

Rental Policies at ACCR

HOSTING AN EVENT AT ACCR

Thank you for hosting your event at the Arts Center. Here is all the information you need to know to host your event. Please review this document carefully and let us know your needs and plans. Once we have your full order, we will generate a rental agreement for your review.

RENTING IN OUR ART GALLERIES

Jane Altes Gallery

The Artwork in the Gallery is one of a kind and must be treated carefully. Please note:
All event furniture must be 3 feet from the walls.
There is no open flame allowed in this space.

USING BLACK BOX

You can rent the space with, or without the seating. There is a \$200 fee to “collapse” the seating. You can not remove or reconfigure the curtains. Upon request, The Arts Center staff can reconfigure the curtains for a \$100 fee.

FURNITURE AND EQUIPMENT AVAILABILITY

These must be requested 2 weeks in advance.
Renters can not directly access our equipment on the day of event.

\$50 flat fee for any of the following:

- o (2) 4 foot banquet table
- o (4) 6 foot banquet table
- o (6) 8 foot banquet table
- o (50) Black Chairs
- o (6) High Top Tables (black)
- o (12) High Top Chairs (white)

PODIUM

MICROPHONE

LINENS

These must be requested 2 weeks in advance.
Renters can not directly access our equipment on the day of event.

Black Linens designed to fit above tables may be rented at \$10 per unit.

CATERING AND FOOD SERVICE AT ACCR

You can request the use of the kitchen for your event. If you do not request the use, it may not be available. You may self cater or use a commercial caterer. Our approved caterers are:

Nicole's Catering, <https://nicolecatering.com/>

Old Daley Inn, <https://www.olddaley.com/>

Mazzone Hospitality, <https://mazzonehospitality.com/>

There is a \$100 use and trash removal fee for all events that utilize the kitchen.

SERVING ALCOHOL AT ACCR

ACCR holds a full liquor licence and can provide a full bar or a wine and beer bar.

Per NYS regulations all alcohol must be served or provided by ACCR or our approved caterers only. There is a \$250 fee to utilize your caterer's license.

USING ACCR'S BAR:

See attached Art's Bar info sheet.

OPERATING HOURS, DEPOSITS AND FEES

Non Operating Hours Fee: \$30 per hour (for any event that runs past 9PM or any Sunday rental, inclusive of prep and clean up time)

Kitchen use fee: \$100

Furniture use fee: \$50

Per linen use fee: \$10

Black Box light/sound system use fee: \$50

Black Box seating collapse fee: \$200

Black Box reconfigure curtains fee: \$100

*\$100 Nonrefundable space hold deposit required for all events upon contract signature

*\$500 Damage Deposit required (to be returned providing no damage)