



LOCATED IN THE HEART OF UPTOWN, The Dallas Institute of Humanities and Culture is home to rich and diverse literary programs that explore the imagination of the humanities from the classics to the great thinkers of today. Our unique and historic venues provide guests with serene and tranquil venues for any occasion. The Dallas Institute is comprised of several distinct event spaces:

THE STROUD HOUSE – Built in the late 1800s, this historic home provides numerous spaces for festive receptions and meetings. Entertain guests and business associates within the spacious room with dual fireplaces and in the balcony courtyard. This location provides the perfect background for both small soirees and refined meetings. The Stroud House pairs both the Red Room and the Annex to a capacity for 80.

- **THE RED ROOM** – A former frame shop’s showcase, this room is ideal for a beautiful reception or cocktail party and adds a sophisticated touch to any occasion.
- **THE ANNEX** – Inviting and industrial in feel, this converted workshop makes a great space for meetings and modern celebrations. During pleasant weather, the garage door opens to bring the outdoors indoors.



THE COUR REGARD – A former bookstore, this remarkable building gives the feeling of a rustic lodge. Boasting a stone fireplace, soaring ceilings, and chandelier, this intimate space is perfect for small performances, readings, and gatherings. Included for no fee are exquisite acoustics. Capacity of 80.



THE NANCY CAIN MARCUS CONFERENCE CENTER – Our largest venue, the conference center is perfect for meetings and symposiums. Complete with projection screen and audio-visual capabilities, and kitchen for food prep, this site is fitting for events of all types. Capacity of 125.





DALLAS INSTITUTE OF HUMANITIES AND CULTURE RENTAL POLICY

The Dallas Institute of Humanities and Culture is pleased to offer the use of its facilities to other groups within the community.

Rental Rates: \$1,000.00 for first 4 hours, \$200 each additional hour.

Deposit: 50% of total use fee (amount of estimated time).

Cancellation: A two-week notice is mandatory; otherwise, deposits are *non-refundable*.

Reservation Confirmation

All reservations are made through the Institute's rental coordinator. A reservation is made and the event is placed on the Institute calendar when a signed rental agreement has been executed. The deposit fee is due two weeks in advance of the event. If the deposit fee deadline is not met, the reservation is automatically cancelled. Proof of insurance may be required.

Checks should be made payable to The Dallas Institute of Humanities and Culture and provided to the onsite Institute representative at the beginning of the event. A credit card may also be used by phone to pay either the deposit or the remaining balance.

Included amenities: Tables, Chairs, Linens, and Kitchen Use *Varies by facility. See rental coordinator for details.

Amenities not included: China, Glassware, Flatware, Serving Dishes, and Audio-Visual (A/V) Equipment

A/V equipment is available at an additional cost and will be included in the quoted price. An Institute approved technician is required to be onsite.

Additional requirements:

- Organization is responsible for room setup
- Cooking is not permitted unless approved by the Institute's rental coordinator. Warming prepared food is allowed.
- Your organization's designated representative is responsible for accepting and approving catering orders. The Institute will not accept and approve catering on your behalf.
- All event supplies are to be brought in and removed within the reservation period.
- Trash must be removed and placed in appropriate receptacles located in the back parking lot.
- Facility must be left in the same condition as upon arrival. Floors to be free of debris and tabletops cleaned with Institute provided products.
- Off-street parking is available for 25 - 30 cars. Street parking is available, subject to posted city regulations. Use of additional parking behind the Institute must be permitted by the Institute's rental coordinator.
- Designated organization representative must remain onsite for the duration of the event.
- At the event's close, an Institute representative will inspect the premises with the organization's designated representative. Any damages and fees will be documented and billed to the organization.

For questions about rental opportunities, contact Joshua Kalin: 214-981-8822, jkalin@dallasinstitute.org



DALLAS INSTITUTE OF HUMANITIES AND CULTURE RENTAL AGREEMENT

Organization: _____

Contact Person: _____

Address, City, State, Zip: _____

Phone: _____ Email: _____

Date of Event: _____ Start Time (with set-up): _____ End Time (with breakdown): _____

Event Description: _____

Rental Space: Annex Conference Center Cour Regard Red Room Stroud House

Rental Fee: _____ Deposit: _____

Your organization's designated representative must remain onsite at all times during the rental.

Designated representative: _____

Cell Phone: _____

Rental is subject to the terms of the Rental Policy. Organization assumes full responsibility for all loss or damage that may occur in connection with Institute property use.

I agree to the terms and conditions listed on the Rental Policy and Agreement:

AUTHORIZED REPRESENTATIVE OF ORGANIZATION

Date

RENTAL COORDINATOR

Date



FOR STAFF USE ONLY

Event		Date	
Location		Time	
Headcount		Set up time	
Deposit		Breakdown completion time	
Hosted by		DIHC staff to be onsite	
Conflicts?	valet [] housekeeping []	Linens	
A/V			

Event Description	
Room Set up	

Food stations <i>[location]</i>	Set up
<i>[menu]</i>	<i>[supplies needed]</i>

Beverage stations <i>[location]</i>	Set up
<i>[list selections]</i>	<i>[supplies needed]</i>