



*Ten Broeck Mansion • Erected 1798 • Albany, NY*

## Rental Fee Schedule

### **Social Functions: Parties and Receptions**

The Mansion rental fee is for the entire property, including the Mansion, Butler's Pantry, and gardens. Our King's Place exhibit room is also available for rent. It includes three connected rooms in a beautiful exhibit space at our Swan Street location.

### **Rental Fees:**

#### **Ten Broeck Mansion**

1/2 Day Rental (up to six hours) -	\$ 800
Full Day Rental (6-12 hours) -	\$1,500

#### **King's Place – 27 N Swan Street**

Exhibit Space - \$200 per hour

**Deposit:** A deposit equal to 50% of the total fee is required in order to reserve the date for the event.

**Set-up/Take down Fee:** An additional \$100 is assessed if Mansion staff is needed for set up and/or take down of tables and chairs. (This fee applies only to those table and chairs that are Mansion property).

**Security Deposit:** a Security Deposit of \$250 is also required at the time of reservation. This deposit will be returned to the rental party within 10 business days of the event, provided the Mansion is left in the same condition as it was prior to set up for the event, with all food, equipment and garbage removed by 8:30 AM the following day, and the length of the event does not exceed the timeframe agreed to in the Contract. Any cleaning fees, unplanned staff set up/take down of tables and chairs, or charges for additional time will be deducted from the Security Deposit.

*A 50% discount will be offered to Not-for-Profit organizations wishing to use the Ten Broeck Mansion. ACHA members at the Sustaining level receive a discount of 25%.*

### **Meetings:**

The Mansion is a beautiful and unique place to hold a meeting. Our Greek Revival Formal Dining Room can seat up to 20 people. If your group is 12 or less we can even seat you around our beautiful antique formal dining table. The period double Parlors are connected through large pocket doors and can seat

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CELEBRATING ALBANY'S HERITAGE*

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up to 50 people. Our King's Place location has a comfortable and convenient meeting space in the basement that can seat up to 15 people.

**Rental Fees:**

Formal Dining Room:	\$75 per hour
Parlors:	\$100 per hour
King's Place:	\$75 per hour

**Cleaning fee:** a \$50 cleaning fee will be added to bring food and drink into the Mansion, use of the Butler's Pantry for storage and serving is included.

**Simply Photographs:**

The Ten Broeck Mansion is the perfect space to take photos for any occasion. In the summer our gardens make an enchanting backdrop for engagement and wedding shoots, and our Mansion's are perfect for any time of the year. The Ten Broeck Mansion and Gardens are available for photographic rentals only.

**Photography Fees:** \$150 per hour, minimum 2 hours.

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