

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

- ACG is available for rentals 5 PM - 9 PM Tuesday through Saturday (exceptions will be considered).
- ACG 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)
- \$1,000 for full day events (8-9 hrs including setup and cleanup time)
 - \$200 non-refundable deposit required to secure requested event date. Remaining balance is due one week before the event.
- \$65 cleaning fee. We recognize that your people may clean up afterwards. However, due to the nature of being an art gallery the floors and surfaces need to remain pristine to preserve the artwork.
- Payment is **due one week** before the event. Checks should be made out to Albany Center Gallery. Payments made with a credit card will be charged a service fee of 3%.
- Cancellations prior to 72 hours from the event will receive a full refund. Cancellations within 72 hours will receive a refund of their space rental fee minus the non-refundable \$200 deposit.
- Space rentals requested within 2 weeks of the proposed event date will be subject to an additional fee of \$100.

Cleanup

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

Please respect that any mess jeopardizes the safety and quality of the artwork on display.

Hours of Operation

The renter should know that even though usual gallery closing time is 5 PM to the public, events are allowed to go on until 9 PM, and all cleanup must be complete and all persons out of the building by 9:30 PM. In the event the renter should need or want to extend these hours, please contact us to make additional arrangements prior to the event date.

Directions & Parking

For directions and parking info, visit the [Contact](#) page on our website.

Event Planner / Caterer Responsibilities

- This is referring to outside services that you find and bring into the Gallery. The Gallery does not offer any in-house catering services. [Here](#) is a list of local caterers and vendors.
- On the days that ACG 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. Event hosts is responsible for making sure outside service is discussed with gallery staff and debriefed on house rules.
- All rented items must leave the gallery the same night as the event. ACG is not liable for any damages to any equipment not owned by ACG.
- 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 or removal 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, property of ACG, or to the physical condition of any and all public space within ACG itself, the renter will be held solely responsible and personally liable. Renter agrees to indemnify ACG in full and reimburse ACG for any such damage whether caused by renters, its guests, its employees, agents, event planners or caterers. This includes, but is not limited to, scratches, nicks, and breaks.**
- There can be absolutely nothing hung, nailed, or taped to the walls at ACG without the permission of a gallery representative.
- ACG's Executive Director or Membership & Program Manager must approve all publicity concerning the event at ACG.
- Smoking is not permitted inside the gallery.
- No glitter or confetti is allowed on the premises.
- All tables and chairs must be at least 3 feet away from walls/artwork to ensure there is clearance to avoid hitting the art. Guests will be asked not to lean against nor put their feet on the gallery walls.

Alcohol

Renter will fully comply with all New York State Liquor Authority regulations covering deliveries and transportation of alcohol. Renter is responsible for obtaining the necessary Temporary Liquor Permit if he/she wishes to have alcohol at the event. No beverages will be allowed out of Venue.

Diversity Policy

ACG has the right to deny any persons or group of persons who wish to hold a “hate group” gathering, or any similar such events. The definition of hate group used is the Federal Bureau of Investigation’s: “An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, or ethnicity/national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.” The determination of such situations would be discussed between the Executive Director, relevant staff, and our Board of Directors to ensure validity of the decision based on said definition. As a non-profit that strives for community inclusivity, we take our diversity and equity policy seriously. We want all persons to feel welcome at Albany Center Gallery.

Gallery Amenities

- Bathroom (unisex, wheelchair accessible)
- Coat closet w/ 50 hangers
- Bluetooth Speakers (2)
- Wifi (For vendor use only)
- Folding tables:
 - 70” x 30” x 30” (4 - plastic)
 - 48” x 21” x 30” (2 - plastic)
 - 30” x 48” x 30” (3 - wood)
- Standalone tables:
 - 24” x 72” x 30” (1)
 - 30” x 60” x 29” (1) (glass)
- Folding chairs (20)
- Benches 18” x 72” x 18” (2)
- Small clipboards (50)
- Various size pedestals (as available depending on exhibits)
- Wheelchair accessible
- Projector & projection screen (available for an addition fee of \$50)

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.