



Ten Broeck Mansion • Erected 1798 • Albany, NY

GUIDELINES FOR USE OF MANSION AND/OR GROUNDS

Facilities Available for Use:

Front and Rear Parlors	2 - 4' Tables
Formal Dining Room	9 - 6' Tables
Center Entrance Hall	3 - 8' Tables
Orientation Room	30 Gilt Chairs
Kitchen and 2 bathrooms* (see footnote at end)	30 Metal Folding Chairs
Mansion grounds	20- White Resin Chairs

Off-street Parking Lot at the rear of the Gardens

(Circular driveway around Mansion reserved for ACHA staff, catering staff and Bridal party).

Maximum Capacity

Mansion	Maximum 75 guests
Grounds	Maximum 200 guests

Albany County Historical Association Rental Policies

Contracting party will provide the Albany County Historical Association "ACHA" staff with full details of the function, e.g. band, caterer, progression of events, etc. The ACHA reserves the right to approve caterers and bartenders for all functions held in the Ten Broeck Mansion and on Mansion grounds.

A 50% deposit is required to reserve the date of the event, along with a \$250 Security Deposit. The balance along with a certificate of insurance must be received 30 days prior to the event. (See attached information).

Ten Broeck Mansion is a historic house museum. All the furnishings in the Mansion are part of the permanent collection. Guests may not sit on or make use of the furnishings in the Mansion. The dining room table may be used when covered with pads. Glasses and plates shall be collected by the catering staff, and must not be placed on Mansion furnishings. It is the responsibility of the contracting party to inform their guests of these provisions prior to the event.

Due to safety regulations, only unlit candles are permitted. Smoking and dancing are prohibited inside the Mansion at all times. The use of a dance floor is permitted in the garden area only.



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The use of tacks, tape, or glue on Mansion property, including walls, doors and mantles, is prohibited. No rice, confetti or similar material may be thrown. Flower petals may be thrown on the grounds, if desired.

The Mansion must be left in the same condition as it was found. Kitchen surfaces must be free of all food and drink spills, the kitchen floor must be swept, and all dishes, equipment, trash and decorations removed from the premises by 8:30 AM the following day. A portion of the security deposit may be used for clean up if this is not performed to the satisfaction of Mansion staff. In the event that any pieces of Mansion furnishings need to be moved, this shall be arranged beforehand and will be executed only by ACHA staff.

An ACHA staff member will be present at all times when the Mansion is in use to provide help and information. The host of the renting group shall be responsible for greeting guests and making sure expectations for Mansion use are met. Arrangements for opening and closing the Mansion should be made and confirmed by staff.

Cancellation Policy

If the event is cancelled three months or more prior to the reserved date, the ACHA will return all but a \$50 processing fee to the contracting party. If the event is cancelled less than three months prior to the reserved date, the ACHA will retain all but the Security Deposit, which will be returned to the contracting party.

* Rental of a portable toilet is required for outside events with more than 50 guests.