



SPACE RENTAL

Frequently Asked Questions

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?

Please call for a list of preferred caterers.

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. Alcoholic beverages may be provided by our licensed caterers.

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.

What are the maximum guest capacities for the various spaces that Asia Society Texas Center has available for rentals?

The attendance capacities depend on both the type of event and the room set-up. For example, the addition of a dance floor will decrease the number of attendees for a seated reception. However, flexible space utilization configurations can be considered. We highly recommend touring Asia Society Texas Center to determine your needs.

Can I visit Asia Society Texas Center to see the various spaces available for rentals?

The Facility Rental team is available Monday through Friday from 9:00 am to 5:00 pm for facility tours. Please call 713.496.9901 or email EventsTX@AsiaSociety.org to schedule a tour of Asia Society Texas Center.

You can read more about Asia Society Texas Center at AsiaSociety.org/Texas. Photos and a virtual tour of the building can be found on the Space Rental and About the Building pages of our website.

Where can my guests park?

Asia Society Texas Center's parking lot is located across the street from the building at 1370 Southmore Boulevard. The parking lot is included in the rental fee.

What type of decorations can be utilized to dress up your facility for my event?

Decorations must be limited to floral arrangements, signage on easels, or freestanding displays. All decorations must be pre-approved in writing by your events manager.

In order to maintain the Center's beauty and character, signage cannot be glued, taped, tacked, stapled, nailed, or adhered to the walls, windows, floors, or ceilings in any fashion. Decorations, equipment, and materials must be removed at the end of the event.

If damages are incurred due to decorations and/or set-up, the event itself, or during breakdown, the deposit will be applied against said damages and not towards the rental.

Are there any other restrictions regarding the rental of Asia Society Texas Center?

Restrictions include no open flames, fireworks, sparklers, fog machines, berries, or bubbles on-site. No tossing of birdseed, rice, streamers, or confetti is permitted. We do allow flower petals (pink, peach, yellow, and white, but no red) to be thrown outside as the bride and groom are leaving the building.

Red wine is not permitted at Asia Society Texas Center.

Is smoking permitted at Asia Society Texas Center?

Smoking is not permitted inside of Asia Society Texas Center, but smoking is permitted in designated areas outside the building.

Are there any restrictions on amplified music?

Sharing our location with numerous adjacent residential properties, Asia Society Texas Center strives to be a good neighbor. No sound amplification or live music shall be permitted outside the premises without prior written approval of Asia Society Texas Center.

Is the art gallery open during events to provide rental guests the opportunity to view the artwork?

If artwork is on display, guests attending events at Asia Society during the facility's regularly scheduled hours of operation receive complimentary gallery admission to the Louisa Stude Sarofim Gallery.

Rental staff can arrange for the Louisa Stude Sarofim Gallery to remain open one hour beyond our regularly scheduled hours of operation (Tuesday–Friday, 11:00 am–6:00 pm, Saturday–Sunday, 10:00 am–6:00 pm).