



**School for Advanced Research
Facility Rental Information
June 2018**

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Special Considerations

- **Rental Hours: Weekdays (Mon-Fri) 9:00-5:00pm & Evenings 5:00-8:00pm**
Weekends (Sat-Sun) 9:00-5:00pm **subject to staff availability**
- SAR is **unable to accommodate requests for weddings, wedding receptions or bridal parties**
- Not-for-profit organizations and Business Sponsors (\$2,500+) receive 10% discount on meeting rooms
- 3% transaction fee charged for all credit card payments
- SAR parking assistance staffing fee of \$64 /per hour required for 25+ cars
- AV/Tech Assistance available on **weekdays only (9:00-5:00pm)** for one-time set-up fee of \$100
- Indian Arts Research Center (IARC) Vault Tours and Walking History Tours offered for \$20pp/per tour on **weekdays only** and based on availability of docents

Eric S. Dobkin Boardroom *no airconditioning*

- \$500 /week day or \$100/hour with a four hour minimum
- \$1000 / weekends & evenings or \$150 hour with a four hour minimum, **based on staff availability**
 - Includes SAR seating setup, corridor, restrooms, prep kitchen
 - \$250 refundable damage deposit required
 - \$175 set-up / cleaning fee added to every rental

Reception Center Meeting Room *no airconditioning*

- Weekdays Only 9:00am-5:00pm
- \$150/day or \$75/half day (4 hours)

Schwartz Seminar House *no airconditioning*

Lodging

- Only available in conjunction with seminar or co-sponsored event, based upon availability
- Ten-bedroom, five bath, one-story; no air conditioning
- \$75 per night/person (10 rooms available with shared bath)

Living Room, Dining Room & Patio Room Rental







- \$200/day (per group) / weekday
- \$300/day (per group) / weekend

Food and Beverage Service (only available for seminar house guests)

- Breakfast.....\$15 pp
- Lunch.....\$20 pp
- Dinner.....\$35 pp
- Snacks for seminar/meetings.....\$30 pp
 - Coffee, tea, and fruit in morning;
 - soft drinks, bottled water, cookies, nuts in afternoon;
 - wine/beer and hors d'oeuvres in evening
- Total Food and Beverage Service.....\$100 pp



FUNCTION SPACES AND CAPACITY
(no air-conditioning in any of the spaces)

	Size						
Dobkin Boardroom* <i>*No Access to Balcony</i> <i>*Requires \$250 refundable damage deposit and one-time \$175 non-refundable set-up fee</i>	17' x 34'	36 (six 48" rounds 6 per table)	30	50-60	30	21	60
Dobkin Boardroom Patio	30' x 35'	48 (eight 48" rounds)	48/24	50-60	-	-	80
Reception Center Meeting Rm	18' x 18'	-	15	-	-	15	-
Schwartz Seminar House Dining Room	12 or 24	-	12	-	-	-	25
Schwartz Seminar House Living Rm & Patio	20 /50	-	-	30	-	-	15/50

- **GETTING HERE**

SAR is located 15 miles/25 minutes from the Santa Fe Airport and 65 miles/1 hour from the Albuquerque International Airport. The closest Amtrak station is located in Lamy, NM about 18 miles/25 minutes from SAR.

- **CAMPUS FEATURES**

The SAR campus is located on 15 acres in a residential neighborhood of Santa Fe. The historic 1920s adobe buildings, designed by William Penhallow Henderson (1877-1943), are surrounded by mature trees, terraced gardens and gravel walkways. Comfortable shoes are highly recommended due to the hilly terrain. Many of the adobe buildings do not have air conditioning.

- **INDIAN ARTS RESEARCH CENTER (IARC) TOURS**

Private group tours of the collections can be arranged on **weekdays only** for **\$20 per person** based on docent availability. Tours usually last anywhere from one to two hours but can be customized to fit your timeframe.

- **WALKING HISTORY TOURS**

Private group tours of the **campus** can be arranged on **weekdays** for **\$20 per person**. Explore the fascinating history, stunning architecture, and beautiful outdoor gardens—including the famous pet cemetery—on the 7.5 acre campus originally the 1920s home of Amelia Elizabeth White and Martha Root White. *If a group reserves an IARC tour **and** a Walking History Tour, the cost is \$30pp for both.*

- **AV/TECHNICAL ASSISTANCE**

Tech Support pre-event set-up is available on **weekdays only (9:00-5:00pm)** for an additional one time charge of **\$100**. (Includes digital projector, Sound system, and wireless access). Cell phone service in the *Dobkin Boardroom* is unpredictable due to the well-constructed adobe walls.



- **BOOKING DEPOSIT**

A 50% booking deposit is required to book an event at SAR, either by check or credit card due with signed contract. If the deposit is not received by that date, SAR will assume your plans have changed and will release the reservation for this space.

- **DAMAGE DEPOSIT**

A **\$250** Refundable Damage/Maintenance Deposit is required for all events in the Dobkin Boardroom. Portions or all of the deposit will be forfeited if damage, extra maintenance, or extraordinary cleanup occurs. For example, red wine stains, broken glass, damaged equipment, food on floor, and more will result in fees. The SAR staff will determine these fees. Otherwise, the deposit is refunded approximately two weeks after the event.

- **CANCELLATION POLICY**

Cancellations made by the renter after the contract has been signed will require a forfeiture of the entire 50% deposit. If an event is cancelled following the **final payment**, which is **due 15 days prior** to the event, the entire cost of the rental is forfeited.

- **CLEANING FEE**

A **\$175** Non-refundable room set-up / breakdown / cleaning fee will be added to every rental.

- **PARKING**

SAR has three separate parking areas which can collectively accommodate 50 cars. **Two SAR facility staff (\$64 per hour)** are required to assist with *directional* parking for groups expecting 25-50 vehicles. SAR would be happy to provide recommendations for valet companies for groups anticipating 50+ vehicles. Parking on Garcia Street is not recommended.

- **RENTALS, DECORATIONS and FIRE SAFETY**

Please make arrangements to receive any rental items (tables, chairs, linens) **before and after** your event. SAR staff will not be available to receive or place rental items. All decorations must be contained on rental tables, not SAR furniture or shelves. Please know that only *flameless battery-operated* candles are allowed on campus. No pyrotechnic devices, smoke/fog machines or open flame are allowed. Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the facility, inside or out. No artwork may be impeded or covered by any stand up signs on easels.

- **SMOKING**

SAR is a 100% smoke free campus. All forms of tobacco use, including cigarettes, cigars, smokeless/spit tobacco, pipes, e-cigarettes and snuff are prohibited. This applies to all campus grounds including parking lots, patios, office spaces, conference rooms and common areas.

- **TABLES & CHAIRS**

SAR has **four - 6 ft.** plastic white folding rectangular tables (**no linens**) and **six - 8 ft.** plastic white folding rectangular tables (**no linens**) available at no cost. We also have **60 armless** plastic chairs as well as **30 chairs with arms** and a padded seat. You are welcome to use our tables and chairs but it is advisable to rent tables and linens from one of the suggested rental companies below.



While we are happy to assist when we can, it should never be assumed that the use of equipment such as carts, hand trucks, etc. will be available. Please be sure to provide your own equipment.

CATERING & ALCOHOL

In-house catering is only available for the Schwartz Seminar House in conjunction with an SAR co-sponsored event. Groups renting other SAR function spaces should hire a catering company of their choice, provided that the caterers can provide proof of insurance and a food handler's permit. **All food must be prepared in an approved commercial kitchen. All alcohol must be served by adults with a valid New Mexico alcohol server's certificate and must have proof of their individual certification on their person during the event.**

INSURANCE & LIABILITY & SPECIAL DISPENSER PERMIT

As special event holder, you will be required to provide a **Certificate of Insurance** naming SAR as an additional insured, with coverage not less than one million dollars. You may also consider purchasing *Care, Custody and Control Liability* to cover possible damage that you or your guests may cause to the facility. **Please know you will be held responsible regardless if you have purchased the coverage or not.**

If event holder is planning a "public" event, and alcohol will be **served or sold (cash bar)** to the public, or tickets are sold for the event, event holder will be required to obtain a **Special Dispenser Permit (SDP)** "picnic license" issued by The State of New Mexico. It is suggested that the event holder secure a liquor store and apply for permit at least one month in advance.

If your event requires a Special Dispenser Permit (Picnic License) to serve alcohol, the license is due to SAR **two weeks prior** to the event. Event holder or caterer must visibly post a copy of the Picnic License at the location of alcohol service. **As a reminder, all alcohol servers must have proof of their individual alcohol server's certifications on their person during the event.** More information on New Mexico State regulations can be found at www.rld.state.nm.us

If event holder is planning a "private" event or party, the event holder is permitted to serve alcohol without a "picnic license" and security is not required.

Publicity Materials

Unless otherwise indicated, SAR reserves the right to use your organization's name in their publicity and marketing materials.

Suggested Caterers, Rental Companies and Photographers

Suggested Caterers

1. Walter Burke Catering <https://walterburkecatering.com> 505.473.9600
2. Adobo Catering www.adobocatering.com 505.989.7674
3. Casa Nova Custom Catering events@casanovasantafe.com 505.986.3858

Suggested Party Rental Companies

1. Occasions Services and Events <http://www.occasionserviceevents.com> 505.884.0434
2. Santa Fe Party Rentals <http://santafepartyrentals.com> 505.986.1200

Suggested Event Photographers

1. Daniel Quat Photography, daniel@danielquatphoto.com, 505.982.7474
2. Tony Bonanno Photography, LLC, <http://bonannophoto.com>, tony@bonannophoto.com



Dobkin Boardroom



Dobkin Boardroom – Theatre style with 60 chairs



**Dobkin Boardroom with six – 48” Rounds
(6 people per table)**



**Dobkin Boardroom with six – 48” Rounds
(6 people per table)**



Dobkin Boardroom (U- shape set-up for 21 people)



Dobkin Boardroom



Dobkin Boardroom Patio (facing West)



Dobkin Boardroom Patio (facing East)



Cottonwood Patio (Facing South East)



Cottonwood Patio (detail)



Schwartz Seminar House Dining Room (set-up for 12 people)



Schwartz Seminar House Living Room