



**305 East Fourth Street  
Jamestown, NY 14701  
716.483.6646**

**The Robert H. Jackson Center  
Facilities Rental  
Policy and Agreement**

**Ideal for....**

**Meetings/Seminars/Conferences/Receptions**

**Lectures/Symposia**

**Film/Video/Slide Presentations**

**Continuing Education Programs**

**Solo and Ensemble Performances**

**Photography and Videography Shoots**

**...and more!**

# THE ROBERT H. JACKSON CENTER

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## General Information

The Robert H. Jackson Center's exclusive collections, exhibits, and program and meeting facilities are housed on the site of the historic 1859 Italianate Alonzo Kent mansion in Jamestown, New York. Much of the mansion's elegantly carved woodwork, chandeliers, gilded mirrors, fireplaces, leaded glass windows, and other details original to the home can be enjoyed by visitors. The Jackson Center's unique facilities are available for private rentals and include a 200 seat theater, banquet hall, and reception and conference rooms. Today's visitors enter by way of a circular drive along Prendergast Avenue, providing handicapped access and restrooms are conveniently accessible on two levels. Off street parking for 30 vehicles is available on site.

## Stanley Weeks Room

The mansion's former parlor provides a beautiful setting for receptions and commemorative photography. The room is replete with original gilded mirrors, marble fireplace, and central chandelier. The furniture, dating from the 1890s, was generously donated to the Jackson Center by the Weeks family.



*Weeks Room*

## Ulysses S. Grant Room

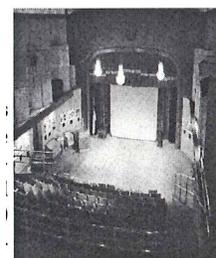
The mansion's former dining room offers an elegant meeting or reception space. The Kents hosted a luncheon here for President Ulysses S. Grant on August 14, 1875 prior to the president's speaking engagement at Chautauqua Institution. A large conference table comfortably seats 14. Five leaded glass palladium windows provide natural light. Audio/visual technology is available upon request.



*Grant Room*

## Carl M. Cappa Theatre

A 200 seat theatre-style auditorium is located on the site of the mansion's former stables and carriage house, featuring tiered upholstered seating with unobstructed site lines. The theatre is outfitted with professional lighting, sound, and video recording-streaming technology. A lectern and a grand piano are available upon request.



*Cappa Theatre*

## Jamestown Bar Association Conference Room

This large conference room is outfitted with eight modular tables comfortably seating 24 in a conference table configuration. Six large palladium windows provide an abundance of natural light. Audio/visual technology is available upon request, including a Smart Board. Conference call capabilities are available for an additional fee. This room is ***not*** handicap accessible.



*JBA Conference Room*

## Banquet Room

The banquet room accommodates a variety of set up options, with a selection of round and rectangular tables available. The room can easily seat 120, at 15 round tables, with ample space for a buffet set up and a head table or speaker dais. Lecterns and audio/visual technology are available upon request. An upright piano is also available. A large kitchen is adjacent to the banquet room.



*Banquet Room*

## Robert H. Jackson Center Facilities Rental Policy

Specific areas of the Jackson Center's facilities may be rented by organizations and for events that are not inconsistent with the center's mission and purpose upon approval by the Jackson Center. Facilities may not be used for political endorsement or religious purposes. The center's Executive Director and Office Manager maintain mutual responsibility and authority for the administration of a policy of facility utilization approved by the board of directors.

1. Rentals may not conflict with any Jackson Center use of its facilities. Rental rates may be adjusted in consideration of utility and water usage, maintenance, wages and benefits, etc.
2. A completed rental agreement and \$50 deposit must be submitted to the Robert H. Jackson Center for approval in order to reserve a date, space, equipment, and support staff. The agreement and deposit must be submitted **no less than two weeks prior to the event date**.
3. Payment in full is due **one week prior to the event**.
4. An employee or representative of the Jackson Center must be present for the duration of the rental period.
5. A \$25/hour fee will be charged for each Jackson Center staff member required for events scheduled outside of normal business hours and for custodial needs.
6. The Lessee assumes financial responsibility for any damage incurred to the property, building, or furnishings during use and will submit a copy of a Certificate of Insurance indicating the general liability insurance they carry and naming the Robert H. Jackson Center as an additional insured for the rental period.
7. Nothing may be affixed to walls, fixtures, or displays by any means.
8. No alcohol is permitted without a **NYS Liquor Authority alcohol permit**. The distribution and consumption of alcohol at an event is subject to acceptance on a case-by-case basis, and only with the required permit submitted with the rental agreement.
9. Smoking (including vaping) is **not** permitted anywhere on the premises.
10. The Lessee must designate a representative to be on site and responsible for the entrance and exit of all attendees. For groups larger than 30, additional "supervision" should be provided at a ratio of one for every 30 attendees.
11. All facilities must be left clean and in good order at the end of the rental period.
12. The Jackson Center does not permit use of its name or logo on any printed or digital material without prior written permission from the Executive Director or Office Manager.
13. The Jackson Center does not permit use of its name in the solicitation of funds for the support of programs not authorized and sponsored by the center, nor does use of its facilities imply general endorsement of the organizations involved in its use.

## Facilities Rental and Services Request and Agreement

Date of Request: \_\_\_\_\_

Event Date: \_\_\_\_\_

Name of Organization/Company: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Maximum Attendance: \_\_\_\_\_

(If Repeat Event) Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set Up Start Time/Date: \_\_\_\_\_ Clean Up End Time: \_\_\_\_\_

Total Rental Duration (hours): \_\_\_\_\_

Event Primary Contact Name/Title: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

On site contact during event \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Name of caterer: \_\_\_\_\_

Caterer contact information: \_\_\_\_\_

## Facilities Rental and Services Request and Agreement (cont.)

- JBA Conference Room (\$200/day)
- Grant Room (\$200/day)
- Cappa Theatre (\$350/day)
- Banquet Room (\$350/day)
- Kitchen (\$50/day) includes refrigerator, coffee maker, sink, stove/oven, microwave
- Tables  
Specify number and size \_\_\_\_\_
- Table cloths/linens (\$50/day) - # \_\_\_\_\_
- Audio/Visual Equipment  
Specify screen, projector, DVD Player, TV \_\_\_\_\_
- Technical Support (fee will be quoted on services required)
- Conference Call Service
- Staff member(s) (\$25/hour/person outside of 8:30am to 4:30pm, M-F)
- Cleaning fee, if serving food and beverages.

Total Rental Cost: \$ \_\_\_\_\_

Agreement of Renter \_\_\_\_\_ (initial) Agreement of RHJC \_\_\_\_\_ (initial)

Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

### Post Event Checklist:

- \_\_\_ Empty trash and replace bag
- \_\_\_ Clean kitchen counters
- \_\_\_ Clean sink
- \_\_\_ Turn off and clean stove/oven cleaned
- \_\_\_ Sweep/mop floors
- \_\_\_ Tidy bathroom(s) and turn off lights
- \_\_\_ Turn off coffee maker, empty and clean coffee pots
- \_\_\_ Return tables and chairs to original event set up pattern
- \_\_\_ Turn off lights
- \_\_\_ Remove all event food from kitchen counters, refrigerator, and freezer
- \_\_\_ Remove all decorations and notify staff of any damages
- \_\_\_ Tidy rooms used and leave in "broom clean" condition

## Certificate of Insurance

Required. Attach a copy of your Certificate of Insurance naming the Robert H. Jackson Center as an additional insured.

## Hold Harmless Agreement: (required for all events)

I/We, the undersigned, in consideration of being allowed to use the property and facilities of the Robert H. Jackson Center, 305 East Fourth Street, Jamestown, NY, do agree to hold the said Center, its agents, members and employees harmless for any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

On behalf of (organization) \_\_\_\_\_

Name: (print) \_\_\_\_\_

## Other Information:

Please include all other pertinent information related to your event that you feel is important for us to be aware of:

\_\_\_\_\_  
\_\_\_\_\_

## Signatures:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

The Robert H. Jackson Center

Date: \_\_\_\_\_