



Rental Inquiry

Thank you for your interest in renting the Weinberg Center. Located in historic downtown Frederick, MD, the Weinberg is a great venue for live performances, films, weddings, meetings, and other special events. The theater, with seating for over 1100 people, has a full complement of lighting, audio, and video equipment to ensure your event looks and sounds its best. Other amenities include a lobby with full bar; dressing rooms, restrooms, and a green room for performers; and a conveniently located adjacent parking deck. The Weinberg supports your event with box office services, front of house staff, promotion, and technical support. Please provide the information requested below so that we can learn more about your event and work with you to best meet your needs. Weinberg Center staff will be in touch with you soon to discuss next steps. Please see pages 4 and 5 for the fee schedule.

Completion of this inquiry form does not secure a date for your event at the Weinberg Center. Your event date is not secured until a contract has been fully executed. All renters are required to provide a Certificate of Insurance to the Weinberg Center upon completion of a contract. The Weinberg Center reserves the right to not proceed with a rental contract if the proposed event is deemed inappropriate, unsafe, or not in keeping with the mission of the Weinberg Center for the Arts.

RENTER:

Applicant: _____

Applicant is: individual non-profit organization for profit business

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Website: _____

ABOUT THE EVENT:

Event Title: _____

Requested date(s) and times for event (include load in, rehearsals, performances, and load out):

Type of event:

Music

Meeting

Lecture

Theater

Film Screening

Private Party

Dance

Other:

Please provide a brief description of your event:

Do you require use of the dressing room YES NO

Anticipated attendance: _____

Ticketed Yes No

Ticket price(s): _____

Seats: General Reserved

On Sale Date (if applicable):

LIGHTING/SOUND/AV/STAGE:

If your event has a technical rider, please return it with this form.

Name, Phone/Email of technical/production point of contact (if applicable):

What are your stage lighting requirements?

What are your sound (playback or reinforcement) requirements?

What are your audio/visual requirements?

What equipment are you requesting? (see attached rate sheet)

spotlights	DVD projector	tables
monitors	marley dance floor	music stands
microphones	podium	piano
wireless microphones	chairs	

What personnel, if any, do you require?

sound engineer	light board operator	stage technician(s)
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FRONT OF HOUSE

Are you selling merchandise at your event?	YES	NO
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**Merch policy: 80/20 split after MD 6% tax*

Do you need our personnel to sell your merchandise?	YES	NO
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Do you want the bar open for your event?	YES	NO
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If so, do you want	a Cash Bar	a Tab
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Do you want	Beer/Wine Only	Full Bar	Soft Drinks/Water Only
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For private events*, if you have a specific alcohol request, please list that here:

**Please note that all alcohol must be sold by the Weinberg Center for the Arts. BYOB is not permitted. For private events, the Weinberg Center will provide bartenders (\$60 each).*

For private events only, will you be providing food?	YES	NO
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If yes, please describe type of food, name of caterer if known, etc.:

Please provide any additional information that we need to know about your event below:



RATES and FEES

Weinberg Center Venue Rates	Standard	Non-Profit
Performance		
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	\$1000.00 1 st Day, 600.00 each additional day	\$1000.00 1 st Day, \$250.00 each additional day
Non-Performance		
Full Day	\$2500.00	\$1000.00
Wedding		
Full Day	\$3500.00	-
Private Party		
Hourly Rate (4 hour minimum)	\$400/hr	-
Business Meetings		
Hourly Rate (4 hour minimum)	\$200/hr	

** 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.*

Equipment Fees	Standard	Non-Profit	Notes
STAGE EQUIPMENT			
Towels	5.00	5.00	each (\$10 if not returned)
Chair-Cushioned (25) ¹	5.00	5.00	each
Chair-Metal (50) ¹	3.00	3.00	each
Table ¹	10.00	10.00	each
Podium ¹	25.00	25.00	
Use of Marley floor	155.00	115.00	
STAGE LIGHTING			
Spotlight Rental (2 available) ¹	155.00	135.00	must be scheduled 30 days in advance
Lighting Booms (8)	136.00	136.00	
AUDIO			
Monitor System	50.00	20.00	Per mix/per wedge
Monitor Console	250.00	250.00	
Additional Wired Mics	10.00	10.00	each
Wireless Mic Packs	\$25.00	25.00	Per pack
Batteries for Wireless Mics	2.00	2.00	each

VIDEO EQUIPMENT			
DVD Projector	150.00 first day	150.00 first day	50.00 each additional use
PIANO			
Piano set-up and tuning ²	175.00	135.00	
USE OF BAR			
Beer/Wine/Liquor			1.5 times wholesale price per bottle
MARQUEE			
Single Line on Marquee	0	0	
Each Additional Line	68.00	68.00	
PERSONNEL			
Bartenders	60.00	60.00	Each
Stage Technicians/Light Board Operator	25.00/hr	25.00/hr	Hourly with a four hour minimum
Sound Engineer	35.00/hr	35.00/hr	Hourly with a four hour minimum

¹ Per day, 3 consecutive days = 1 week.

² Only designated house tuner may tune piano. Piano must be tuned before each event.

Ticketing Fees¹	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 service	25.00	25.00	Per series
Maintenance of subscription sales services	5.00	5.00	Per transaction
Consignments ²	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

¹The Weinberg Center for the Arts is the only official seller of tickets to your event

² 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, 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>
Your Overall Ticket Price	11.10	11.05	Total