

## **Albany Center Gallery Space Rental Guidelines**

Conveniently located in downtown Albany, New York, Albany Center Gallery is available for business and personal events and programs. No matter what type of gathering you're planning, ACG's space is a beautiful venue inside the newly renovated Arcade Building that will have your guests talking long after they've left.

If interested, please view details below and contact us for availability.

### **Availability**

Albany Center Gallery is available for rentals 5 PM - 9 PM Tuesday through Saturday (exceptions will be considered). Albany Center Gallery is approximately 2,000 sq.ft. and the allowed number of persons attending event cannot exceed 125. All art exhibitions will be left intact for the event.

### **Cost**

- \$500 for 1/2 day events (3-5 hrs including setup and cleanup time) + \$200 refundable safety deposit.
- \$1,000 for full day events (8-9 hrs including setup and cleanup time) + \$200 refundable safety deposit.
- \$65 cleaning fee (optional), if you would like us to take care of cleanup for you.
- Cost of rental is negotiable on a case by case basis.
- Payment is due one week before the event. Checks should be made out to Albany Center Gallery.
- Cancellations within 72 hours are subject to additional cancellation costs.

### **Cleanup**

Event hosts and planners must clean up all tables, food, trash and any other material that was brought by the event staff.

If you are unable to take care of cleaning up after the event, you can take advantage of our cleaning service for the small fee of \$65.

### **Hours of Operation**

The renter should know that even though regular gallery closing time is 5 PM, events are allowed to go on until 9 PM, and all cleanup must be complete and all persons out of the building by 10 PM. In the event the renter should need or want to extend these hours, please contact us to make additional arrangements.

### **Directions & Parking**

For directions and parking info, visit the "Contact" page on our website.

### **Event Planner / Caterer Responsibilities**

- On the days that Albany Center Gallery is open, event planner/caterers may not begin setting up until 5 PM. Exceptions will be considered.
- Event planner/caterers are responsible for unloading, setting up, and reloading all their supplies
- All rented items must leave the gallery the same night as the event to ensure its proper handling and that Albany Center Gallery is not liable for any damages to any equipment not owned by Albany Center Gallery.
- All rented items or delivered goods (flowers, video equipment, etc.) must be signed for by the renter or event planner/caterer.

- Event hosts and planners must clean up all tables, food, trash and any other material that was brought by host or event staff.

### **House Rules**

- There will be no censorship of art on exhibit during the time of the event; all exhibited pieces will remain on display.
- In the event of any damages occurring to any artwork or to the physical condition of any and all public space within Albany Center Gallery itself, the renter will be held solely responsible and will be billed accordingly. This includes, but is not limited to scratches, nicks, and breaks.
- There can be absolutely nothing hung, nailed, or taped to the walls at Albany Center Gallery without the permission of a gallery representative.
- A gallery representative must approve all publicity concerning Albany Center Gallery.
- Smoking is not permitted inside the gallery.
- No glitter or confetti is allowed on the premises.

### **Alcohol**

Venue will fully comply with all New York State Liquor Authority regulations covering deliveries and transportation of alcohol. No beverages will be allowed out of Venue.

### **Gallery Amenities**

- Bathroom
- Coat closet w/ 16 hangers
- Bluetooth Speakers (2)
- Projector
- Wifi (For vendor use only)
- Folding tables:
  - 70" x 30" x 30" (4)
  - 48" x 21" x 30" (1)
  - 30" x 48" x 30" (3)
- Standalone tables:
  - 24" x 72" x 30" (1)
  - 30" x 60" x 29" (1) (glass)
- Folding chairs (11)
- Benches 18" x 72" x 18" (2)
- Clip boards (30)
- Wheelchair accessible

If, after having read the above guidelines, you are interested in hosting your event at Albany Center Gallery, please complete the ACG Space Rental Request form and submit to Executive Director Tony Iadicicco at [director@albanycentergallery.org](mailto:director@albanycentergallery.org).