

# ALBANY INSTITUTE OF HISTORY & ART

## SPACE RENTAL



Consider the Albany Institute of History & Art for your next conference, business meeting, reception, bridal shower, anniversary party, and more. We offer space rental seven days a week. Your group can request access to galleries and the museum shop (including visits after our regular hours), a docent tour, and a choice of delicious menu options from approved caterers.

All spaces are handicap accessible, and use of our electronic equipment and furniture is included.

To learn more about our space rental options, call the Development Office at (518) 463-4478, ext. 418.

[www.albanyinstitute.org](http://www.albanyinstitute.org)

125 Washington Ave, Albany NY, 12210  
518.463.4478

# The Key Cultural Center

Designed with meetings in mind, the Key Cultural Center is furnished with technological amenities such as a drop-down projection screen, high-speed wireless internet, and a built-in public address system.

**Size of venue:** 1,600 square feet

**Capacity: 120**

## Theater Style: 120

**Tables:** 10 60" round, 10 seats each



## Rental Rates

[illegible]



# The Rice House



On the National Register of Historic Places. This once-privately owned residence includes four rooms and a second-floor balcony that evoke the elegance of historic nineteenth-century Albany.

**Size of venue:** 1,575 square feet  
**Capacity:** 80 (seated) 150 (cocktail)  
**Tables:** 7-8 60" round, 10 seats each



## Rental Rates

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon*	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Noon-5:00 pm	\$500	\$500	\$500	\$500	\$500	\$500	\$500
8:00 am-5:00 pm*	\$800	\$800	\$800	\$800	\$800	\$900	\$900
5:00 pm-9:00 pm*	\$1000	\$1000	\$1000	\$1000	\$1,500	\$1,500	\$1,500

\*Before 9 am and after 5 pm there is an additional charge of \$100 per hour.

\*These rates do not include security, tax, or gratuity

# The Atrium

Linking the museum's historic buildings, this modern three-story spectacular glass enclosure captures the grand atmosphere of the Albany Institute and allows patrons to view the unique landscape of downtown Albany from the comfort of the indoors.

Equipped with room for bars, café tables, food stations, and music ensembles, the atrium fits any event arrangement while maintaining an intimate atmosphere.

**Size of venue:** 2,250 square feet

**Capacity:** 200

The Atrium can also be rented in combination with our two other spaces. The Rice House is located on Level 2 of the museum and can be rented with Atrium Level 2. The Key Cultural Center is located on Level 3 of the museum and can be rented with Atrium Level 3.



## Rental Rates

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon							
Noon-5:00 pm							
8:00 am-5:00 pm							
5:00 pm-9:00 pm*	\$1,000	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500	\$1,500

\*Before 9 am and after 5 pm there is an additional charge of \$100 per hour.

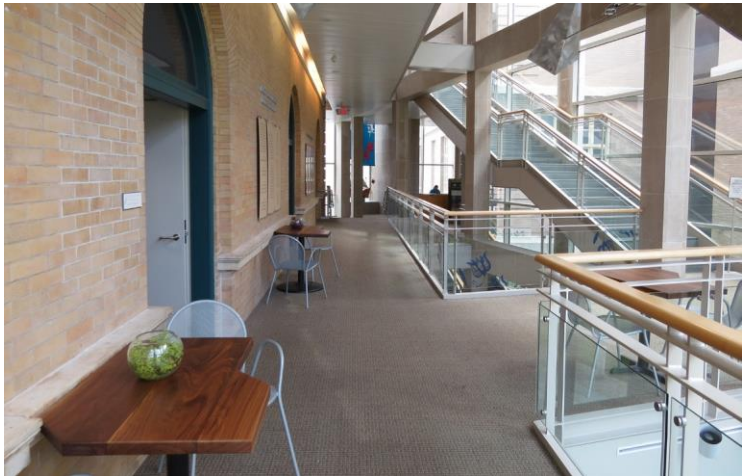
\*These rates do not include security, tax, or gratuity



Rice House + Atrium Level 2 Rental Rates Only

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon	\$1500	\$1500					
Noon-5:00 pm							
8:00 am-5:00 pm							
5:00 pm-9:00 pm*	\$1,500	\$1,500	\$1,500	\$1,500	\$2000	\$2000	\$2000

*\*Before 9 am and after 5 pm there is an additional charge of \$100 per hour.  
\*These rates do not include security, tax, or gratuity*



Key Cultural Center + Atrium Level 3 Rental Rates

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon*	\$575	\$575	\$575	\$575	\$575	\$1000	\$1000
Noon-5:00 pm	\$600	\$600	\$600	\$600	\$600	\$1000	\$1000
8:00 am-5:00 pm*	\$800	\$800	\$800	\$800	\$1000	\$1,000	\$1,000
5:00 pm-9:00 pm*	\$1,500	\$1,500	\$1,500	\$1,500	\$2,000	\$2000	\$2000

*\*Before 9 am and after 5 pm there is an additional charge of \$100 per hour.  
\*These rates do not include security, tax, or gratuity*



# Special Events Caterers and Bar

AIHA has an on-premises liquor license and can design a beverage package to your party's needs. Including a non-alcoholic package. AIHA also can provide a coffee, water, and lite snack station for your meeting.

AIHA does not endorse any catering company exclusively, nor do we claim that this list we provide is comprehensive of the various catering companies within our area. No financial or operational arrangements have been agreed to or implied between AIHA and any of the mentioned vendors.

## Additional Information

### RENTAL FEE INCLUSIONS

- Wireless Internet
- PowerPoint Projector & Screen (*Apple and PC compatible*)
- Speaker Phone for Conference Calls
- Easels
- Microphone and podium
- All AIHA furnishings- tables, chairs, garbage cans

**PRIVATE EVENT INSURANCE** [www.wedsafe.com](http://www.wedsafe.com)

### ADDITIONAL CHARGE

There is an additional charge of \$500 for security for any event Sunday-Saturday after 5:00 pm

These prices do not reflect an 8% tax., or a 20% gratuity.

Actual costs for additional security and maintenance staff as needed (based on size, complexity, and location of event.) \$500 for any group of 150 to cover extra security and custodial costs (rug cleaning)

\$200/per hour for each extra hour past 9:00 pm.

Linen service fee. TBD by number of linens ordered per event.

Wedding Events taking place in the museum will have an extra cost. Depending on the size and rooms being used.

- 100 ppl - \$500
- 150- \$700
- 200-\$1000

### DISCOUNTS

Non-profit: 10%

Multiple spaces: 10%

Members: 15%

**OPTIONAL ADDITIONS**

\$200 per hour to have the galleries open.

\$100 docent tour

Event Charge to handle catering arrangements: 15-20% (call for quote)

Washington Avenue

### Key



Elevator



Coat Check



Restroom



Water



Fountain



Explorer's Gallery



Children's Art



Studio Parking

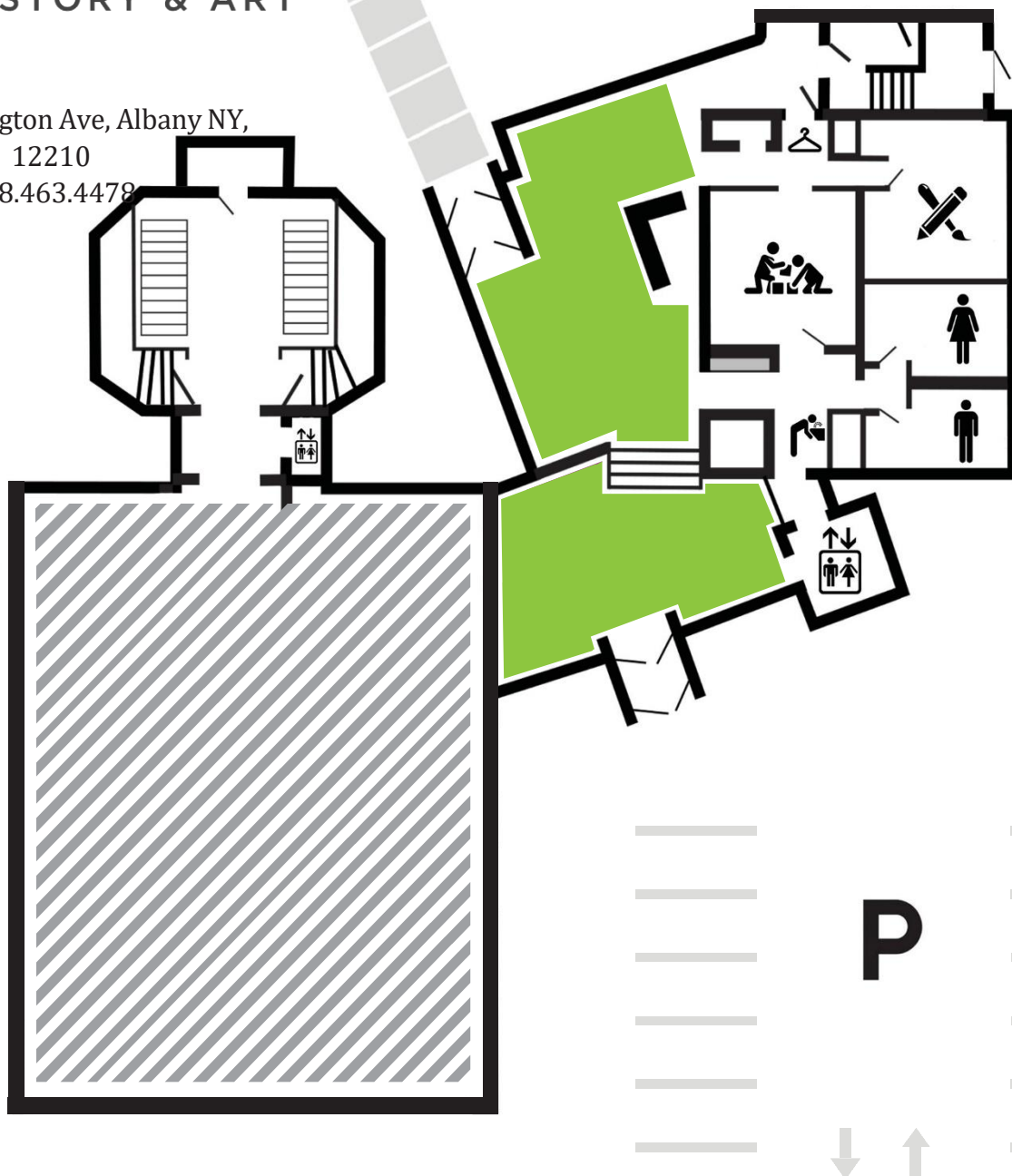


Atrium

# Level 1

## ALBANY INSTITUTE OF HISTORY & ART

125 Washington Ave, Albany NY,  
12210  
518.463.4478



Dove Street

Elk Street

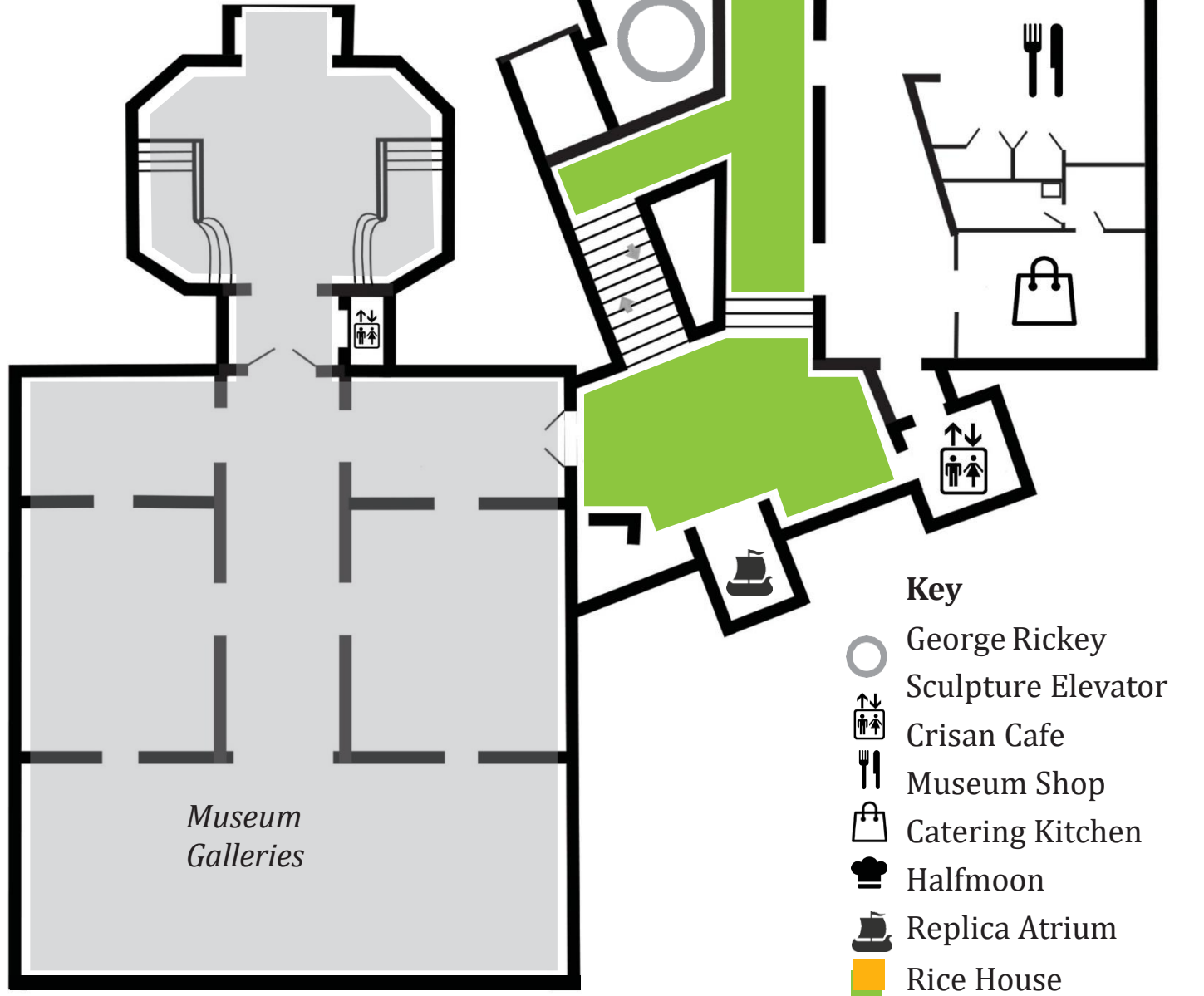


# Level 2

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125 Washington Ave, Albany NY, 12210  
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*Rice House Balcony*



# Level 3

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