



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.

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, and 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: