



The beautiful Roger Tory Peterson Institute (RTPI), an architectural gem, is available for private use for your personal or corporate event.

RTPI Facility Usage Rates

Available hours:

Monday – Friday, 8:00am – 6:00pm

Saturday, 10:00am – 5:00pm

Sunday, 12:00 – 6:00pm

Clarke Conference Room – 15 person maximum

8-12 person seating capacity at conference table

- Business days, up to 4 hours - \$200.00/4 – 8 hours - \$300.00
 - With gallery access - \$300.00/\$400.00
- Weekends, up to 4 hours - \$250.00/4 – 8 hours - \$350.00
 - With gallery access - \$350.00/\$450.00

Multi-purpose Room – Table/Chairs, 36; Chairs, 50; Standing, 60 person maximum

- Business days, up to 4 hours - \$200.00/4 – 8 hours - \$300.00
 - With gallery access - \$300.00/\$400.00
- Weekends, up to 4 hours - \$300.00/4 – 8 hours - \$400.00
 - With gallery access - \$400.00/\$500.00

Small Patio – Table/Chairs, 50; Standing, 75 person maximum

- Business days, up to 4 hours - \$250.00/4 – 8 hours - \$350.00
 - With gallery access - \$350.00/\$450.00
- Weekends, up to 4 hours - \$350.00/4 – 8 hours - \$450.00
 - With gallery access - \$450.00/\$550.00

Gazebo – Up to 4 hours - \$150.00

4 – 8 hours - \$250.00

(gallery access not available with gazebo rental)

***RTPI's Large Patio and Library available by special request only:**

Large Patio – Up to 50 people

- Business days, up to 4 hours - \$400.00/4 – 8 hours - \$500.00
 - With gallery access - \$500.00/\$600.00
- Weekends, up to 4 hours - \$500.00/4 – 8 hours - \$600.00
 - With gallery access - \$600.00/\$700.00

Large Patio – 50 - 150 people

- Business days, up to 4 hours - \$500.00/4 – 8 hours - \$600.00
 - With gallery access - \$600.00/\$700.00

- Weekends, up to 4 hours - \$700.00/4 – 8 hours - \$800.00
 - With gallery access - \$800.00/\$900.00

Library – Table/Chairs, 40; chairs only, 60 person maximum

- Business days, up to 4 hours - \$300.00/4 – 8 hours - \$450.00
 - With gallery access - \$400.00/\$550.00
- Weekends, up to 4 hours - \$350.00/4 – 8 hours - \$500.00
 - With gallery access - \$450.00/\$600.00

*If you are not interested in full gallery access for your reservation, interested guests/event attendees will be offered a 50% discount on exhibit admission.

All Evening and weekend room reservations are subject to an amenities charge of \$150.00 for use up to 4 hours and \$250.00 for use that exceeds 4 hours.

We regret that we are unable to accommodate weddings and wedding receptions at our facility at this time.

RTPI will be open no later than 10:00pm for evening reservations.

RTPI is part of the Jamestown Community College smoke-free campus. Smoking is prohibited on any RTPI property.

JCC/PTFS Food Service Policies and Procedures when booking your event:

As part of JCC's partnership agreement with Personal Touch Food Service (PTFS), JCC has agreed to allow PTFS right of first refusal for all catering opportunities that are \$100 or more. This would include outside groups who use JCC & RTPI facilities. Please contact JCC's Catering Service Chef Manager Christopher Sorenson @ 716.338.1420 or chrissorenson@mail.sunyjcc.edu to talk about catering needs for your event.

External caterers must provide a valid certificate of insurance. Beer and wine/alcohol permits must be obtained from NYS Liquor Authority.

RTPI reserves the right to control sound level of live and recorded music. Musicians and sound crews must make setup arrangements prior to the event.

Some areas may be closed at the discretion of RTPI management.

RTPI reserves the right to videotape or photograph events for promotional purposes.

Parking is available in the RTPI parking lot and additional parking across the street at Jamestown Community College.

For availability and scheduling, please contact Amy Hudson at (716) 665-2473, ext. 227, or ahudson@rtpi.org.

Regular business hours: 9:00am – 5:00pm, Monday – Friday.
Weekend hours: 10:00am – 4:00pm, Saturday; 1:00pm – 5:00pm, Sunday.

Thank you for considering our facility for your next meeting or event!