



VENUE SPECIFICATIONS & POLICIES

General Policies

1. Special events are held **only during hours when the buildings not regularly open to the public**. Regrettably, weddings, religious ceremonies and fundraisers are not permitted.
2. **Reservations are confirmed when the MHRC receives the following three items:**
 - a. **Signed contract** (sent upon request)
 - b. **Deposit** in the amount of full rental price; and
 - c. **Proof of insurance** coverage
3. **Insurance Rider:** Users shall provide proof of insurance coverage, usually in the form of a rider to private homeowner's insurance that specifically names, indemnifies, and holds harmless MHRC and all related Trustees, officers, agents, and employees for any action or loss associated with the event. Such certificate shall show \$1,000,000 of comprehensive general liability coverage for damage to persons or property. Such certificate shall be in force for the duration of the event and presented to the MHRC in advance of the event. Your insurance may require an additional fee to provide such a rider.
4. The **Group Tour & Events Manager** is the main contact for all rentals. The manager will assign a **Special Events Coordinator (SEC)** to each event to ensure that the event proceeds smoothly and efficiently.
5. Two weeks' notice is required to schedule any event.
6. All food and/or beverages to be served as part of the rental event must be arranged through an approved MHRC caterer. You will need to sign a separate catering contract with Caterer for food and beverage service.

Equipment, Planning & Setup

1. The MHRC has the following **furniture/equipment** available **at no extra charge:**
 - a. 120 chairs
 - b. 22 six-foot banquet rectangular tables
 - c. 4 five-foot rounds
 - d. 10 six-foot rounds
 - e. 8 high bistro tables
 - f. Display easels
2. **All decorations and externally rented equipment must be pre-approved by the manager.** The User is responsible for decoration set-up, tear-down and prompt removal.

The SEC must be on site to oversee any and all decorating. **Nothing may be affixed to the walls or ceilings.**

3. **The MHRC has the following AV equipment available at no extra charge (at the Pavilion, only):**
 - a. Podium with mic
 - b. 1 Lapel/Lavalier mic and 3 hand-held mics with stands
 - c. Floor to ceiling glass presentation screens
 - d. Event Laptop (provided for your use to project presentation/images/video on projection screens)
 - e. Event audio hook ups (streaming from phone, laptop, or live music)
4. Events that have special sound requirements that necessitate **on-site rehearsals** should be planned in advance. An A/V Technician is required to be on site for any rehearsal. Billing rates are available upon request.
5. **Add a tour to your event!** Tours are available upon request at a discounted \$10/person rate. Tours make an excellent, memorable addition to your function.

Printed Materials & Use of Name, Image, Logo

1. Beyond simple use of identifying the Greatbatch Pavilion, Barton House, Gardener's Cottage or Junior League Buffalo News Education Center as the venue for your event, use of the MHRC name or logo, the name Frank Lloyd Wright or Darwin D. Martin House and/or any image from the MHRC's collection or exhibits is prohibited unless prior approval for use and reproduction has been obtained from an MHRC representative.
2. The content of printed materials relating to the event, including invitation copy, programs, and any advertising copy, must be submitted to the manager for review and approval before being printed.

Deliveries, External Vendors & Parking

1. All deliveries, including rented items, should be delivered no earlier than the day of the event and removed by the end of tear-down on the same day of the event or the following morning unless alternate arrangements are previously approved by the SEC or manager.
2. **Parking:** For events of 75 people or more, it is **required** that a **valet or taxi service** be booked. We have partnered with [All Pro Parking](#) for all event related valet services. Use of a valet service is at the expense of the User and be approved in advance.