

# SPACE RENTALS



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.

## ALBANY INSTITUTE OF HISTORY & ART

[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



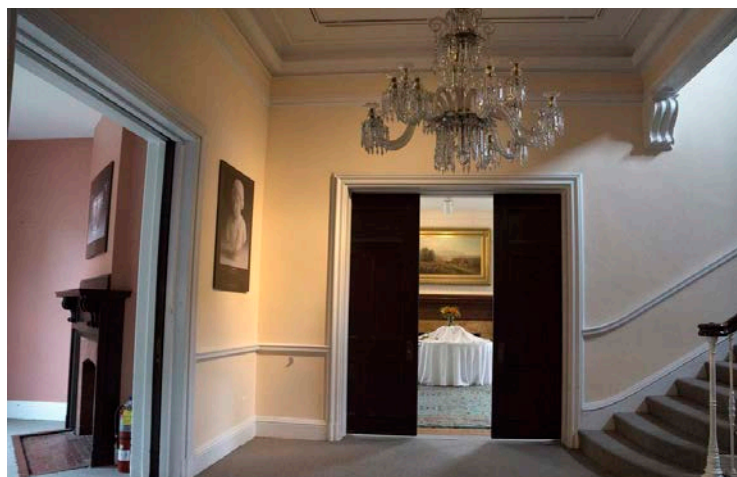
## Rental Rates

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon*	\$500	\$500	\$500	\$500	\$500	\$650	\$650
Noon-5:00 pm	\$500	\$500	\$500	\$500	\$500	\$650	\$650
8:00 am-5:00 pm*	\$770	\$770	\$770	\$770	\$770	\$1,000	\$1,000
5:00 pm-10:00 pm*	\$800	\$800	\$800	\$800	\$1,000	\$1,250	\$1,500

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



# 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*	\$450	\$450	\$450	\$450	\$450	\$500	\$500
Noon-5:00 pm	\$450	\$450	\$450	\$450	\$450	\$500	\$500
8:00 am-5:00 pm*	\$650	\$650	\$650	\$650	\$650	\$900	\$900
5:00 pm-10:00 pm*	\$800	\$800	\$800	\$800	\$1,000	\$1,250	\$1,500

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

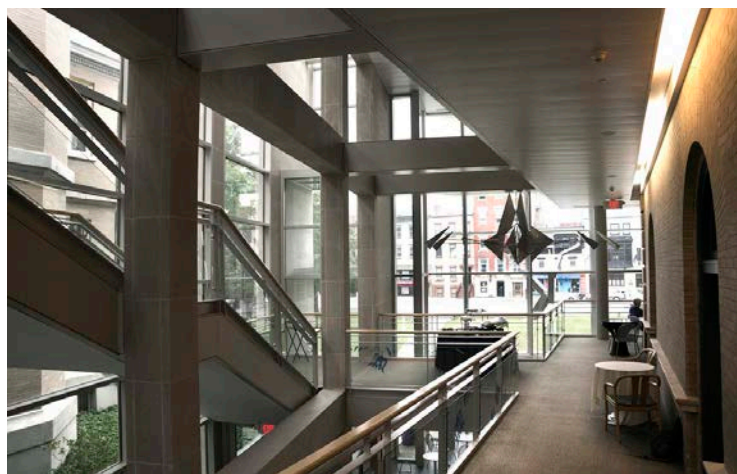
# The Atrium

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon							
Noon-5:00 pm							
8:00 am-5:00 pm							
5:00 pm-10:00 pm*	\$1,000	\$1,000	\$1,000	\$1,000	\$1,200	\$1,500	\$1,500

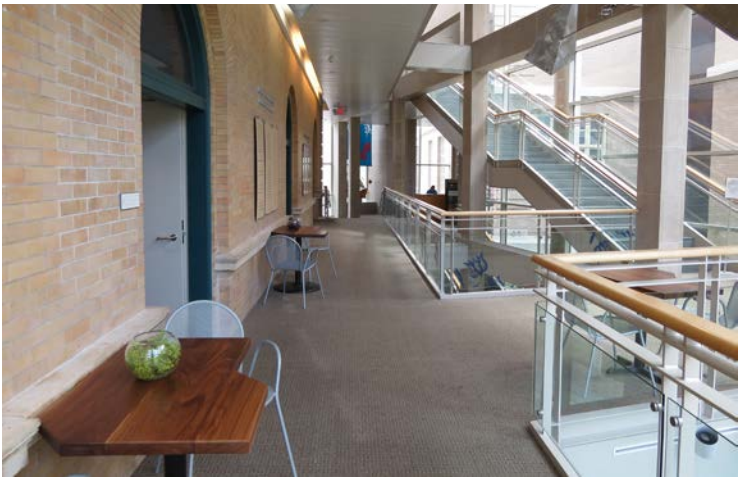
*\*Before 9am and after 5pm there is an additional charge of \$100 per hour*



Rice House + Atrium Level 2 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-10:00 pm*	\$1,000	\$1,000	\$1,000	\$1,000	\$1,200	\$1,500	\$1,500

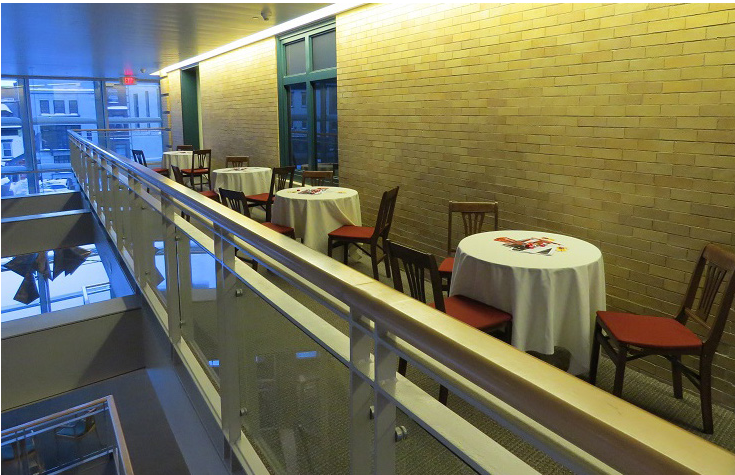
*\*Before 9am and after 5pm there is an additional charge of \$100 per hour*



Key Cultural Center + Atrium Level 3 Rental Rates

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-Noon*	\$575	\$575	\$575	\$575	\$575	\$800	\$750
Noon-5:00 pm	\$575	\$575	\$575	\$575	\$575	\$800	\$750
8:00 am-5:00 pm*	\$800	\$800	\$800	\$800	\$800	\$1,000	\$1,000
5:00 pm-10:00 pm*	\$1,000	\$1,000	\$1,000	\$1,000	\$1,250	\$1,500	\$1,500

*\*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.

## **Mallozzi'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>

# Additional Information

## 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](http://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%

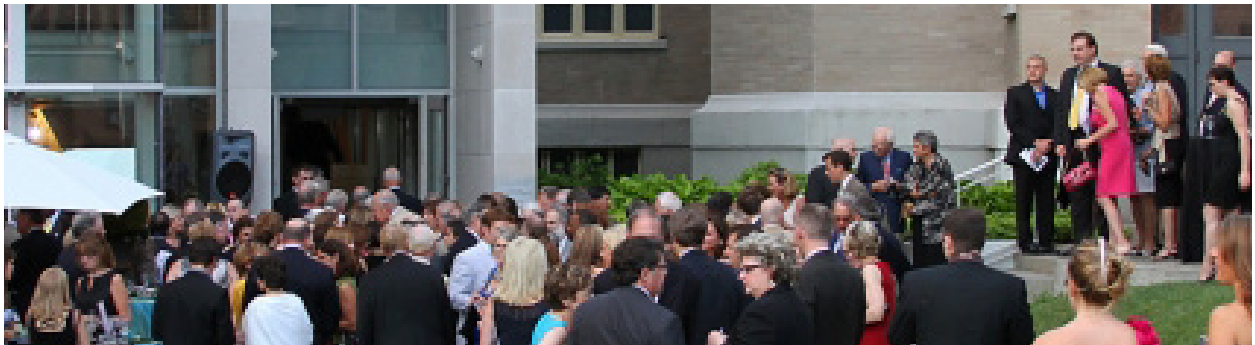
\$5000+: 20%

## 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)



Washington Avenue

Dove Street

Key



Elevator



Explorer's Gallery



Coat Check



Children's Art Studio



Restroom



Parking



Water Fountain

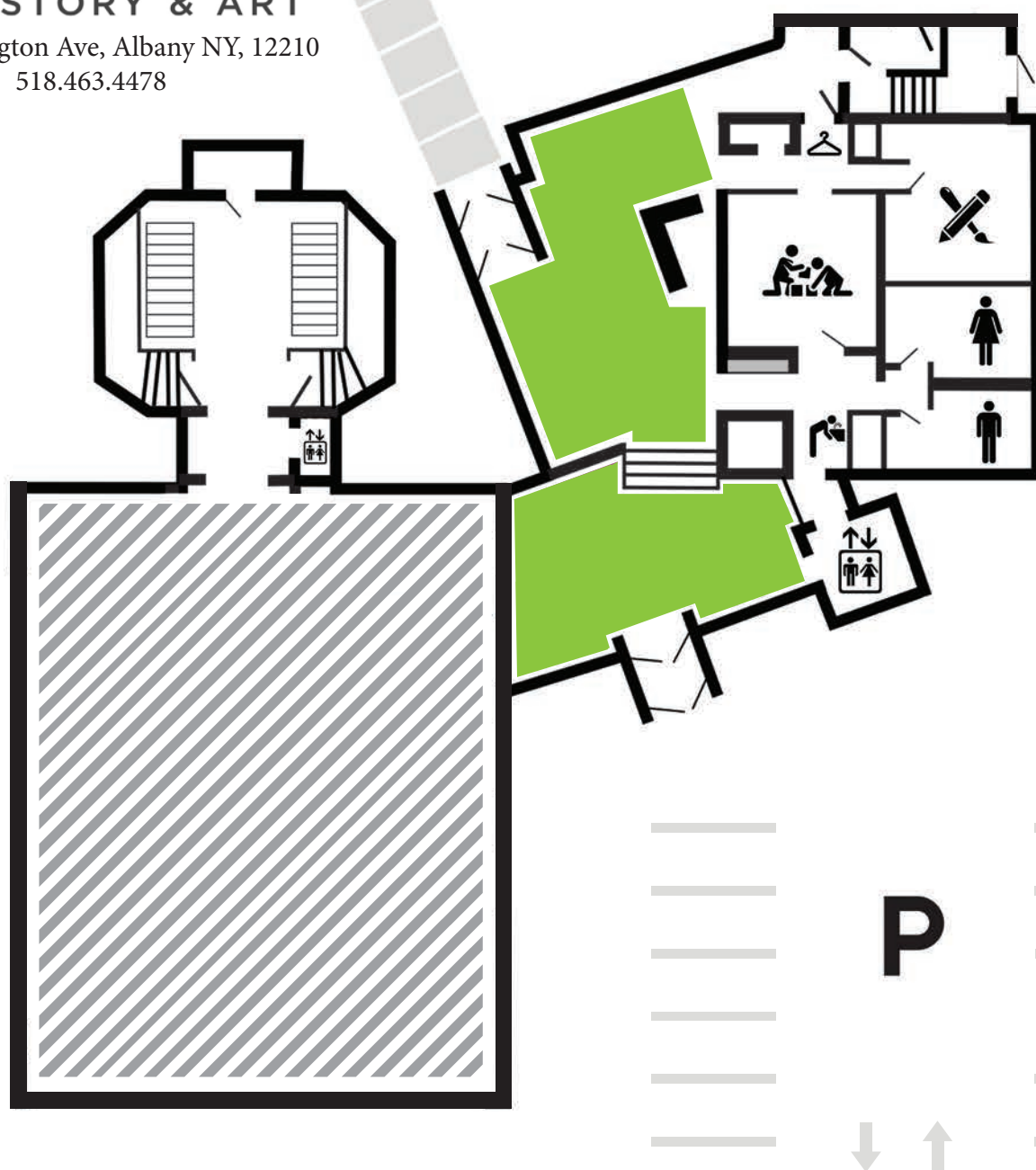


Atrium

# Level 1

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Elk Street

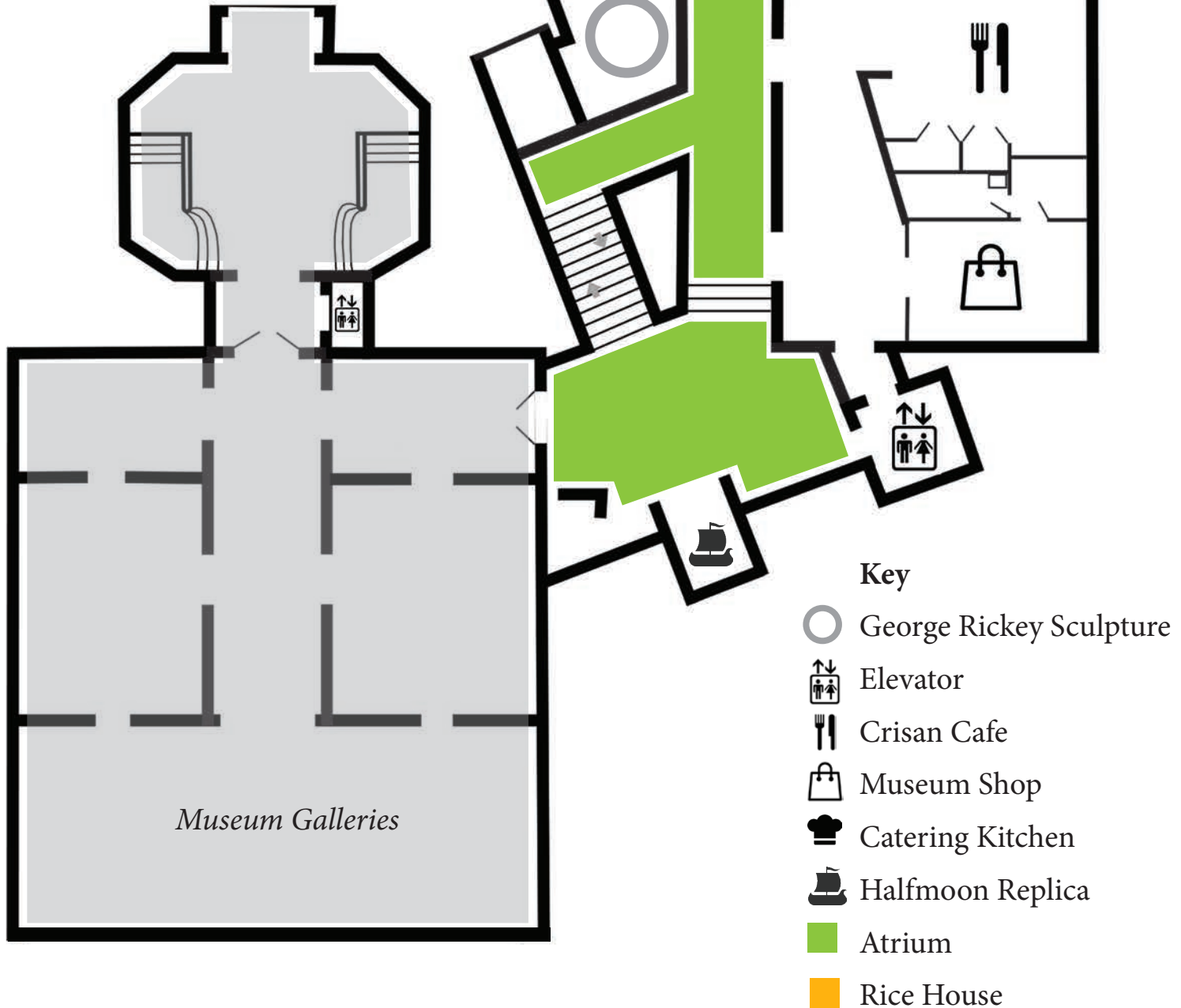


# Level 2

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*Rice House Balcony*



# Level 3

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