Back Room Lounge Rental Information

Room: Rates start at $1250. All events held during store hours are in 3-hour increments (the most popular times are 5-8pm & 6-9pm). Events running past their time have an additional fee of **$300 per hour** (events cannot exceed 9pm). There is a **20% gratuity** for Record Archive staffing purposes.

This includes exclusive use of the Backroom Bar and Lounge space, as well as staffing, set-up, clean-up, and a customized playlist. Our space can accommodate up to 130 guests. We offer a variety of board games, pinball machines and arcade cabinets.

The Stage: We can host live music for the to-be-determined cost of the band, plus a sound tech fee of **$200**. Alternatively, we can simply place a mic on stage for announcements. Outside electronics (boomboxes, karaoke machines) are not permitted.

Catering: We handle all catering orders directly. You are provided with one comprehensive invoice at the conclusion of the event. We work with a variety of caterers who offer a multitude of food styles. There is a flat **20% Catering Fee** on all food orders (covers linens, utensils, sternos, etc.) Some of our favorites include (but are not limited to); Rubino's, Orange Glory, Madeline's, "Cheese and Charcuterie," Chik N Out, and Good Smoke BBQ just to name a few. If you have a preferred licensed caterer, we are happy to explore that option as well. We will meet directly with you to discuss your vision and food preferences. No outside food or beverage is permitted.

Bar: We have a large variety of beer, wine, sparkling, cider, seltzer and soda products. No Hard Liquor. We have 12 rotating drafts at all times including seasonal and craft beers along with one cider. We can run the bar in multiple ways to fit each event's needs; one tab based on consumption, pre-paid drink chips, or cash bar.

Photobooth: Customizable photobooth-style photos of your event can be taken with our booth for an additional **$50 fee**. This includes props and a selection of backdrops. Guests will have the option to send their photos via text, email, or to a group page available after the event.

Décor: We provide linens and paper products to match the theme or colors. We also have balloons, lights, letters and other props to make your day special. Each event is completely customized. We can provide small floral sprays for an additional fee. We meet and discuss your vision and do our best to make It happen! If you have any questions, please call us at **585-244-1210** or email:

brandi@recordarchive.com

Thank you,

~ Record Archive Events Team

(ver. 5/22/25)