacent to the patio doubling its size. \$500 for up to 4 hours

\$950 for up to 8 hours

## Executive Boardroom

The Executive Boardroom seats 14 people at the table with additional seating around the perimeter. The boardroom is outfitted for conference calls, whiteboard presentations and is equipped with a drop-down movie screen and private restroom. Easy access to the copy room and design studio is also available.

\$150 for up to 4 hours

## Rental Policies and Procedures

For a full description of policies please email the museum at:

[cityhistorymuseum@elpasotexas.gov](mailto:cityhistorymuseum@elpasotexas.gov)

A 20% discount is available to nonprofit organizations.

Cancellation within 48 hours to the event will incur a 25% charge of the total rental fee.

## Food and Beverage

If food or beverages are to be served, all arrangements are to be approved in advance.

## Catering

All caterers must be approved by the Museum prior to the event.

**Rent the Entire Museum**  
Corporate Events/Receptions/Weddings  
\$10,000/4 hours      \$15,000/8 hours

## Available Accessories

- \* Simulcast capabilities between the Seminar Room, Orientation Theater and first floor lobby
- \* Completely portable public address system
- \* In-house public address system can be heard through the entire museum simultaneously
- \* Wireless microphone capabilities
- \* 8' x 12' portable stage
- \* 30" cocktail tables
- \* 60" round tables
- \* 6' x 30" rectangular tables
- \* 5' x 30" rectangular tables
- \* 30" x 30" rectangular tables
- \* Table arrangements
- \* Full array of tablecloths
- \* Chairs
- \* Mobile podium with full audio capabilities
- \* Mobile and stationary viewing screens
- \* Videographers and Photographers available
- \* CD players
- \* DVD players
- \* VCR
- \* Laptops
- \* Laser pointer
- \* Televisions
- \* Projectors
- \* Slide projector



### Why Rent the El Paso Museum of History?

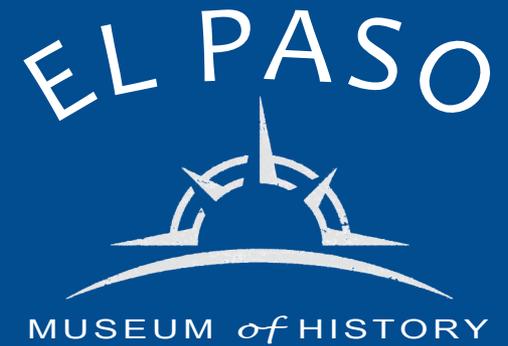
The El Paso Museum of History is a City of El Paso facility. While the City provides funds for operational and physical plant expenses, exhibits, public programming, and several ongoing facility upgrades are paid for through the generous donations from Museum Members, donors, grants and rental revenues. Your decision to rent the El Paso Museum of History translates into a continuation of the important programs provided to the people of El Paso and our visitors.

We truly thank you.

**El Paso Museum of History**  
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 El Paso, TX 79901  
 (915) 351-3588  
 Fax: (915) 351-4345

[www.elpasotexas.gov/history](http://www.elpasotexas.gov/history)

Like us on:  /EPMuseumofHistory



# Rent the Museum Guide



Call the Caterer of Your Choice

