

## Private Event Policies

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Thank you for your inquiry regarding a private event at the Contemporary Arts Museum Houston. As an independent, nonprofit institution, the museum is dedicated to current art and artists to the general public. We are pleased to host select private events, including discounted rates for donors at the \$5,000 level and above. This unique opportunity is dependent on the museum's obligation to its audience, public programs, and exhibition schedule.

Event opportunities are considered on a case-by-case basis, and event date availability is based on CAMH's exhibition schedule. All event set-up must take place during approved hours. Please contact the museum at least 3 months prior to your intended event date.

Please note the following restrictions and requirements:

1. Red wine, coffee, and open flames are not permitted in the Museum or galleries.
2. Religious ceremonies, political functions, or fundraising events for organizations other than the museum are not permitted in the Museum or galleries.
3. The museum requires advance approval of invitations, printed materials with the museum's name and/or image, event menu, and related vendors.
4. All event setup and décor plans are to be reviewed and approved in advance by the museum staff.
5. Preferred vendors are required for all services, with the exception of entertainment and photography. Vendors not on the approved list may still be used, but an additional fee will apply.
6. All events must return completed event contracts with advanced deposits at least three months prior to the event.
7. Security is required for all events in the Brown Foundation Gallery, Zilkha Gallery, and the Kempner Terrace at your own cost.
8. Valet is required for all events in the Brown Foundation Gallery, Zilkha Gallery, and the Kempner Terrace at your own cost.
9. Contracts may be terminated by users up to 30 days prior to an event. All deposits made to CAMH are non-refundable. CAMH reserves the right to terminate any contract with good cause within 30 days of the event date.
10. Users must provide a certificate of insurance (COI) 30 days prior to the event date naming CAMH, its officers, board members, employees, agents, and trustees as additional insured.
11. User hereby agrees to use only preferred CAMH vendors. Use of a non-preferred CAMH vendor must be proposed and approved in writing thirty 30 days in advance of the event and will incur an additional fee of \$500.

For more information, please contact Faye Hosein at 713 284 8260 or at [fhosein@camh.org](mailto:fhosein@camh.org)

## Preferred List of Vendors

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### Catering

**A Fare Extraordinaire**

Carolyn Bowen  
713 527 8288

**City Kitchen Catering**

Jim Ewing  
713 847 8004

**Jackson & Company**

Kelly Biggs  
713 523 5780

### Rentals

**Aztec Events and Tents**

Ray Rios (Tenting, Flooring, Stages, etc.)  
Elyse Evans (Linens, Chairs, Tables, etc.)  
713 699 0088

### Sound & Lighting

**Aura Systems**

Miguel Medina  
281 441 7653

**Bright Star Productions**

Frank Tritico  
713 529 2757

### Florals and Décor

**Bergner and Johnson Design**

Rebekah Johnson  
713 662 3769

### Entertainment

**Gulf Coast Entertainment**

Susan Criner or Annie Eifler  
713 523 7004

### Valet

**Sovereign Services**

Ray Karr  
713 777 0571

### Photography

**Jenny Antill Photography**

Jenny Antill  
832 877 4476

**Daniel Ortiz Photography**

Daniel Ortiz  
danielortizphoto@gmail.com

### Security

**HPD**

Jeff Solano  
713 387 9221