

Memorial Art Gallery Events Office

Let us make your wedding a work of art.

Below is preliminary information to help you start planning. If you are interested in booking space, please contact us as soon as possible.

Please note that we require a 50% deposit to confirm your reservations. Your date will not be held until a signed contract and deposit are received.

Wedding receptions:	Rooms included:	Number of guests:	Rental charge
All space in Cutler Union	M&T Bank Ballroom, Bausch & Lomb Parlor and East Parlor	300 (Station party only) 180–192 (Sit-down dinner service with dance floor)	\$3000

Wedding space rental price includes the following:

- Use of any or all rooms: M&T Bank Ballroom, Bausch & Lomb Parlor and East Parlor
- Tables and chairs (except for special order tables or chairs)
- Table linens (except special order linens, below)
- Facility staff member for set-up and breakdown and during your event
- Event coordinator or assistant on duty prior to and during your event
- Free Gallery access for guests during open Gallery hours, except for certain special exhibitions. (Cost to extend hours beyond 5 pm is \$200/hr.)
- Security: At least one security guard is required for your event. Guards are scheduled from 5 pm until the end of your event, plus one additional hour.
- Liability insurance: The Memorial Art Gallery Events Office will arrange for you to be covered on the date of your event.

Additional costs may include:

- Food and beverage arrangements: These must be made directly with Cutler's Restaurant. All items are contracted and billed separately from your space rental.
- Special order table linens: Items such as floor-length table linens will be billed separately.
- Special chair or table rental: We will be happy to order special chairs or tables and invoice you for these after your event.
- Additional rental items: Renters are on their own for cake or cookie trays, floral arrangements and centerpieces, DJs or bands, and photographers.

Frequently asked questions

1. Where should we have our receiving line?

We recommend having your receiving line at the ceremony location. Our space is limited, and it might delay your guests' access to the bar and food.

2. How many people can sit at each dinner table?

Your guests will sit at 60" dinner rounds. The maximum number of people we seat at each table is 8. 24 rounds of 8 people is the Ballroom's maximum capacity (total = 192). The fewer rounds you have, the bigger your dance floor will be.

3. Do you require a deposit?

Yes, a non-refundable deposit of 50% is required for a wedding reception. No dates will be held without a deposit. The deposit is due with your signed contract.

4. Can we have candles?

Yes, you may order candles through your florist. Please inform the florist that no exposed flames are permitted. All tall taper-style candles must be hurricane globe protected, and all votives must be at least 3 inches deep, using TEALIGHT candles only. Maximum allowances: three tall candles per table, or five votives per table. Our wait staff will light the candles.

5. Is there a piano that we can use?

Yes, the baby grand piano is available for your use. You are welcome to use it free of charge.

6. Do you have a microphone for toasts and blessings?

The Memorial Art Gallery does not provide a microphone. Your band or DJ should provide a microphone for you to use that evening. Make sure when you are making arrangements with your Band or DJ that you request this microphone.

7. Who does the announcements?

Your hired band or DJ makes your announcements for the evening. You should provide them with a timeline of what you want to happen and when (dances, toasts, cake cutting, etc.). This timeline is often discussed during your meeting with the Catering Manager as well. The final timeline should be copied to the DJ, the restaurant and the photographer. (If your band or DJ does not provide announcement services, you must hire or designate another party to do this for you. Memorial Art Gallery or Restaurant staff members do not provide announcement services.)

8. Can we rent special chairs? Who puts on chair covers if I rent them?

You can rent chairs and/or chair covers from an outside company (we suggest Nolan's Rental, Inc., 288-3231). If you are renting chair covers, you must request that the rental company put on the chair covers for you. The Memorial Art Gallery does not offer this service.

9. What happens to our gifts, money box, cake, champagne flutes, guestbook, etc.?

Once your guests are seated for dinner, the gifts and money box are locked in the Events Office. All items must be removed from the building at the conclusion of your event. Please designate one person who will be here at the end of the night to collect and sign for the return of your belongings. The Memorial Art Gallery assumes no responsibility for items left behind.

Frequently asked questions (cont.)

10. How will the servers know what my guests ordered?

For served dinners, you are to provide us with alphabetized place cards the day before your event. Each card must show: guest name, table number, and a code for entrée choice (such as C, B or V for chicken, beef, or vegetarian). Please note that color codes are difficult to read in the Ballroom lighting and not recommended.

11. When can my vendors (florist, DJ, band, cake bakery) access the Ballroom to set up?

Please let your vendors know they can set up on the day of your event anytime after 10 am. Vendors must use the main entrance of the gallery to unload, and may use our elevator to the banquet level.

12. Will I receive a room diagram to assist me with my seating assignments?

Yes. Once your numbers are finalized (approximately 1 week prior to your event), the MAG Events Office will mail or fax you a diagram of the room according to your food and beverage arrangements and number of people. After you complete your seating assignments, you must indicate how many chairs you need at each table and return the diagram to us.

13. What is meant by “guaranteed number of people”?

At least FOUR business days before your event, the restaurant will use your final guest count for your food and beverage order, as well as for staffing purposes. This is the MINIMUM number on which your restaurant charges will be based. Once submitted, it cannot be reduced. The restaurant will be prepared to serve only 5% over your final number. If you anticipate last minute RSVPs, factor them into the guaranteed number. Please remember to also include any event vendors you are feeding (such as band members and photographer). Accurate counts are equally important for buffets. The more accurate your count, the more successful the event will be.

Planning Your Event

The grid below outlines the duties of your two event contacts at the Memorial Art Gallery. Please be aware that Office Staff cannot be responsible for acting as your Wedding Planner. All duties not shown are to be coordinated by you, your designated person, or a hired Wedding Consultant.

Memorial Art Gallery Events Office Staff	Cutler's Restaurant Catering Manager
<p>Enforce museum policies</p> <p>Create room diagrams</p> <p>Direct & oversee room set-ups in coordination with the restaurant</p> <p>Receive all vendors servicing your event</p> <p>Placement of items including:</p> <ul style="list-style-type: none"> • favors • place cards • guestbook and card box • cake knife • Bride & Groom's champagne flutes <p>Gift and card box storage until event conclusion</p>	<p>All food & beverage arrangements</p> <p>Banquet Event Order (menu contract)</p> <p>Linens</p> <p>China, cutlery, and glassware</p> <p>Flow of event according to Banquet Event Order timeline</p> <p>Compliance with museum policies and enforcement of liquor laws</p>

Cutler's Catering Menu

Cutler's Restaurant at the Gallery offers the menus that follow as a guideline. All menus include complimentary linens in a wide variety of colors.

I will be happy to assist you with designing menus tailored to your specific taste and budget.

Please note that a guaranteed number of people must be submitted four business days before your event. Your final bill will be based on this number.

We look forward to welcoming you and your guests.

Pete Stone
Cutler's Catering Manager
585-276-8946

Served Dinner

Open bar

House liquors, bottled beers, wines and soda (four hours)

Appetizers

Display of imported and domestic cheeses with fresh fruit garnish and crackers

Vegetable crudités with dips

Choice of two-hand passed hors d'oeuvres (list on page 8)

Champagne toast

(for each guest)

Salad

Tossed seasonal greens, field greens medley, or Caesar salad (choose one)

Entrees

(Choose up to three)

Roast prime rib of beef au jus \$42.95

Roast sliced tenderloin of beef with bordelaise sauce \$45.95

Chicken Française sautéed in lemon and white wine \$37.95

Portobello Wellington with sun-dried tomato sauce \$36.95

Grilled salmon with dill sauce \$40.95

Chicken Rockefeller stuff with bacon, spinach, shrimp and ricotta cheese \$38.95

Chicken Florentine with spinach and ricotta and asiago cheeses \$37.95

Rack of lamb with mint julep \$45.95

All dinners are served with choice of seasonal vegetable, potato or rice, rolls and butter rosettes, coffee, tea and decaf.

We are happy to customize your menu with additional entrée selections.

For all functions, a 20% service charge and applicable New York state sales tax will be applied to the prices quoted.

Dinner Buffet

Open bar

House liquors, bottled beers, wines and soda (four hours)

Appetizers

Display of imported and domestic cheeses with fresh fruit garnish and crackers

Vegetable crudités with dips

Choice of two-hand passed hors d'oeuvres (list on page 8)

Champagne toast (for each guest)

Salad (served)

Mixed green salad, Caesar salad or field greens medley (choose one)

The Classic

Sliced fresh fruit display

Chef's specialty salad

Tomato mozzarella salad

Penne pasta marinara

Carved roast tip sirloin of beef, au jus

Boneless breast of chicken Française

Gourmet mashed potatoes

Chef's seasonal vegetables

\$38.95

The Deluxe

Sliced fresh fruit display

Marinated mushrooms

Chef's specialty salad

Tricolored tortellini with tomato basil sauce

Carved roast prime rib of beef, au jus

Chicken Rockefeller

Grilled salmon with dill sauce

Roasted new potatoes

Chef's seasonal vegetables

\$44.95

Buffets include rolls and butter rosettes, coffee, tea and decaf.

For all functions, a 20% service charge and applicable New York state sales tax will be applied to the prices quoted.

Hors d'oeuvres included in package price

As part of the package price, select TWO varieties of hand-passed hors d'oeuvres. You may also purchase additional hors d'oeuvres (below and following page) to supplement your package.

Cold hors d'oeuvres

Assorted canapés
Salami coronets
Fruit kabobs with strawberry yogurt
Puff pastry with chicken Véronique or seafood salad
Cajun turkey pinwheels

Hot hors d'oeuvres

Meatballs (sweet and sour, Swedish & marinara)
Cocktail franks in pastry
Chicken tenders with honey mustard sauce
Chicken wings with bleu cheese
Pot stickers with teriyaki dipping sauce
Spanakopita
Egg rolls with sweet & sour sauce
Mini potato pancakes with apple sauce & sour cream
Artichoke french
Miniature quiche
Stuffed mushrooms with herb cheese, sausage, crab
Pesto focaccia points

Hors d'Oeuvres available for purchase

The following hors d'oeuvres are available as a supplement to your package. They are not included in the package price. Items may be hand-passed or on a stationary display.

Imported and domestic cheese display with a variety of crackers and fresh fruit display

25 people \$75.00
50 people \$125.00
75 people \$170.00
100 people \$225.00

Baskets of vegetable crudités with dips

25 people \$50.00
50 people \$90.00
75 people \$135.00
100 people \$155.00

Sliced fresh seasonal fruit display

25 people \$75.00
50 people \$125.00
75 people \$170.00
100 people \$225.00

continued on next page...

Hors d'oeuvres available for purchase

(continued from previous page)

Dips and spreads (priced per 100 people)

- Brie and raspberry en croute \$140.00
- Santa Fe dip with fried tortillas \$120.00
- Warm artichoke and spinach dip with baguette rounds \$150.00
- Baba ganouj with toasted pitas \$120.00
- Italian bruschetta with baguette rounds \$125.00
- Smoked salmon paté with water crackers \$160.00
- Assorted tapenade with toasted baguettes \$130.00

Cold hand-passed* hors d'oeuvres (priced per 100 people)

- Assorted canapés \$125.00
- Salami coronets \$100.00
- Puff pastry with chicken Véronique or seafood salad \$95.00
- Smoked salmon pinwheels \$150.00
- Iced gulf shrimp with spicy cocktail sauce \$250.00
- Cajun turkey pinwheels \$125.00
- Mini roasted red potatoes with sour cream and Avruga caviar \$140.00
- Pepper ahi tuna in phyllo cups \$150.00

Hot hand-passed* hors d'oeuvres (priced per 100 people)

- Meatballs (sweet and sour, Swedish, and marinara) \$100.00
- Mini crab puffs with aioli \$150.00
- Cocktail franks in pastry \$150.00
- Chicken tenders with honey mustard sauce \$150.00
- Beef/chicken saté with peanut sauce \$150.00
- Ahi tuna saté with wasabi ginger glaze \$175.00
- Scallops wrapped in bacon \$150.00
- Clams casino \$150.00
- Chicken wings with bleu cheese \$120.00
- Pot stickers with teriyaki dipping sauce \$125.00
- Spanakopita \$150.00
- Egg rolls with sweet & sour sauce \$125.00
- Mini potato pancakes with apple sauce & sour cream \$120.00
- Artichoke french \$125.00
- Miniature quiche \$160.00
- Herb-encrusted racks of lamb \$255.00
- Stuffed mushrooms herb cheese, sausage, crab \$125.00
- Pesto focaccia \$110.00
- Coconut and orange pineapple shrimp with sweet ginger sauce \$250.00
- Gourmet pizza board \$135.00
- Mini chicken Wellington \$250.00
- Shrimp Alexander \$275.00

These may also be incorporated into a stationary display.

For all functions, a 20% service charge and applicable New York state sales tax will be applied to the prices quoted.