



## Rental Policy

### Welcome

Thank you for your interest in hosting your event at the Burchfield Penney Art Center. Our goal is to provide every client with an exceptional and seamless experience, whether you are a first-time host or an experienced event planner.

We are detail-oriented and committed to helping your event run smoothly. This policy outlines what you can expect from us, and what we require from you to ensure a successful partnership.

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### Client Responsibilities

To help us deliver the best possible experience, we ask that all clients:

- Maintain clear and timely communication with our team
- Provide a detailed event schedule, including:
  - Rehearsals
  - Load-in and setup
  - Event timing
  - Breakdown and load-out
- Inform us of all third-party vendors and collaborators (e.g., caterers, DJs, musicians, florists, etc.)

We reserve the right to deny access to any vendor or participant not previously approved or disclosed, particularly if they conflict with our policies or mission.

## **Booking & Approval Process**

The Burchfield Penney Art Center is located on the Buffalo State University campus. As such:

- All rental agreements are subject to approval by Buffalo State University (BSU)
  - Contracts are issued by the Burchfield Penney Art Center and processed through the University's Events Management Office
  - A nominal processing fee will be assessed by the University Events Management Office
  - Insurance requirements will be communicated through the Events Management Office
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## **Important Deadlines**

- Vendor information must be submitted no later than (2) weeks prior to your event
- New caterers must be submitted at least two (4) weeks prior to your event for approval

Failure to meet these deadlines may result in denial of vendor access. This information must be relayed to the Manager of Events and Rentals at the Burchfield Penney Art Center.

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## **Rental Fees & Payments**

Rental rates vary by space, day, and time. Current rates and add-ons are outlined in the pricing section of this document.

Full payment details and deadlines will be included in your contract. Additional hours beyond contracted time will be billed at the applicable hourly rate and must be agreed upon prior to the event date. Any post-contract additions or changes are subject to availability and additional charges.

## **Cancellations & Changes**

We understand that plans can change. Cancellation and refund terms will be outlined in your contract. Requests to reschedule will be accommodated when possible, but are not guaranteed. Last-minute changes or add-ons may not be possible and, if approved, may incur additional fees.

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## **Use of Space**

Clients are responsible for adhering to all scheduled times and usage guidelines.

Your rental period includes all setup and breakdown time. All items must be removed at the conclusion of your event. A cleaning fee may be assessed if the space is not returned to its original condition. Room capacities must be strictly adhered to in accordance with BSU regulations.

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## **Terrace Usage**

The terrace is included with reception area rentals but is weather-dependent. Final determination of its use will be made by Burchfield Penney staff.

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## **Prohibited Events**

The following events are not permitted:

- Fundraisers
- Exhibitions that are not curated by staff at the Burchfield Penney
- Fashion Show/Runway events
- Student organization events without a faculty/staff advisor
- Events organized by individuals under the age of 21

## **Prohibited Items**

The following items are not allowed inside the Burchfield Penney Art Center:

- Open flames (including candles)
  - Helium-filled balloons
  - Large balloon installations (without prior approval - ask before your order)
  - Potted plants (cut floral arrangements are permitted)
  - Animals (except service animals)
  - Selfie sticks
  - Private security personnel
  - Weapons of any kind
  - Fog/Smoke Machines
  - Generators
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## **Vendors & Outside Services**

We recognize that outside vendors are often necessary for events.

All outside vendors must be approved in advance. Clients must provide:

- Vendor name and contact information
- Description of services
- Scheduled arrival and departure times

This information must be submitted as soon as possible, but no later than (2) two weeks prior to the event.

We reserve the right to deny access to any vendor who has not been approved.

## Catering

All food and beverage service must be provided by a licensed and Buffalo State University-authorized caterer.

If you would like to use a caterer not on our list, please send the name and contact information of your preferred caterer to the Manager of Events and Rentals, Dana Tyrrell [tyrreldm@buffalostate.edu](mailto:tyrreldm@buffalostate.edu). The Burchfield Penney will connect them to Buffalo State University to go through the approval process. This process can take up to two weeks, and we cannot guarantee that they will be accepted. DO NOT contract any unapproved caterers. Only fully licensed food service vendors will be considered. The Burchfield Penney cannot be responsible for any cancellation fees. Additionally, we will not approve new caterers if your event is within two weeks.

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## Equipment & Add-On Services

A variety of equipment and services are available, including:

- Piano and tuning services
- Audio/visual equipment
- Lighting
- Technical support: including streaming and recording
- Docent services
- Gallery hours
- Additional event hours

Whenever possible, add-ons should be selected prior to contract finalization.

Availability is not guaranteed. Last-minute requests will be accommodated when possible and may incur additional charges.

## **Post-Contract Changes**

We understand that event needs may evolve.

- Requests for additional services after contract signing will be considered based on availability
  - Additional fees will apply
  - We cannot guarantee fulfillment of last-minute requests
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## **Cleaning & Responsibility**

Clients are responsible for:

- Ensuring all personal items, décor, and materials are removed at the end of the event
- Leaving the space in a clean and orderly condition

Additional cleaning or repair fees may be assessed as needed.

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## **Compliance**

All events must comply with:

- Burchfield Penney Art Center policies
- Buffalo State University regulations
- Applicable local, state, and federal laws

Failure to comply may result in immediate termination of the event.

## Room Capacities

Room Capacity	Meeting/Lecture	Seated Dinner	Standing Reception
Reception Area	140	125	250
Terrace	50	32	32
Auditorium	159	N/A	N/A
Boardroom	35 (at table)	N/A	40
Classroom	30	N/A	N/A

**Terrace Usage:** Please note that our terrace is an outdoor patio adjacent to the reception area. This space is included in all reception area rentals, but its use is weather-dependent. The Burchfield Penney Art Center staff will determine if this space is usable.

## Rental Rates\*

\*Events that overlap time frames will be charged at the higher rate. All prices are subject to change.

	<b>Weekday Hours</b>	<b>Weekday Morning/Evening</b>	<b>Weekend Hours</b>	<b>Weekend Morning/Evening</b>	<b>Additional Hourly Rate</b>
	<b>Tues., Wed., Fri.</b> 10:30am – 4:30pm <b>Thurs</b> 10:30am – 8:30pm	<b>Tues., Wed., Fri.</b> 8:00am – 10:30 am, and 4:30pm – 8:30pm	<b>Sat. &amp; Sun.</b> 10:30am – 4:30pm	<b>Sat. &amp; Sun.</b> 8:00am – 10:30am, and 4:30pm – 9:30pm	
<b>Reception Area</b> (4-hour Reception)	\$1,500	\$1,800	\$1,500	\$1,800	\$200
<b>Reception Area</b> (6-hour Wedding)	NA	\$3,000	\$3,000	\$3,000	\$300
<b>Auditorium</b> (4-hour)	\$500	\$600	\$800	\$1000	\$100
<b>Boardroom</b> (4-hour)	\$400	\$500	\$500	\$600	\$100
<b>Classroom</b> (4-hour)	\$200	\$300	Fee based on details	Fee based on details	NA
<b>Rehearsal time</b>	Fee based on details	Fee based on details	Fee based on details	Fee based on details	NA

## Rental Add-On Rates

Below is the current list of items and services we offer for rentals. Please note that these should be added prior to your contract being signed. Services and equipment subject to availability. Availability will be confirmed prior to the contract being sent. Rates are subject to change.

<b>Piano</b>	7' Baldwin	\$100 per day
<b>Piano Tuning</b>	Must be performed by our technician	\$125 per tuning
<b>Up Lights</b>	For reception area only	\$100 per day
<b>85" TV</b>	For reception area only	\$100 per day
<b>Video Recording</b>	Auditorium only	\$100 per camera
<b>Video Streaming</b>	Auditorium only	Cost by event details
<b>Full PA &amp; Monitors</b>	Auditorium and Reception Area	Cost by event details
<b>Technician</b>	4 hour minimum	\$45 per hour
<b>Galleries Open</b>	Outside of normal hours	\$100 Per hour
<b>Docent</b>	1-49 Guests	\$25 Flat
<b>Docent</b>	50 or more Guests	\$50 Flat

## Catering Policy

All events at the Burchfield Penney Art Center that require food and/or beverages must use a licensed, Buffalo State University-approved caterer.

### Preferred Caterers:

**Buffalo's Best Catering Co.**

Tony Formato  
716-480-1101  
[rachel@buffalobestgrill.com](mailto:rachel@buffalobestgrill.com)

**The Lunch Box Buffalo**

Trey Woolford  
716.832.0475 x101  
[Trey@Thelunchboxbuffalo.com](mailto:Trey@Thelunchboxbuffalo.com)

**Chartwells at Buffalo State University**

Austin Craig  
[Barak.Craig@compass-usa.com](mailto:Barak.Craig@compass-usa.com)

**Manna at Northland**

Reginald Ingram  
716.308.6780  
[IBCATERING1998@yahoo.com](mailto:IBCATERING1998@yahoo.com)

**Fat Bob's Smokehouse**

Bridget Williams  
716.887.2971  
[bridget@fatbobs.com](mailto:bridget@fatbobs.com)

**Oliver's**

Jennifer Mancone  
[jennifer@oliverscuisine.com](mailto:jennifer@oliverscuisine.com)

**JT's**

Erin Jacobs  
716. 882.0905  
[erin@jtsbuffalo.com](mailto:erin@jtsbuffalo.com)

**Roux at Burchfield Penney**

Christy Dembik  
[seasquaredllc@gmail.com](mailto:seasquaredllc@gmail.com)

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