



# RENTAL INFORMATION 2021-2022



**WEINBERG**  
CENTER FOR THE ARTS

Weinberg Center for the Arts  
20 West Patrick St. Frederick, MD 21701  
301-600-2828  
[www.weinbergcenter.org](http://www.weinbergcenter.org)



## Rental Information 2021-2022

### Facility Rates -Addendum A

Weinberg Center Venue	Standard	Non-Profit
<b>Performance</b>		
• Monday-Thursday Single Performance	3000.00 + 10% of gross	2500.00 + 10% of gross
• Friday-Sunday Single Performance	3500.00 + 10% of gross	2500.00 + 10% of gross
Each Additional Performance	1000.00 + 10% of gross	1000.00 +10% of gross
• Rehearsal/Tech Prep Day	<i>1000.00 1<sup>st</sup> Day, 600.00 each additional day</i>	<i>1000.00 1<sup>st</sup> Day, 250.00 each additional day</i>
<b>Non-Performance</b>		
• Full Day	2500.00	1000.00
<b>Wedding/Private Party</b>		
• 4 Hours	1600.00	-
Each Additional Hour	250.00	-
<b>Business Meetings</b>		
• Hourly Rate	200.00/hour	

- **All rates are subject to change without notice.**
- Rates DO NOT include sales tax.
- Labor for all set-ups and cleaning by Weinberg Center personnel is NOT included.



## Rental Information 2021-22

### Equipment Rates

Equipment	Standard	Non-Profit	Notes
<b>STAGE EQUIPMENT</b>			
Towels	5.00	5.00	each (\$10 if not returned)
<sup>1</sup> Chair-Cushioned (25)	5.00	5.00	each
<sup>1</sup> Chair- Metal (50)	3.00	3.00	each
<sup>1</sup> Table	10.00	10.00	each
<sup>1</sup> Podium	25.00	25.00	
Use of Marley floor	155.00	115.00	
<b>STAGE LIGHTING</b>			
<sup>1</sup> Spotlight Rental	155.00	135.00	Must be scheduled 30 days in advance. 2 available
Lighting Booms (8)	136.00	136.00	
<b>AUDIO</b>			
Monitor System	50.00	20.00	Per mix/per wedge
Monitor Console	250.00	250.00	
Additional JC Wired Mics	10.00	10.00	each
Wireless Mic Packs	10.00	10.00	Per pack
9 Volt Batteries for Wireless Mics	2.00	2.00	each
EAW LA 212 Monitor Speakers	25.00	25.00	each
<b>VIDEO EQUIPMENT</b>			
DVD Projector	150.00 for first day	150.00 for first day	50.00 each additional use
<b>PIANO</b>			
<sup>2</sup> Piano set-up and tuning	175.00	135.00	
<b>USE OF BAR</b>			
Beer/Wine/Liquor			1.5 times wholesale price per bottle
<b>MARQUEE</b>			
Single Line on Marquee	0	0	
Each Additional Line	68.00	68.00	
<b>PERSONNEL</b>			
Bartenders	60.00	60.00	Each
Scheduling of Additional Stage Technicians	18.00/hr	18.00/hr	Hourly with a four minimum
Sound Engineer	30.00/Hour	30/Hourly	Hourly with a four minimum <sup>3</sup>

<sup>1</sup> per day, 3 consecutive days= 1 week. <sup>2</sup> Only designated house tuner may tune piano. Piano must be tuned before each event.



## Rental Information 2021-2022

### Ticketing

	Standard	Non-Profit	Notes
Ticket Printing Fee	.35	.30	Per ticket, regardless of face value
Building Restoration Fee	.50	.50	Per ticket, regardless of face value
Fuel Surcharge	.25	.25	Per Ticket, regardless of face value
Box Office Set-Up	100.00	55.00	
Set-up of subscription sales services	25.00	25.00	Per series
Maintenance of subscription sales services	5.00	5.00	Per transaction
<sup>1</sup> Consignments	25.00	25.00	Per consignment location
Mailing charge	5.00	5.00	Per mailing
Contract Change charge	25.00	25.00	Change in performance date or time

<sup>1</sup> All monies and unused tickets are due back to the Weinberg Center two weeks prior to the performance

- The Weinberg Center provides friendly and courteous box office staff: Tuesday-Wednesday, 10:00 am – 4:00 pm, Thursday-Friday, 10:00 am – 6:00 pm, Saturday, 10:00 am – 2:00 pm, and 1 hour before every show.

### Ticket Price Sample

	Standard	Non-Profit	
Base Ticket Price	\$10.00	\$10.00	<i>Your base ticket price</i>
Printing Fee	0.35	\$0.30	<i>Our printing fee</i>
Building Restoration Fee	.50	.50	<i>Our Building restoration fee</i>
Fuel Surcharge	____.25	____.25	<i>Our Fuel Surcharge</i>
<b>Your Overall Ticket Price</b>	<b>11.10</b>	<b>11.05</b>	<b>Total</b>

### House Seating:

Orchestra:	626
Mezzanine:	119
Rear Orchestra	120
Balcony:	292
<b>Total:</b>	<b>1,143</b>



## **Rental Information 2021-2022**

### **Backstage Rates**

Stage Technicians- \$18/Hr, Sound Engineer, \$30/Hr

#### **Crew Minimum**

- There is a two crew member minimum for most shows at the Weinberg Center
- There is a four hour minimum for stage technicians
- Renter will be charged time and a half for technicians working longer than 8 hours without at least an hour break.

#### **On Stage Floor**

- A minimum of one technician on the stage floor is required for all events. No one is allowed in the stage, rehearsal hall or dressing room areas without a technician present. There are no exceptions.
- Events with large numbers of performers or children may require two technicians on the stage floor.

#### **Lighting**

- Only persons authorized by the Weinberg Center may operate the lighting system.
- The technician on the stage floor can run up to four lighting looks and house lights from stage left.
- Anything more than four looks must be run from the light booth and will require a separate technician.
- Renter will be charged for any labor cost associated with changes and restoration to the standard light plot.

#### **Sound**

- Only persons authorized by the Weinberg Center may operate the sound system.
- The technician on the stage floor can run certain microphones as long as there are no changes in volume levels during the event.
- The Weinberg Center's Cassette or CD machine must be run from the sound booth and will require a separate technician.
- Any event, which involves the mixing of live sound, requires a sound engineer.
- The renter may supply their own Sound engineer if -prior approval is received from the Weinberg Center -under the supervision of a Weinberg's Center house sound technician
- Renter will be charged for any labor cost associated with changes and restoration to the standard sound plot.
- Renter will be charged for batteries when using the wireless microphones. Batteries will be used for only one performance or rehearsal regardless of the times actually used.



### **Fly System**

- The Weinberg Center reserves the right to refuse to fly any unit that it deems to be unsafe.
- Only persons authorized by the Weinberg Center may operate the fly system.
- Any use of the fly system, including the Grand Drape, will require the use of a separate technician.
- The flying of people in the Weinberg Center is strictly prohibited without the use of a professional rigging company and the prior approval of the Weinberg Center.



## Rules & Regulations -Addendum B

The following information is provided to assist you with your event. It will also help familiarize you with the facilities of the Weinberg Center, as well as certain rules, regulations and safety features of the performance venue. If at any time you have a question please do not hesitate to ask Weinberg Center personnel for assistance. We are here to assist and help facilitate your event.

### General Information -Rules & Regulations

1. This is a no smoking facility. This includes the inside of the Loading Dock area.
2. No weapons or illegal drugs are allowed within the building. Violation of this will result in immediate expulsion from the facility.
3. Any form of violence is unacceptable behavior and cause for removal or further action. This includes physical violence and using obscene, abusive or threatening language.
4. No pets are allowed within the Weinberg = Center except handicap service animals. Any animals used within a performance must have prior approval of the Production Manager.
5. No food or drinks will be allowed in the auditorium at any time.
6. We ask that you do not stand on or put your feet on the bottom or arms of the auditorium seats.
7. No one will be permitted backstage or in the dressing room area without Weinberg Center personnel present.
8. Immediately report any accidents or injuries no matter how minor to Weinberg Center personnel.
9. A responsible representative of the renter must remain on the premise until all performers under the age of 18 are accounted for and have left the building.
10. Only performers and event support personnel will be allowed backstage. Please make arrangements for performers to meet family and friends in the lobby areas. It is your responsibility to inform the parents of your performers that they are not allowed backstage. If you cannot control your performers, the Weinberg Center reserves the right to hire additional security at your expense.
11. Nothing may be attached to floors, doors, walls or ceilings without pre-approval from Weinberg Center personnel. Disregard for this rule may result in an additional charges.
12. No duct tape or masking tape may be used anywhere within the Weinberg Center. All tape used must be approved by Weinberg Center personnel. Disregard for this rule may result in an additional cleaning fee.
13. No painting or set construction is allowed within the building without prior approval by the Production Manager. Any set pieces that contain wet paint will not be allowed into the building.
14. An additional cleaning fee may be charged to the renter if the Weinberg Center determines that the renter or its audience has left an unreasonable amount of cleanup.



15. Only authorized personnel are allowed in the control booths, storage rooms or on the fly rail.
16. Only approved Weinberg Center personnel will be permitted to operate stage equipment including but not limited to the flyrail, orchestra lift, light winch, sound system, and lighting system. No one under the age of 18 will be allowed to operate Weinberg Center's equipment or ladders.
17. Weinberg Center does not have the capability to store any of your event items after the end of your event. Please make any arrangements needed to remove all items immediately following your last performance. The Weinberg Center is not responsible for any items left after your event.
18. There can be no blocking of fire exits, aisles, or fire curtain at any time.
19. A three foot path must remain clear in front of all electrical panels at all times
20. A responsible adult must supervise all children. If you cannot control your children, the Weinberg Center reserves the right to hire someone to watch them at the renter's expense.
21. It is the responsibility of the Renter to inform all personnel involved with their event of these rules and regulations.

### **Safety**

1. It is against Weinberg Center policy and fire code to block open any door that contains an automatic closure. Anyone caught deliberately blocking open doors may be fined or removed from the building.
2. The Weinberg Center Atrium and Hallways shall be free of any obstructions and must conform to all fire code regulations. The Weinberg Center personnel must approve the placement of all tables or displays.
3. Do not hang anything from the fire curtain pins located downstage right and left on the proscenium wall.
4. The area beneath the fire curtain must remain clear of obstacle at all times.
5. For safety consideration, the use of any open flames or pyrotechnics is strictly prohibited.
6. The Weinberg Center reserves the right to stop any effect that we deem to be unsafe.





### **Video, Audio Recording and/or Live Broadcasting**

1. Please double-check any copyright material to avoid any copyright infringement prior to video or audio taping. It is advisable to check the contract you have with your performers. Many performers do not allow any recording of their performance.
2. Be aware that flash photography, even if allowed, is very distracting and potentially dangerous to performers especially dancers.
3. Please let us know in advance your policies on recordings and photographs so that we can inform our front of house staff.
4. The House Manager and Production Manager will need prior knowledge of any videotaping as this could potentially affect seating. Video equipment cannot be placed in a manner that will block the aisles or fire exits.
5. Weinberg Center personnel will make every effort to provide 110v power for your video equipment but can not guarantee it.
6. It may be possible with prior approval to provide an audio feed from the facility sound system; otherwise, videographers must provide their own microphone(s).
7. Any live broadcasts must have permission from the Weinberg Center in advance of your event date.



## **Backstage**

1. Only performers and event support personnel will be allowed backstage. The backstage area includes stage, dressing rooms and connecting hallways and stairwells.
2. In the interest of safety we cannot allow jumping off the front of the stage.
3. There will be no running allowed backstage.
4. Do not touch any equipment backstage as this could be potentially dangerous or have adverse effect on your event.
5. Please be mindful of all cable runs on the stage. If by accident a cable is disturbed or unplugged, please inform Weinberg Center personnel immediately, so the problem can be corrected.
6. No food or drinks are allowed on stage with the exception of water in closed spill proof containers.
7. During rehearsals the renter may not allow guests not directly affiliated with the event to enter backstage, dressing rooms or audience. The presence of more than 25 people not connected with the event may cause the rehearsal to be considered an event with the subsequent change in rental rate and requiring of front of house staff.
8. Please remind your performers and support personnel to turn off all cell phones and pagers during the performance.
9. The backstage area has a paging microphone with monitor speakers in all dressing rooms and backstage corridors.
10. For safety considerations, all rigging must have prior approval of the production manager and all rigging hardware must be properly rated.
11. The use of any glitter, confetti, or snow is strictly forbidden without the prior approval of the Weinberg Center. There will be a \$200 cleaning fee for each unapproved instance where confetti, glitter or snow is used including glitter used on costumes.
12. The use of strobe lights must be pre-approved by the Production Manager and House Manager. You must post a sign at every entrance to the theatre letting patrons know of the use of a strobe light.



### **Dressing Rooms**

1. All hallways must be kept clear of obstructions at all times and may not be used as dressing rooms.
2. We suggest you assign dressing rooms to your performers before the day of the event. You may place signs with the occupant's names on dressing room doors using only gaff tape or scotch tape. Do not attach anything to the painted walls. Please remove all signs from dressing room doors at the end of your event.
3. Be aware that if all dressing station make up lights are left on, the dressing room will get very hot and we will be unable to keep them cool.
4. Please remove all personal items from the dressing rooms at the conclusion of your event. The Weinberg Center will not be responsible for any items left in the dressing room after your event.

*The Weinberg Center reserves the right to amend these rules and/or to supplement them at any time, in its sole discretion. Such new or revised rules and regulations shall be effective and binding upon the Renter immediately after the Renter has been given notification of such changes, verbally or in writing, and by any means of communication.*



**Rental Information 2021-2022**  
**Ticketing- Addendum C**

Licensee's Name: \_\_\_\_\_

Licensee's phone number & email: \_\_\_\_\_

Name of Show (what should be on website/tickets): \_\_\_\_\_

Cost of admission (include all ticket prices, discounts and group rates) \_\_\_\_\_  
\_\_\_\_\_

Preferred date tickets go on sale: \_\_\_\_\_

Are tickets General Admission or Reserved? \_\_\_\_\_

How many performances are there? \_\_\_\_\_ What time is the first performance? \_\_\_\_\_

What time are additional performances? \_\_\_\_\_

How long is each performance? \_\_\_\_\_ How many intermissions? \_\_\_\_\_

Intermission will be at what time(s)? \_\_\_\_\_ How long are the intermissions? \_\_\_\_\_

Is late seating allowed? \_\_\_\_\_ When is late seating allowed? \_\_\_\_\_

Number of complimentary tickets you need: \_\_\_\_\_

Do you need ticket stubs collected after performance \_\_\_\_\_

Extra activities, (reception/party) \_\_\_\_\_ Start and end times: \_\_\_\_\_

Will you be selling or distributing tickets outside the Weinberg Center Box Office? \_\_\_\_\_

Who is the contact for releasing tickets? \_\_\_\_\_

Ticketing contact's number and email: \_\_\_\_\_

Is there anyone else authorized to request tickets? \_\_\_\_\_



Box Office hours will be Tuesday-Wednesday, 10:00 am – 4:00 pm, Thursday-Friday, 10:00 am – 6:00 pm, Saturday, 10:00 am – 2:00 pm, and 1 hour before every show. Licensee will be invoiced for additional labor hours as needed.

Licensee will pay Weinberg Center the designated printing fee, Building Restoration Fee and Fuel Surcharge fee per ticket as well as Box Office Set-Up Fee. Licensee may also be subject to a subscription sales and maintenance fee, consignment fee, mailing charge and contract change charge.

Weinberg Center for the Arts will make no early payouts or partial payments made on ticket revenue.

Licensee will provide Weinberg Center Box Office with guest lists, no later than 24 hours prior to event.

If licensee is selling their own tickets, licensees will inform the Weinberg Center of the following information five days in advance of the performance:

How many tickets have been sold? \_\_\_\_\_

Licensee will be responsible for obtaining information from Box Office Manager at the Weinberg Center concerning the Weinberg Center seating capacity. If Licensee sells more than the capacity there will be a fee charged to the Licensee.

Will there be any special needs, (wheel chairs, walkers, etc., give date and seat and what is needed)?

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Please fill out the ticket form below to help us with your ticket design. A proof will be emailed to address above



## Rental Information 2021-2022

<p><b><u>WEINBERG CENTER FOR THE ARTS</u></b></p> <hr/> <p>(Promoter)</p> <p><b>Presents</b></p> <hr/> <p>(Title of Event or Performer)</p> <hr/> <p>(Opening Act or Other Artists if Needed)</p> <p><b>Weinberg Center for the Arts</b></p> <p style="text-align: center;"> <hr style="width: 50%; margin: 0 auto;"/>       (Event Date)    (Event Date)    (Event Time)     </p> <p>       _____        (Event Time)      _____      _____      _____        (Row)                      (Seat #)                      (Ticket Price)     </p>	<hr/> <p>(Promoter)</p> <p><b>Presents</b></p> <hr/> <p>(Title of Event or Performer)</p> <hr/> <p>(Event Date)</p> <hr/> <p>(Event Time)</p> <hr/> <p>(Ticket Type)</p> <hr/> <p>(Area in Hall) (Row) (Seat #)</p>
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## Ticket Pricing Form

Base Ticket Price	
Printing Fee	
<b>Total</b>	
Building Restoration Fee	
<b>Total</b>	
Fuel Surcharge	
<b>Total</b>	