

# FAQ

**Q: What are the capacities of the event spaces you offer?**

A: There are many different layout options that can be setup depending on the venue chosen and number of guests. The maximum number of seated guests that can be accommodated in Harold Hacker Hall is 256. The maximum number of seated guests in Kate Gleason Auditorium is 65. The Dorris Carlson Reading Garden does not accommodate large round tables but provides a nice atmosphere for a small ceremony or cocktail reception.

**Q: What is the cost of renting the spaces?**

A: See the table below for pricing information.

<u>Venue Space:</u>	<u>Square Footage:</u>	<u>Maximum Capacity:</u>	<u>Standard Price/Fee:</u>	<u>Non-profit Price/Fee:</u>
Harold Hacker Hall	4,000 (est.)	300 (Auditorium Style) & 256 Seated at Round Tables	\$1,500.00	\$1,200.00
Dorris Carlson Reading Garden & Kate Gleason Auditorium	1,977	65 Seated at Round Tables	\$1,000.00	\$700.00

**Q: Are there discounted rates for non-profit organizations?**

A: Yes. Please refer to the table above and see the “non-profit rate” column.

**Q: How long do I have use of the facility for my event?**

A: Your rental is for a total of 6 hours. This includes any time necessary for setup and teardown.

**Q: Can I just have a ceremony and not a reception?**

A: You are certainly welcome to only have your ceremony at our facility. However, our price does remain the same for the use of the facility.

**Q: What time may I have an event at the Rundel Memorial Library?**

A: All of our spaces can be reserved anytime when the library is not open to the public. Set up can partially take place during public hours. The library closes on Saturdays during the months of July and August. [Please click here to view the normal operating hours for the Central Library.](#)

**Q: Is parking available for my guests?**

A: The Library does not offer parking for events. There are several parking garages in the downtown area with two operating within a one-block radius of the Central Library. The South Avenue Garage charges \$2 per hour and a daily maximum of \$10. On Saturdays and Sundays the daily maximum is \$6. There is also parking at the Court Street Garage, which charges \$2 per hour and a daily maximum of \$10. On Saturdays and Sundays there is no fee for parking but special events for the City of Rochester do create a cost for parking on these days.

**Q: Can I come in to look at the space?**

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A: Absolutely! Please call or [email the Events Assistant](#).

**Q: Can I take engagement pictures in the library?**

A: You are welcome to take pictures in the Library during normal operating hours. We will not do any special arrangements for photo shoots that are not done in conjunction (and on the same date) as an already scheduled event. There is no charge to take photos in the library.

**Q: When can I set up?**

A: Full set up can begin only after public hours. Some small set up can take place after 4:00 PM the day of your event (or the day before in some cases). Central Library is not responsible for lost or stolen items during setup, your event, and any items left after your event.

**Q: What services do you provide?**

A: Central Library solely rents spaces for events. You are responsible for the planning of your event and working with your vendor for specific needs. The Events Assistant will coordinate timelines with all vendors but event details are your responsibility. The Events Assistant is here to assist should you have any questions.

**Q: Can we host our ceremony rehearsal in the same space?**

A: We offer space for your rehearsal only during normal library hours, should the space be available. There is no setup allowed for the rehearsal. Rehearsals are usually held the day prior to your wedding. Should your space be needed for a paying customer, a rehearsal can be scheduled on a different day. Contact the events assistant to arrange.

**Q: Can I use whatever vendors I wish?**

A: The Library does maintain an exclusive vendor for catering. You are welcome to use any other vendors of your choice. All vendors must be licensed and insured to meet the Library's standards.

**Q: Will I be required to sign a contract and supply insurance?**

A: All renting parties will be required to sign and comply with the [License Agreement](#) in order to use the Library space. Separate event insurance is required as well.

**Q: Is security required for my event?**

A: Yes, security is required for all private events hosted at the Rochester Public Library. The Events Assistant will help you establish the appropriate hours of security needed and placement of officer(s).

**Q: How do I get liquor for my event?**

A: All beverage arrangements shall be made through our catering partner for your event. Liquor brought in from other sources that is not pre-arranged through the catering service will be subject to confiscation.

**Q: Are there smoking areas in the building?**

A: Central Library is a smoke-free environment. Guests may smoke outside of the main entrance as long as they are 50 feet or more from the doors of the entrance.

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**Q: Are there decorations in place that may affect my event?**

A: At any time, the Library has a right to display special décor related items or exhibits. The library does maintain a gallery space within Harold Hacker Hall and any materials in the gallery **would not** be able to be removed during your event.

**Q: Does the Library provide Audio Visual equipment and assistance?**

A: The Library does not provide any equipment beyond what is already in place in each reservable space. AV assistance is not provided). You are more than welcome to bring in your own equipment or have a vendor deliver and set up equipment at our venue.

**Q: How do I obtain a million dollar liability insurance policy for my event? How much does this cost?**

A: Liability insurance policies are common and can be requested through your homeowner's insurance company. The cost has a varying range depending a number of factors. We do require that the insurance be secured through a reputable company that A.M. Best rates no lower than "A". For more information, please contact your insurance company.