

What types of events can I host at Asia Society Texas Center?

Asia Society Texas Center is available for a wide variety of private and corporate events, but fundraising and political events are not permitted. Events that conflict with the mission and focus of Asia Society Texas Center or that may disrupt the primary use of the Center as a public cultural and educational facility will not be permitted.

What are the steps in planning an event at Asia Society Texas Center?

The first step is to relax — planning an event at Asia Society Texas Center is an easy process! We have everything down to a science. The second step is to decide which venue would be the best fit for your event. The third step is to consider catering — the biggest component of planning any event. The final step is securing the venue with the Facility Rentals Department. Once you have your venue, everything else typically falls into place.

When can events be held at Asia Society Texas Center?

Events can be scheduled to take place any day of the week between 7:00 am and 10:00 pm. On Fridays and Saturdays, the event may end at 11:00 pm. Events in public spaces during Asia Society's operating hours must not interfere with the normal flow and operation of the facility. Weddings cannot take place until after 6:00 pm due to the building being open to the public for tours.

How do I reserve a date?

Once the event has been approved, an initial \$500 non-refundable deposit is required to secure a date at Asia Society Texas Center.

May I use my own caterer?

Asia Society Texas Center utilizes two caterers, SilverStone Catering and City Kitchen Catering.

What information should I have ready when I contact the caterer?

Let the caterer know your anticipated date, guest count, and budget. The budget is one of the most important pieces of information, as it assists the caterer in providing you a more accurate proposal. Also, it is good to have an idea of whether you want a seated dinner, a buffet, food stations, or a cocktail reception. The more details you provide, the better.

Can alcohol be served at my event?

Yes. Capitol Beverage holds the liquor license, so all alcoholic beverages must be provided by them. Please contact them directly (CeciliaKammer@gmail.com) for more information.

Is rental liability insurance required?

For all corporate events, liability insurance naming Asia Society Texas Center as the additional insured party is required. This is a common requirement for venue rentals. It is not required for individuals renting the space for a function.

What are the rental charges and what is included in that cost?

Please contact the Facility Rental Department for more information about pricing. Rental prices include the facility usage, security, maintenance fees, 20 cocktail tables, (22) 72" round tables, (30) 6'x30" tables, 300 chairs, and complimentary parking. 200 chiavari chairs are available for an additional charge.