



## **Receptions, Parties, and Special Events**

New Spire Arts is a unique and transformable location for your special event. Located in historic downtown Frederick, MD, and conveniently near both the Court Street and West Patrick parking decks, New Spire Arts is a venue for all sorts of special occasions, from weddings to corporate events, award ceremonies to inaugurations, parties to fundraisers.

### **Lobby Area**

- Approximately 8 round tables each seating 8 people (64 people)
- With a cocktail-style set up, about 120 people comfortably

### **Theater**

- With our standard riser configuration, seating for 218
- Banquet style (risers down): 25 round tables each seating 8 people (200) people with space for a dance floor.
- Cocktail-style set-up (risers down): 300
- The theater has risers that may need to be removed for some of the set-ups mentioned, there is a \$400 fee associated with their removal.
- There is a platform stage in the theater that may need to be removed depending on the event, there is a \$200 fee associated with its removal.

### **Dressing Rooms**

- New Spire Arts has 2 large rooms (6-8 people each) with mirrors, counters, and chairs and one green room behind the stage.
- There is a toilet and a shower also located backstage.

### **Catering**

- Event organizers may use caterer of their choice
- A catering kitchen is available for use by caterers, there are no heating elements (stove, oven) in the kitchen
- No open flames (sterno ok)

### **Alcohol**

- New Spire Arts has a liquor license for Beer and Wine only and is the sole provider of alcoholic beverages for all events (No BYOB is allowed)
- Bartenders will be coordinated by New Spire Arts and paid for by event organizer
- Alcohol cannot be taken outside of the building during or after the event.

### **Smoking**

- New Spire Arts is a smoke-free facility.

### **New Spire Arts Staffing**

- At least one staff will be on site during your special event as a front of house person. A technical person may also be present if deemed necessary. These staff are there to ensure building is

operational and to operate technical equipment for your event; they do not serve as event coordinators.

- All event organizers must have their own people to coordinate their event.

#### **Equipment Available for Use for a Fee**

- Black Padded Folding chairs (275)
- Podiums (1)
- Folding Tables
  - 6' rectangular tables (5)
  - 8' rectangular tables (7)
  - Cocktail tables (9)
  - 5' round tables (25)
- Grand piano (1)
- Video projector and movie screen
- Audio playback system
- Microphones

#### **Insurance**

- All users of New Spire Arts must provide a Certificate of Insurance (COI), naming New Spire Arts and the City of Frederick as additional insured. The insurance requirements are as follows:
  - Comprehensive or commercial general liability insurance written on an occurrence basis providing for a combined single limit of (a) \$1 million, or (b) \$500,000 per occurrence with \$1 million aggregate for bodily injury, death, and property damage, or (c) \$2 million aggregate