



Dr. Robert R. Hesse Welcome and Business Center

The Dr. Robert R. Hesse Welcome and Business Center provides Chautauquans and guests with business services and a professional workspace, located in the Main Gate Welcome Center. A gate pass is required to use the business workspace during the nine-week summer assembly season. The center is climate-controlled and provides complimentary business-grade internet and Wi-Fi. Fee-based business services include state-of-the-art printer, scanner, photocopier and faxing equipment. Lamination services are also available.

A donation from the Dr. Robert R. Hesse family supported the renovations necessary to create this essential facility. Dr. Hesse served as Chautauqua Institution's 14th president from 1977 until 1983. He is credited by many as being a catalyst to Chautauqua's recent success.

Work Space Options

There are two types of office spaces, each providing a professional business environment. A laptop computer (Windows or Mac) can be rented for use.

- 1. Shared work space:** This is a quiet work space, located in the Business Center lobby. Work stations are available on a first-come basis. Open 24 hours a day, seven days a week. Cellphone use is prohibited in the shared work space area.
- 2. Private office suites:** Professional surroundings, supplies and utilities. Hours of operation are 7 a.m.–9 p.m.; other hours by appointment (call 716-357-6365). The minimum rental period is 30 minutes. Suite details below. Climate-controlled space; dress accordingly. Catering and technical services are available for a fee.

Suite Rentals

7 a.m.–9 p.m. Other hours are available by appointment; call 716-357-6365.

Advance booking recommended; suites are booked on a first-come basis. Minimum rental period is 30 minutes. Payment is collected at the end of the rental period; gate pass is held for the duration of the rental. VoIP phones accommodate local and toll-free calling. Toll calls are not an available service. *Additional services: Laptop computer (Windows or Mac). \$5/session usage fee.*

1. Online self-serve: chqbusinesscenter.skedda.com

- a. Set up account; book room by selecting suite, date and time
- b. Payment is collected at end of rental

2. Contact our staff: 716-357-6365. If no answer, call:

Information Center 716-357-6263; Hours: 8 a.m.–8 p.m.
Ticket Office Call Center 716-357-6250; Hours: 8:30 a.m.–5 p.m.
Main Gate Ticket Window; 7 a.m.–9 p.m.

3. All suites are climate-controlled; dress accordingly.

Video Conference Suite

\$25/hour (4 hours or more: \$22/hour)

Phone: 716-357-6419

Meeting space with 55" smartboard interactive flat panel with top-mount video camera. Conference speaker VoIP phone. Adjustable huddle table (motorized sit/stand), adjustable desk (sit/stand). Additional personal work table. Flipchart stand, paper, markers, office supply basket.

Conference Suite

\$20/hour (4 hours or more: \$17/hour)

Phone: 716-357-6422

Meeting space with boardroom atmosphere. Wall-mounted 60" smart TV, top-mount video camera. Conference speaker VoIP phone. Flipchart stand, paper, markers, office supply basket.

Digital Office Suite

\$16/hour (4 hours or more: \$14/hour)

Phone: 716-357-6413

Work space with table, a wall-mounted 40" smart TV and top-mounted video camera and VoIP phone, wired couch, office supply basket.

Office Suite

\$12/hour (4 hours or more: \$10/hour)

Phone: 716-357-6412

Work space with desk, monitor (serves as larger or second monitor) and VoIP phone, office supply basket.

For pricing and services outside of the nine-week assembly summer season, contact the Ticket Office at 716-357-6250.



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Notary Services

On-grounds Notary Publics are staff of Chautauqua Institution and are located on the grounds. There is no fee for notary services; however, a gate pass must be purchased to access the grounds.

Notary Services	Availability
Frank Finnerty Recommended location: Dr. Robert R. Hesse Business Center at the Main Gate Welcome Center	Dr. Robert R. Hesse Business Center, 716-357-6365 8:30 a.m.–1:30 p.m., Monday–Wednesday <i>No gate pass required. Available on a first-come basis, appointments accepted.</i> Visitors Center, 716-357-6490, Bestor Plaza 9 a.m.–2:30 p.m., Friday <i>Available on a first-come basis, appointments accepted.</i>
Additional Options (These locations are on the grounds. A gate pass must be purchased to access the grounds.)	
Jennifer Majewski Administrative Assistant, Operations Office Colonnade – 2nd Floor 716-357-6245	8:30 a.m.–4 p.m., Monday–Friday <i>appointment appreciated</i>
Deb LeBarron Administrative Assistant, Marketing & Communications Colonnade – 2nd Floor 716-357-6491	8:30 a.m.–4 p.m., Monday–Friday <i>appointment appreciated</i> Also weekdays at the Visitors Center on Bestor Plaza (hours vary) <i>Available on a first-come basis, appointments accepted.</i>
Julie Fisher Executive Assistant, Treasurer's Office Colonnade – 2nd Floor 716-357-6212	9 a.m.–4 p.m., Monday–Friday <i>appointment appreciated</i>
Off-Grounds Options (fees may apply)	John Crandall, Village of Mayville Clerk (716) 753-2125, mayville5@netsync.net 8 a.m.–4:30 p.m., Monday–Friday

Fee Schedule

Copy and Printing Services (doesn't include \$0.07 transaction fee)

Xerox Machine, credit card only

Black & white printing or copying

Pricing is per side

8 ½ x 11 paper – \$0.20

8 x 14 paper – \$0.50

11 x 17 paper – \$0.50

Color printing or copying

Pricing is per side

8 ½ x 11 paper – \$0.50

8 x 14 paper – \$1

11 x 17 paper – \$1

Fax Services (includes NYS sales tax):

Cash or credit card

\$.25/page to send or receive a fax

Fax Number: 716-224-4900

Lamination Services (includes NYS sales tax):

Card size – \$1

8 ½ x 11 – \$2

Laptop Computer

Windows or Mac

With suite rental – \$5/session

Without suite rental – \$10/hour

Office Supplies

Not sold at the center; available at the Chautauqua Bookstore

Smith Memorial Library

Copying services; only accepts cash

The Business Center desk is staffed:

Monday–Wednesday: 8–6 p.m.

Thursday & Friday: 9 a.m.–4 p.m.

Weekends: 11 a.m.–3 p.m.