

VENUE RENTAL FAQ

How do I book an event at the Museum?

To inquire about availability, please email Events@TheStoryofTexas.com. We are happy to place a courtesy hold on your preferred date on a first come, first serve basis while you are in the initial planning stages for your event. If another party requests the same date, you will have two business days to move to contract and pay the deposit or release the space.

To secure the date, a signed Rental Agreement and deposit of 50% of the agreement total are required. The remaining balance is due 30 days prior to the event date. The Museum accepts checks made payable to the Texas State History Museum and all major credit cards.

When are the rental spaces available?

Spaces are available for a 4 hour period, between 6:00 pm – 12:00 am, with an additional hour allotted for loadout and clean up. The Grand Lobby and Bob Bullock Atrium are not available for events during Museum operating hours, however, daytime functions can be hosted in the Austin Room, Texas Spirit Theater, and IMAX® Theatre pending availability.

The Bullock Museum is closed to the public on Mondays and Tuesdays but remains available for private events.

What time can setup start?

Standard access to the Museum and loading dock for all vendors and clients is at 3:00 pm on the day of the event. Vendors and clients are asked to be respectful of Museum guests and maintain a low volume until the Museum closes to the public at 5:00 pm. If additional load in time is needed, early load in requires pre-approval and may be arranged for an additional cost.

Is exhibition access included?

Exhibit access is not included with rental spaces but can be added on for an additional cost. Please note that food and beverage are not permitted in the exhibits for artifact preservation purposes.

What services are offered?

Our rental rates include an onsite event coordinator that will assist you and your vendors with building access and organization, oversee the event's set up and break down, and be available throughout the event to ensure the entire process runs smoothly. Please keep in mind that we do not provide full event planning services.

What is not included in the rental rates?

The base Museum rental rate does not include exhibit access, catering, equipment rentals, liability insurance, audio and visual services, decor, entertainment, or outside vendors. The Bullock Events team does not provide full service planning, but can provide support and insight throughout the process.

Though not required, the Bullock team recommends and encourages working with a professional event planner for weddings and other significant celebrations.

Are discounts available?

A 20% discount on rental rates is available for nonprofit organizations, local state and government entities, and University of Texas clients. The discount is only applicable for events booked Sunday through Thursday. Discounts are not applicable to IMAX theatre rentals.

Does the Museum require insurance?

Yes, the Museum requires all private clients to provide a certificate of liability insurance, with the museum named as additional insured, at least 30 days prior to the event. Please inquire for specifics related to State agencies and the University of Texas events.

What if I need to reschedule or cancel my event?

You have the flexibility to reschedule an event up to 30 days prior to the contracted date. Within 30 days of the event, there is a \$250.00 rescheduling fee, and the date change must be approved first by Bullock Events Staff and made official through a contract amendment.

Cancellations 90 days or more prior to the event are eligible for a refund. Within 90 days of the event, canceling will result in a forfeiture of the deposit.

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Does the Museum have preferred vendors?

Yes, the Museum has a list of designated catering companies for clients to choose from and a list of approved AV vendors.

There are no restrictions on other vendor services and our team is happy to provide you with names of vendors who have worked in the Museum before and delivered professional service to their clients. Please note that vendors must be approved by Bullock Events Staff at least 2 weeks prior to the event date.

Can we use an outside caterer or work with a caterer not on your list?

The Museum has designated caterers for events. If one of our caterers cannot provide a specific service, an outside caterer may be approved by the Museum on a case by case basis.

Restrictions do not apply to specialty desserts such as wedding cakes.

Can we provide our own alcohol?

All alcoholic beverage services must be handled by a Museum caterer, in accordance with Texas Alcoholic Beverage Commission laws. Outside alcohol is not permitted on the premises. Alcohol-only events will not be permitted in the Museum.

Can we store anything overnight?

The Museum has limited storage space and no items may be delivered in advance of load in or left in the Museum overnight after an event. Any left behind items will be handled according to the Museum's lost and found policy.

Can we host a wedding ceremony rehearsal?

A one-hour wedding ceremony rehearsal is included in the wedding rental rate and must be pre-arranged with Bullock Events Staff.

What is the Museum's photography policy?

A one-hour photo session is available to all wedding clients. The client must provide their own photographer and pre-arrange the date and time for the photoshoot with Bullock Event Staff. Personal use photography is allowed in rental and exhibition spaces. Any professional photography and other inquiries should be directed to the Museum's Marketing Department.

Can merchandise be sold at an event?

Any sale of outside merchandise is not permitted on Museum property. With prior coordination, the Museum Store can remain open during an event for an additional cost.

Does the Museum have parking?

Complimentary parking is available to guests after 5:00 pm in the Museum garage the day of the event. The capacity of the Museum parking garage is 400 vehicles.

Daytime parking for event guests is available in the Museum garage at the daily rate of \$10.00. Parking is subject to availability and capacity.

I lost something at an event held at the Museum. How do I get it back?

Please email us at Events@TheStoryofTexas.com and we can check to see if the item was turned in. Lost items can be picked up with Visitor Services in the Museum or IMAX lobby during normal business hours.