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. 412.
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>8:00 am-Noon*</td>
<td>$500</td>
<td>$500</td>
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<td>Noon-5:00 pm</td>
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<td>8:00 am-5:00 pm*</td>
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<td>$800</td>
<td>$1,000</td>
<td>$1,250</td>
<td>$1,500</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Rental Rates</th>
<th>Monday</th>
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<td>$1,000</td>
<td>$1,250</td>
<td>$1,500</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Monday</th>
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*Before 9am and after 5pm there is an additional charge of $100 per hour*
### Rice House + Atrium Level 2 Rental Rates

<table>
<thead>
<tr>
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<td>5:00 pm-10:00 pm*</td>
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<td>$1,000</td>
<td>$1,000</td>
<td>$1,200</td>
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</table>

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

### Key Cultural Center + Atrium Level 3 Rental Rates

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>5:00 pm-10:00 pm*</td>
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<td>$1,000</td>
<td>$1,250</td>
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</table>

*Before 9am and after 5pm there is an additional charge of $100 per hour
Special Events Caterers

AIHA does not endorse any of these catering companies exclusively, nor do we claim that this list is comprehensive of the various catering companies within our area. No financial or operational arrangements have been agreed to, nor are they implied between AIHA and any of the above-mentioned vendors. These caterers have been included based on this previous usage experience at AIHA and have expressed interest in working with AIHA to provide our Facilities Usage Customers with food and drink requirements. Vendors are listed in alphabetical order. For more information, please contact our Events Manager at 518-463-4478 ext. 412.

Mallozi’s
1930 Curry Road
Schenectady, NY 12303
Phone: 518-355-0340 Fax: 518-356-3548
Website: http://www.mallozzis.com/OnTheRoad

Mazzone Catering
743 Pierce Road
Clifton Park, NY 12065
Phone: 518-690-0293
Website: http://mazzonecatering.com/

New World Catering by Ric Orlando
250 Delaware Avenue
Albany, NY 12209
Phone: 518-465-3465
Website: http://newworldcatering.com/index.html

Nicole’s: A Special Events & Catering Company
556 Delaware Avenue
Albany, NY 12209
Phone: 518-436-4952
Website: http://www.nicolescatering.com/

Old Daley Catering
2 Northern Drive
Troy, NY 12182
Phone: 518-235-2656
Website: http://www.olddaley.com/index.php

Saati Deli & Catering (Kosher)
583 New Loudon Road
Latham, NY 12110
Phone: 518-783-1600
Website: http://www.saatideliandcatering.com/Menu/22/Menus.aspx
RENTAL FEE INCLUSIONS
For all events: includes use of AIHA furnishings & equipment (tables, chairs, podium, A/V, LCD, screens, etc)

PRIVATE EVENT INSURANCE
www.wedsafe.com

ADDITIONAL CHARGES
Actual costs for additional security and maintenance staff as needed (based on size, complexity, location of event.)
$250 for any group 200+ to cover custodial costs (rug cleaning)
$100/per hour for each extra hour past 10:00 pm or 5:00 pm for security/facilities staff

DISCOUNTS
Non-profit: 10%
Multiple spaces: 10%
Members:
$500: 5%
$1000: 10%
$5000+: 20%

OPTIONAL ADDITIONS
$150 per hour to have the galleries open
$50 per hour for AIHA event coordinator on site during set up and event
Charge to handle catering arrangements: 15-20% (call for quote)
Level 1

ALBANY INSTITUTE OF HISTORY & ART
125 Washington Ave, Albany NY, 12210
518.463.4478

Key
- Elevator
- Coat Check
- Restroom
- Water Fountain
- Explorer’s Gallery
- Children’s Art Studio
- Parking
- Atrium