

## Venue Rental Information

Castellani Art Museum

### Niagara University Rental Rates

Max Capacity	Rate
99 guests (seated)	\$100 per hour

### Staffing Requirements

CAM requires two visitor services staff members to oversee the museum during all events.

### Additional Charges for Events Outside Regular Hours:

- **Regular operating hours:** Wednesday 11 a.m.–5 p.m., Thursday 1–7 p.m., Friday–Sunday 11 a.m.–5 p.m.
- Events outside these hours: \$42 per hour for two visitor services staff
- VS Staff Fee is waived if the event is scheduled during regular operating hours.
- Events exceeding allotted time by 15+ minutes during regular operating hours, will be charged for the full additional hour.

*Please note: CAM reserves the right to prioritize internal CAM events when scheduling conflicts arise.*

### Capacity and Restrictions

**Maximum Capacity:** 99 people total (including all attendees, staff, and workers)

### Food and Beverage Guidelines:

- **No alcohol** permitted inside the building
- **No sit-down hot meals** or full dinners allowed (per local fire authority restrictions)
- **Permitted:** Finger foods, snacks, and non-alcoholic beverages (coffee, tea, water, flavored water, soda)

**Special Accommodation:** During warmer months, a bar may be set up on the portico to serve alcohol to adults, provided drinks remain outdoors and are not brought inside the museum.

### Additional Services

CAM does not coordinate the following services. It is the responsibility of the event planner to do so.

- Chair rentals from UG2
- Catering services from Metz
- Information Technology podium/media needs

However, we are happy to consult with you regarding food service parameters and seating arrangements for your event.

## Billing and Payment

An invoice will be sent after confirmation of your event CAM. Any additional charges incurred during your event will be added to a revised final invoice after your event.

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*All policies are subject to local fire authority regulations and museum guidelines.*

## Vendor Contact Information

### Niagara University Facility Services (UG2) Chair Rental

#### Pricing:

- Delivery and pickup: \$60.00 total
  - Rate: \$30 per hour, per person
  - Standard setup: 1 staff member, 1 hour each for delivery and pickup

#### Standard Setup Specifications:

- 50 chairs in theater-style seating
- 5 rows of 10 chairs with center aisle
- Location: Main Gallery of CAM

#### How to Request:

- **Event organizers must submit requests** via MyNU
- Navigate to: Systems > Facility Service Requests

Example: *Request that your chairs be dropped off to the Main Gallery at CAM on Tuesday, February 18 between 9:00-11:00 AM and picked up the day following your event on Thursday, February 20, between 9:00-11:00 AM before we open to the public.*

For non Niagara University reservations, CAM will work with you to coordinate chairs and will add this to your invoice.

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## Niagara University Catering (Metz Catering)

**Important:** All catering orders must be processed and paid directly with Metz Catering (separate from CAM charges).

#### Contact Information:

- **Website:** <https://niagarau.catertrax.com/>
- **Email:** catering@niagara.edu
- **Phone:** 716.286.8399

#### Additional Information:

- All payments made directly to Metz Catering
- Questions about menu options and pricing should be directed to Metz