



Facility Guidelines for the Port of Rochester Terminal Building



The Port of Rochester Terminal Building has two indoor spaces and an outdoor, riverside terrace available for rent for events. The Riverside room features beautiful views of the Genesee River and Lake Ontario and can accommodate up to 300 for dinner or 500 for a reception. The arrival hall is an approximately 5000 square foot adjoining space which is available in conjunction with the Riverside space or on its own. There are no kitchen facilities available with the rental of these spaces. Chairs and tables must also be supplied by the party renting the facility.

1. **Location:** 1000 North River Street
2. **Availability:** Monday through Sunday , 8 am till 11 pm
3. **Charge:**
 - Riverside Room (between 9:00 a.m. and 9:00 p.m.):
 - \$800.00 per 8 hours (and a NON-refundable \$15 permit fee)
 - \$100 per additional hour after initial 8 hours
 - After 9:00 pm, \$150 per additional hour**
 - Arrival Hall (middle room)
 - \$550 per 8 hours
 - Riverside Room & Arrival Hall
 - \$1400 per 8 hours
 - Outside Terrace:
 - \$100 per 8 hours (only available in conjunction with the Riverside Room)

Full payment, including the \$15 non-refundable permit fee are due at time of application.

4. **Occupancy:**
 - Maximum capacity:
 - Departure Hall: Dinner seating: **300** or Reception style: **500**
 - Arrival Hall: Dinner seating: **300** or Reception style: **500**
 - Both: Dinner seating: **600** or Reception style: **900**

Alcohol consumption, when requested and approved, is only permitted inside the facilities or in an controlled space on the terrace and is limited to beer and wine unless liquor is being served by an approved caterer with an off premise liquor license. It is the responsibility of the permit holder to ensure that no one under the age of 21 consumes alcohol. Smoking is not allowed in any City facility.



Permit changes including cancellations. Applicant or permit holder will be required to fill out a "Permit Modification/Cancellation Request" Form at 400 Dewey Ave at least ten (10) business days in advance of the event date for all changes, cancellations or application withdrawals. All modifications have a \$10 processing fee, including cancellations (which also have an additional \$10 cancellation fee).

Note: Cancellations and Refunds will be processed in accordance with the Cancellation Policy included in your packet.

RESTRICTIONS:

1. This facility is scheduled on a first come, first served basis. Once application and payment are received, your application will be reviewed. Reservation of date and time is confirmed through the issuance of a permit.
2. Activities are to be limited to those listed on the face of the permit.
3. No ticket sales are allowed at the door; therefore, all ticket sales must be conducted in advance of the event. Ticketed events are limited to registered not-for-profit, charitable events. One or more written references and/or proof of not-for profit status may be required by the Bureau of Recreation. No monies may be collected on Recreation property without specific written authorization from the City.
4. You may need to provide security for your event at the discretion of the City of Rochester. In addition to a licensed security agency, a specific security plan must be provided to the City. Furthermore, the City of Rochester has the right to approve or disapprove both the agency and the security plan. Armed security will not be approved.
5. The facility will not be opened earlier than 10 minutes prior to the time designated on the permit. Permit holder must arrive at the lodge at the time designated on the permit. A staff person will only be on-site to open and close the building. You will not be issued a key. Additional time for set up and/or take down must be included in the hours requested. In addition, if you decide you will leave earlier than planned, please allow at least 20 minutes for City staff to arrive for closing. Do not leave the building unattended.
6. Request for amplified music must be pre-approved by the Bureau of Recreation; the permit holder must adhere to the City's Noise Ordinance.
7. Do not use tacks, nails, screws, or tape on the walls, ceilings, tables, etc for decorations or signs. Masking tape and 3M Self Stick Hooks are permissible. No decorations are allowed which would damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Bureau of Recreation.
8. Permit holder is responsible for clean up of area after use. Refrigerator must be emptied. Counters and tables must be protected by a cutting board when used for cutting.
9. Any violation of these rules or permit conditions will result in immediate termination of the permit, loss of permit fees, and may result in prohibition of permittee from application for future permits for the Bureau of Recreation facilities.

By signing below, I acknowledge having read, and agree with, the terms outlined above.

City Staff signature

Date

Applicant signature

Date