

Convention & Cultural Events Wedding Policies and Procedures

The New York State Office of General Services (OGS) Convention and Cultural Events Office (CCE) offers multiple spaces for wedding ceremonies and receptions. Spaces include, but are not limited to:

- Convention Hall
- Meeting Rooms 1-7
- Corning Tower Observation Deck
- Corning Tower Lobby
- Museum Terrace
- Sign of the Tree Restaurant
- Plaza Level (public)
- Empire State Plaza Parks (public)

General Booking Procedures

1. Date availability may be obtained by contacting the CCE Wedding Coordinator at (518) 473-7665 or the CCE Main Office at (518) 474-4759.
2. Available dates requested will be tentatively reserved; some dates and locations may be blocked due to prior bookings or scheduled events.
3. The Coordinator will provide an estimate of charges, including facility and rental fees, personnel charges and other applicable service fees prior to final confirmation.
4. Once the event is confirmed, a license agreement will be issued to the caterer, rental company or wedding party representative.
5. The license agreement must be signed by the caterer, rental company or wedding party representative and returned with a non-refundable payment by the date stated on the agreement in order to hold the space.
6. If this payment is not received by the prescribed date, space may be released without notice.

See MRM & Rate Schedules

Insurance and Licenses

1. A certificate of insurance, as outlined in the license agreement, is mandatory.
2. All permits, certificates and licenses must be provided three weeks prior to the event.
3. The limits of liability may not be less than:
 - Bodily Injury and Property Damage \$1,000,000 each occurrence
 - \$2,000,000 aggregate
4. An Albany County Health permit is required for catering companies. Proof of Worker's Compensation and Disability Insurance is required in order to apply for this permit.
5. A copy of all necessary State Liquor Authority permits and liquor licenses are required.
6. Licensee is responsible for all damages to the facility caused by the licensee, its agents, employees, vendors, patrons, guests and artists.
7. OGS is not responsible for loss of or damage to equipment or property owned by the licensee its agents, employees, vendors, patrons, guests and artists.

See Insurance

Licensee Representative

1. The Licensee will furnish the name, address, work, home and cell telephone numbers of the representative who will be the sole person authorized to make decisions, resolve problems or negotiate any alterations in CCE.
2. The representative must be present during the full run of the event.

Floor Plans

1. A tour of the requested space may be required. All Licensee representatives may be required to attend (i.e. caterer, rental companies, bride and groom, etc.)
2. All physical/layout information must be presented to the CCE Coordinator two weeks prior to the event.
3. Floor plans and space layouts are subject to approval by CCE and must comply with weight limits and fire safety codes.

Catering

1. For all interior locations, catering is exclusive to the Plaza's contracted catering service provider(s).
2. Exterior locations are open to private catering companies (subject to CCE approval).

Staffing Support

1. CCE reserves the right to make final decisions regarding the use of additional staff when necessary for the safe and proper execution of an event.
2. Hourly rate charges are subject to change based on prevailing wage rates:

CCE Coordinator

- Services will be charged at the current hourly rate.

Operational Support (Labor, Electricians, Ground, Custodians)

- Services will be charged at the current hourly rate.
- Minimum (2) persons at a minimum (4) hour call.
- Overtime rate applies weekends and after normal work hours Monday - Friday.

See Rate Schedules

Rental and Service Fees

Outdoor Events

1. The CCE Office reserves the right to refuse bookings June through September on the Plaza Level or Museum Terrace.
2. The Plaza and adjacent park locations are designated “public spaces.” CCE cannot be held responsible for an event breach.
3. Additional requirements may be necessary to assist with event security plans (i.e. security services, barricades, etc.)

Rental Rates

Plaza: \$500 small event; \$750 med/large event; \$1,500 large event

Parks: \$500 West Capitol Park; \$500 East Capitol Park (Not available until 2015)

Museum Terrace: \$350 small event; \$500 med/large event

Note:

- Museum security is mandatory. Minimum 4 persons/4 hours @ \$50/hour.
- Access for restroom use is allowed ONLY as per Museum Management approval.
- Tents are not allowed on the Terrace.

Indoor Events

1. Events booked in the Convention Hall, Meeting Rooms, Observation Deck or Plaza Lobby must comply with existing facility policies and established rates.
2. Catering services for these locations fall under the jurisdiction of the Plaza’s contracted caterer(s).
3. Requests for these venues will be referred to the caterer(s) who will in turn contract with CCE.
4. Current rental rates will apply.

See Rate Schedules

Fountains

1. The Plaza’s reflecting pool fountains can be turned on upon request for events.
2. Due to energy conservation efforts, requests are subject to approval.
3. Electric fees will apply: \$11.92/hour 1 Pump; \$18.61/hour 2 Pumps

See Rate Schedules

Equipment

1. It is recommended the bridal party rent furnishings, sound systems, and other such equipment through a reputable rental company. Local decorators used by clients include:
 - Clifton Park Rentals (877-7449)
 - Total Events (383-8602)
 - Tremont Rentals/About Town 489-0252
2. CCE can provide tables and chairs at the current established rates.
3. Electrician charges will apply should the event require a sound system. This applies to in-house or rented systems.

See Rate Schedules

Security

Security Guards

1. Security guard services are available through the CCE contracted security company.
2. Hourly rate charges are subject to change based on prevailing wage rates.
3. The CCE Coordinator will contact the security company to arrange for this service.
4. The client will be billed for these services post event at the current hourly rate.

See Rate Schedules

Vehicle and Delivery Access

1. For vehicles needing access to the Plaza or the Convention Center Loading Dock, a Delivery Request Form must be completed by the client and submitted no less than 48 hours prior to the event.
2. All vehicles are subject to search and all vehicle occupants must have valid identification.
3. All vehicle operators must possess a valid driver's license and have license with them at point of entry.
4. Limousines and other personal vehicles are prohibited on the Plaza.

See Deliveries