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!

Effective 1/1/2017
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.

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.

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.

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.

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.
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.
<table>
<thead>
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<th><strong>Facilities Rental and Services Request and Agreement</strong></th>
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<tr>
<td><strong>Date of Request:</strong> ________________________________</td>
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<td><strong>Event Date:</strong> ________________________________</td>
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<td><strong>Name of Organization/Company:</strong> ____________________</td>
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<td><strong>Type of Event:</strong> ________________________________</td>
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<td><strong>Estimated Maximum Attendance:</strong> ____________________</td>
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<td><strong>(If Repeat Event) Start Date:</strong> ____________________</td>
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<td><strong>End Date:</strong> ________________________________</td>
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<td><strong>Clean Up End Time:</strong> ______________________________</td>
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<td><strong>Total Rental Duration (hours):</strong> ____________________</td>
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<td><strong>Event Primary Contact Name/Title:</strong> ________________</td>
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<td><strong>Mobile Phone Number:</strong> ____________________________</td>
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<td><strong>Business Phone Number:</strong> __________________________</td>
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<td><strong>Billing Address:</strong> ________________________________</td>
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<td><strong>Email Address:</strong> ________________________________</td>
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<td><strong>On site contact during event:</strong> ____________________</td>
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<td><strong>Mobile Phone:</strong> ________________________________</td>
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<td><strong>Name of caterer:</strong> ________________________________</td>
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<td><strong>Caterer contact information:</strong> ______________________</td>
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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
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:
____________________________________________________________________________
____________________________________________________________________________

Signature: _____________________________________________________
Print Name:____________________________________________________
Title: ____________________________________
Organization:___________________________________________________
Date: _________________

Signature: _____________________________________________________
Print Name:____________________________________________________
Title: ____________________________________
The Robert H. Jackson Center
Date: _________________