



2024/25 RENTAL GUIDELINES, RATES, FEES, TECH SPECS

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. This document contains rental guidelines, the theater's tech specs, and rate and fee sheet.

RENTAL GUIDELINES

BOOKING and SCHEDULING

To book the Weinberg Center, new renters and previous renters with new shows are asked to fill out and submit the inquiry form at the back of this document. Previous renters bringing back a show that has not substantially changed should contact Assistant Theater Manager Kitty Clark directly (kclark@cityoffrederickmd.gov). New renters must provide the names and contact information for three references of similar arts centers which they have rented for presentations.

Regular community users* are given preference to book equivalent dates for their use each year. Theater staff will contact regular community users if another potential renter has requested the same date. A hold will be placed on dates while a contract is drawn up.

Submission of an inquiry or a phone call does not guarantee a date. A rental request is only considered confirmed when a contract has been fully executed and a deposit paid.

The Weinberg Center reserves the right to refuse a booking or 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. If your event is on a holiday, additional fees may apply.

**student/youth and local performing arts groups based in and serving the Frederick community*

DEPOSIT

A deposit equal to 50% of the base rental fee is due upon return of the signed and witnessed contract. Cancellation of event will result in forfeiture of the deposit. An additional damage deposit may be required for certain events, which will be determined by the Executive Theater Manager.

INSURANCE

All renters of the Weinberg Center are required to provide a Certificate of Insurance (COI) prior to the first day of their rental, naming the City of Frederick, 101 N. Court St., Frederick, MD 21701, as additional insured. The COI is requested at time of contract signing. Load in, rehearsals, and performances/events may not take place without the COI. The insurance requirements are as follows:

1. **Workers compensation insurance** as required by law for the protection of contracted employees. If the renter does not have employees on-site during the event, that needs to be stated in writing to Weinberg Center management.
2. **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.
3. **Automotive liability insurance** on a comprehensive form covering all owned, non-owned and

hired automobiles 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) \$1 million aggregate. If the renter is not backing a box truck or semi up to the loading dock, this requirement can be waived.

Additionally, renters are to provide in writing to Weinberg Center management that they agree to maintain Certificates of Insurance for anyone in the building who they are paying (artists, caterers, etc.).

TICKETING, BOX OFFICE, and SETTLEMENT (for public ticketed events only)

As part of the rental fee, renters receive the services of our professional box office staff. The box office is open Tuesday-Wednesday, 10 am-4 pm, Thursday-Friday, 10 am-6 pm, and Saturday, 10 am-2 pm. The box office is open on show dates at least 2 hours before show time and through the first 30 minutes of the show.

The Weinberg Center (www.weinbergcenter.org) is the only official seller of tickets to your event. Renters may not use another ticket selling company or app to sell tickets to their event held at the Weinberg Center. Tickets will not be put on sale nor any event announcements made until a rental agreement has been signed, the deposit paid, and all performance assets (ticketing language, discounts, coupons, promotions, seat holds, images, media files, and a paragraph-length description of the event) received by the Box Office Manager and Manager of Marketing.

On-sale date is determined by the renter, in coordination with the Box Office and Marketing Managers.

Ticket fees charged to customers include:

- Online purchases: \$3.25/ticket fee and \$5.00/order fee
- Phone purchases: \$5.00/order fee
- In-person purchases: no fee
- Ticket mailing fee: \$3.00/order
- Digital tickets or will call tickets: no fee

Ticket fees charged to the renter on a per-ticket-sold basis (including any tickets issued) include:

- a ticket generation fee
- a building restoration fee
- a fuel surcharge

See fee schedule below.

10 complimentary tickets are made available to the Weinberg Center for marketing and fundraising purposes.

All event expenses (remaining rental fee, ticketing fees, equipment use, stage labor, piano tuning, etc.) will be withheld from gross ticket sales and the balance will be paid out (if renter is owed funds) or invoiced (if renter owes additional rent).

Settlement takes place within 10 working days of final performance and a settlement check is processed and sent within 30 business days of the settlement date. The Weinberg Center for the Arts cannot guarantee a specific arrival time for any settlement check distributed via postal mail.

The City of Frederick prohibits the sharing of any buyer contact information, including but not limited to names, phone numbers, and email/postal addresses.

All questions related to ticketing, box office, and settlement should be directed to Jef Cliber, Box Office Manager (jcliber@cityoffrederickmd.gov).

MARKETING (for public ticketed events only)

The rental fee includes:

- Event listing on the Weinberg’s website for ticket sales (for public events)
- Event listing on the theater marquee
- Access to two velvet board displays in the outer lobby two hours prior to the event

Depending on other productions, there may be available space to display a 39.5” x 79.5” poster, professionally printed at renter’s cost, in the theater’s entry vestibule.

Renters are also encouraged to publicize their event through other means (social media, press releases, placing posters in public places, paid advertisements, etc.).

Please contact Barbara Hiller, Manager of Marketing (bhiller@cityoffrederickmd.gov) to confirm availability of poster space and discuss other marketing opportunities.

PRODUCTION MEETING/ADVANCE

All renters must meet in person, by phone, or by video conference with the Weinberg Technical Manager to review the needs of their event. This meeting must take place no less than 30 days prior to event. During this meeting, the Technical Manager will apprise the renter of additional costs that may be incurred due to the nature of their event. See fee schedule below.

TECHNICAL STAFF/STAGE LABOR

The Weinberg Center for the Arts is a non-union house. The staff consists of a full-time Technical Manager, supplemented by a roster of part-time, “on call” crew. Rental fee includes the consulting services of one Weinberg Center technician for the duration of the occupancy. If the Weinberg Center technician is needed to serve in more than a consulting capacity, the standard hourly rate will apply.

The Weinberg Center Technical Manager determines whether and how many Weinberg stage technicians, light board operators, and sound engineers will be needed for the event for any purpose (load-in, light board operator, sound engineer, flyman, etc.). Additional labor charges will apply.

Only persons authorized by the Weinberg Center may operate the lighting, sound, and fly systems.

LICENSING FEES

All licensing fees for music (eg SESAC) are the responsibility of the renter. A sales report will be provided to renters at settlement. Obtaining rights for any films shown is also the responsibility of the renter.

PHOTOGRAPHY/VIDEOGRAPHY

Renters are responsible for ensuring they are compliant with copyright and for notifying the Weinberg House Manager whether photography and/or videography is permitted during the performance. Renters needing seat holds to set up cameras must notify the Weinberg upon signing of contract so that those seats are blocked prior to event’s on-sale date.

VENUE ACCESS

Renter may occupy the Weinberg Center for up to 12 hours for a single event/performance in one day. For multiple days, renter may occupy the Weinberg Center for up to 60 hours/week with a maximum of 6 performances. Occupancy of the Weinberg Center beyond 12 hours/day or 60 hours/week may incur additional charges.

An adult representative of the renter must be in attendance whenever performers under the age of 18 are in the building. No minors are to be unattended at any time. Parents/guardians picking up minors are not permitted onto the stage or into the dressing room area to do so. Consult with the Executive Theater Manager or Technical Manager about best practices for minor drop-off and pick-up.

Renter’s access is limited to the stage, dressing rooms, and auditorium during rehearsals and performances. Renters requiring use of the lobby area must obtain approval from the Executive Theater

Manager. Areas for eating, other than the dressing rooms, must be approved by the Executive Theater Manager or Technical Manager.

PARKING

There is a loading dock at the rear of the theater for load-in and load-out purposes only. Due to fire regulations no vehicles can be parked at the dock with audience members in the building. There is a city parking garage located directly next door. Parking for tractor-trailers and buses is available within 200 yards of the stage door.

ALCOHOL and CONCESSIONS

The Weinberg Center has a full liquor license and sells alcoholic and non-alcoholic drinks and a selection of candies and snacks during events. Renters are not permitted to provide their own alcohol for events.

CATERING (for private events)

Event organizers may use a caterer of their choice. We request that caterers who have not set up in the Weinberg previously do an advance site visit. No open flames are permitted (sterno is acceptable).

Event organizers/caterers may provide their own non-alcoholic beverages; however, the Weinberg Center is the sole permitted provider/seller of alcoholic beverages. See Rates and Fees below for more information on bartenders, concession sellers, and cost of alcohol at your private event.

Seated dining is possible at the Weinberg Center. Please note that there is no kitchen on site. We have a limited number of rectangular tables and folding chairs available for rent. We do not have any round tables or linens available for renter's use.

Outer Lobby: No food set up is permitted in the outer lobby. People may carry food/drinks into the outer lobby. The box office may be open if your event is scheduled during our regular box office hours.

Inner Lobby (Bar Area): This area can accommodate approximately 8 round tables each seating 8 people (64 people) or 120 people standing (no tables).

Mezzanine (stair access only): This area can accommodate 3 rectangular tables each seating 8 people (24 people).

Stage (stair access only): The stage can accommodate approximately 15 round tables each seating 8 people (120 people). To accommodate dancing on stage, fewer tables can be accommodated. The stage is not accessible by wheelchairs.

Please note that seated dining can take place on the stage OR in the inner lobby and mezzanine, but not both areas, unless approved in advance by theater management.

MERCHANDISE SALES (for public ticketed events only)

The Weinberg Center's merchandise policy is an 80/20 split after Maryland 6% sales tax. Weinberg personnel will do a merch settlement immediately following the performance.

Food and drink items are sold exclusively by the Weinberg Center with no proceeds to renter.

EQUIPMENT, FURNITURE, PIANOS

The Weinberg Center maintains a stock of equipment and furniture which may be used by renters. The inventory and fees for their use is in the fee schedule below.

The Weinberg's 7' Yamaha piano is also available, and its rental fee includes one tuning done by our piano tuner. Only Weinberg personnel may move the piano.

SMOKING

The Weinberg Center for the Arts is a smoke-free facility. Artists, staff, and crew may use the loading dock area located at the rear of the theatre. Butt cans are provided.

DAMAGE TO THEATER

The Weinberg Center is an historic theater, and we take its upkeep very seriously. Renters may not affix anything with tape, nails, staples, or other means to any interior or exterior surface without permission from the Technical Manager. Renters may not write on the walls or mirrors with any materials. Renters will be charged for any damage done by them to walls, floors, or Weinberg-owned equipment. Renters should consult with the Technical Manager with questions about equipment use, signage, moving props around stage, etc.

FRONT OF HOUSE

As part of the rental fee, the Weinberg Center provides front of house staff during for public, ticketed events, including a house manager, ticket scanners, and ushers. Additionally, the box office is open on show dates at least two (2) hours before show time and until 30 minutes after the show begins. The Weinberg sells alcoholic and non-alcoholic beverages as well as concessions. Front of house staff arrive at the theater 1 hour before the show begins and communicate with the renter/renter's representative and the stage technicians on details related to your show (run time, intermission, etc.).

For private events, the Weinberg Center will have at least one staff person on-site throughout the duration of your event to ensure the building is operational and to operate technical equipment for your event; they do not serve as event coordinators. All event organizers are required to have a designed event coordinator.

LOADING AND UNLOADING

48" high loading dock located directly behind the theater at 50 Citizens Way. Loading door loads directly onto stage. Door measures 8'11" high by 5'9" wide.

Only one truck can fit into the dock at a time. Additional tractor-trailers/buses must be unloaded in alley and moved to appropriate parking. We have spaces reserved for two trailers/buses within 200 yards of stage door. Two weeks' notice is required to arrange parking for more than two trailers/buses.

Vehicles cannot be left parked at the dock when audience members are in the building. There is a parking garage directly next door.

DRESSING ROOMS

Seven small rooms (2-4 people each) and one green room under the stage. Each room has mirrors, counters, chairs, running water, and pegs for hanging. Access to stage on both USL and USR by stairs. One dressing room has a telephone and modem connection and may be designated as production office. All wardrobe to be hand-carried down to dressing rooms. There is no rolling access.

BACKSTAGE RESTROOMS

Men's and Ladies' rooms, each with shower, sink, and toilet, are located at street level behind the stage. Private access is from the dressing rooms by stairs.

LAUNDRY

Apartment sized washer/dryer located in restroom suite at street level behind stage.

HANDICAPPED ACCESS

The Weinberg Center is an historic building without any elevators. Please contact the Technical Manager regarding stage access for people in wheelchairs.

RATES and FEES

Weinberg Center Venue Rates	Standard	Non-Profit
Performance (public)		
Monday-Thursday Single Performance (up to 12 hours)	\$3,500.00 + 10% of gross ticket sales	\$3,000.00 + 10% of gross ticket sales
Friday-Sunday Single Performance (up to 12 hours)	\$4,000.00 + 10% of gross ticket sales	\$3,000.00 + 10% of gross ticket sales
Each Additional Performance	\$1,150.00 + 10% of gross ticket sales	\$1,150.00 + 10% of gross ticket sales
Rehearsal/Tech Prep Day (up to 12 hours)	\$1,150.00 1 st Day, \$700.00 each additional day	\$1,150.00 1 st Day, \$275.00 each additional day
Additional hours over 12-hour day	\$300/hour	\$150/hour
Non-Performance (non-public)		
Private Party, Business Meeting, Conference (4 hour minimum, per day)	\$450/hour	\$325/hour
Wedding		
Full Day (8 consecutive hours)	\$4000.00; additional hours are billed at \$450/hour	n/a

** All rates are subject to change without notice.*

Fees	Standard	Non-Profit	Notes
STAGE EQUIPMENT			
Towels	\$5.00	\$5.00	each (\$10 if not returned)
Chair-Cushioned (25)	\$5.00	\$5.00	Each, per day
Chair-Metal (50)	\$3.00	\$3.00	Each, per day
Tables	\$10.00	\$10.00	Each, per day
Podiums	\$25.00	\$25.00	Each, per day
Use of Marley floor	\$155.00	\$115.00	Must be scheduled 30 days in advance. Cost is \$55 if another renter is using floor at an adjacent time.
STAGE LIGHTING			
Spotlight Rental (2)	\$155.00	\$135.00	Each, per day. Must be scheduled 30 days in advance.
Lighting Booms (8)	\$136.00	\$136.00	
Hazer	\$155	\$100	Each additional day is \$25
AUDIO			
Stage Monitors (6)	\$50.00	\$20.00	Per monitor
Monitor Console	\$250.00	\$250.00	
Additional Wired Mics (beyond one)	\$10.00	\$10.00	Each
Wireless Mic Packs	\$25.00	\$25.00	Per pack, per day
Batteries for Wireless Mics	\$2.00	\$2.00	each
VIDEO EQUIPMENT			
DVD Projector	\$150.00 1st day	\$150.00 1st day	Each additional day is \$50
PIANO (7' Yamaha)			

Piano set-up and tuning	\$200.00	\$170.00	30 days notice; tuning only done by our house tuner
RECEPTION COSTS (for Private Events)			
Bartenders	\$60.00	\$60.00	Bartenders paid directly by Producer. An invoice is provided.
Concessions Personnel	\$60.00	\$60.00	Concessions personnel paid directly by Producer. An invoice is provided.
Water, Juice, Soda	\$1 each	\$1 each	
Beer	\$2/can	\$2/can	For house beers. Special order beer price may vary.
Wine	\$10/bottle	\$10/bottle	For house wines. Special order wine price may vary.
Prosecco (mini bottles)	\$6/bottle	\$6/bottle	
Cocktails	\$4 each	\$4 each	
Drink Tickets (soft drinks)	\$1 each	\$1 each	Renter to provide tickets
Drink Tickets (alcohol)	\$4 each	\$4 each	Renter to provide tickets
Popcorn	\$100	\$100	Flat fee
Souvenir Cups	\$2 each	\$2 each	
CLEANING			
Cleaning Fee	\$500.00	\$500.00	Per day
PERSONNEL			
Stage Technicians	\$25.00/hr.	\$25.00/hr.	Four-hour minimum
Light Board Operator	\$30.00/hr.	\$30.00/hr.	Four-hour minimum
Sound Engineer	\$35.00/hr.	\$35.00/hr.	Four-hour minimum
ASL Interpreters	Varies	Varies	The Weinberg Center arranges for ASL interpretation with 30 days' notice by patron or renter. Fee varies depending on length, day of the week, etc. Interpreting agency fee will be deducted at settlement.
TICKETING FEES¹	Standard	Non-Profit	Notes
Box Office Set-Up	100.00	55.00	
Ticket 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
Contract change charge	250.00	250.00	Changes to time, ticket price, or title of event incur a \$250 change fee. Changes to date of event result in forfeiture of deposit.

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

TECHNICAL SPECIFICATIONS

HOUSE SEATING	
Orchestra	769 (includes seating for 6 wheelchairs and 6 companions, and 18 seats which can be removed to accommodate renter's additional equipment if necessary)
Mezzanine	116
Balcony	298 (includes 6 view-obstructed seats)
Total	1,183

Note: There is no elevator access to the mezzanine/balcony level.

DIMENSIONS		
Proscenium	31'6" W x 22'0" H	
Stage Width	58'3"	
Stage Depth	29'6"	Plaster line to last available lineset
Apron Width	35'0"	Platform covering orchestra pit
Apron Depth	11'0"	Apron has stair access to HL and HR
House width	58'3"	
Depth from PL to Light/Sound	125'	
Depth from PL to Balcony	98'	
Depth from PL to Spots	145'	
Depth from PL to FOH 1	21'6"	
Depth from PL to FOH 2	43'6"	
Loading Door Size	8'11" x 5'9"	

STAGE RIGGING	
All sets are 5-line, double purchase, counter-weighted arbors.	
Linesets	56
Electrics	5
Load	1,500 lbs/pipe, 3,000 lbs/arbor (except lines 17 and 38, which are 450 lbs/pipe, 900 lbs/arbor)
Battens	40' in length 1-1/2" diameter 6" apart
Proscenium	25' above stage
Control rail height	26'
Load rail height	40'
Grid height	53'

HOUSE HANG	
Grand Drape	Red velour; guillotine or travel
Legs (black)	Five sets
Borders (black)	Five
Velour Curtain (black)	Parts in center but does not travel; located mid-stage
Velour Curtain (black)	Full stage; located up-stage
Full stage red	
Vinyl RP Drop (light grey)	
Movie Screen	22' x 32'

FURNITURE/EQUIPMENT	
Folding Chairs – Black Metal	75
Music Stands – Black Metal (without stand lights)	34
Grand Piano	Yamaha 7' (requires set-up and tuning)
Marley Dance Floor	Black/Grey Rosco Marley (requires set up)
Genie Lift	1
Ladders	1 – 12' fiberglass 1 – 10' aluminum 1 – 8' aluminum 1 – 6' 1 – 4' fiberglass
Stools	6 blonde; 1 black; unpadded 3 black metal padded with swivel top
Podiums	2
Tables	12 3'x6'

VIDEO	
Projectors	One (1) Digital Projections 18K Projector with Kramer VP-723DS switcher/scaler One (1) 16mm movie projector, EIKI EX6000 1k xenon lamp with optical and magnetic sound readers Two (2) 35 mm movie projectors, Simplex X/L 2k with manual changeover
Video Input Options	One (1) OPTO Professional DVD/Blu-Ray Player Kramer VP-723DS switcher/scaler can accept HDMI or SDI inputs
Audio	All audio runs through the main house system. 35 mm and 16 mm runs through a dedicated movie audio system, Dolby stereo sound processor then through the main system
Screen Options*	Movie screen, 22' H x 32' W, adjustable in width and height Light grey vinyl RP Drop 30' H x 40' W
<i>*NOTE: If screen will move during performance, a flyman must be added to call</i>	

LIGHTING	
Rep Plot	
<p>A full-stage three (3)-color wash using N/C, Red R27, and Blue R80. High sides are three units per side per LX, colors vary. FOH has 16 units @ 19d on the far catwalk and 20 units @ 26d on the near. <i>Additional lighting needs and/or designs are at an extra cost to renters.</i></p>	
Inventory	
Martin Quantum profile	8 (2 FOH)
Chauvet Rouge R2 wash	14 (2 FOH)
Omnisistem Par MFL@575w	38
Strand SL 36 degree @ 575w	26
Strand SL 26 degree @ 575w	20 (FOH Hang)
Strand SL 19 degree @ 575w	16 (FOH Hang)
Lycian HMI Follow spot	2
Chauvet Tour Batton 144	8
Elation Design Strips RGBAW	20 (9 up (5thLX))
Console	
<p>MA2 on PC; one 24" touch screen; one additional non-touch monitor with command and fader wing</p> <p>Strand Palette VL64 Windows off-line editor available at standlighting.com DMX and network ports located at console and backstage</p>	
Dimming	
<p>216 total dimmers: 204 @ 2.4k over stage, FOH 1 and 2, and SL and SR drop boxes; 12 @ 1.2k (EDI Scrimmer sticks) SL and SR apron booms</p>	
Lighting Positions and Circuits *NOTE: <i>We have no box booms or balcony rail positions</i>	
Electrics 1-4	24 circuits each
Electric 5	12 circuits, 2fered internally
Apron Booms	Located SL and SR, 1'0" DS of proscenium arch and are 26'0" tall with 6 – 1.2 k circuits each
FOH #1	28' above stage level, 21'6" from PL, 24 – 2.4k circuits
FOH#2	28' above stage level, 43'6" from PL, 24 – 2.4k circuits
Cabling	
<p>All cabling is stage pin in assorted lengths between 10' and 50'. Assorted twofers. Assorted stage pin to Edison adaptors (both ways). Assortment of extension cords and power strips.</p>	
Power	
<p>There is one (1) 400-amp, three-phase disconnect located DSL. We can except cam locks only. We will not remove our tails. We have both neutral and ground turnarounds available.</p>	
Miscellaneous	
<p>8 black lighting booms: 8'0"</p>	

AUDIO	
Front of House Console	Yamaha M-7CL (48)
Monitor Console	Allen & Heath GL3200: Analog
Stage Inputs/Outputs	40 Balanced XLR Mic Inputs located at Stage Right Amplifier Rack 4 Line Level Monitor Sends (Aux 1-4)
Sources	4 Shure SLX Series Agile UHF Wireless Combo Systems with WL185 Lavalier and SM58 Handheld Microphones 2 Shure ULXD with Lavalier and SM58 Handheld Microphones 2 Shure UHFR with packs and SM58 Handhelds 1 Tascam MD-350 Mini-Disc Deck 1 Tascam CD player
System Processing/EQ	2 EAW 8800 3 dBx 2031 31-band "tweak" EQs for House (L/C/R)
Monitor Rack	3 dBx iEQ31 dual 31-band EQs for Monitors 3 QSC / PLX2502 450w amps
Loudspeakers	EAW NTL720 Arrays (10 boxes L&R) EAW 850 subs 2 perm, 2 additional EAW NTL 720; Front fill EAW MK2194 (L/C/R Balcony) JBL Eon Series Self-Powered Monitors (4 – 10" & 2 – 15") Community XLT 48E-94B Passive Monitor Wedges – 6
Production Intercom	Single Channel Clear-Com Party Line System (lighting, sound, 2 spots, SL, SR, Fly Rail)
Power	A 100-amp, three-phase sound disconnect located USR for touring rigs. Tails and cam locks are provided and required.

Microphone Inventory	
Audio-Technica Drum Mic Kit-Pack • 2 Kick/Tom • 2 Snare/Tom	1
Audio-Technica AE5100 Condenser Mics	2
Audio-Technica AT4050 Multi-Pattern Condenser Mics	3
Shure Beta 58 Hand-Held Vocal Mic	6
Shure Beta 57 Hand-Held Vocal/Instrument Mics	2
Shure SM57 Hand-Held Vocal/Instrument Mics	5
Crown PCC-160 Stage Mics	8
Sennheiser MD421 II	2
Shure SM81	4
Radial Passive Dis	4
Radial Active DIs	6

STAGE FLOOR

Masonite over oak. Marley flooring is available for dance performances.

SCENERY

There is no scene shop on the premises. All scenery must be flame proofed.

LINESETS				
LINESET	DISTANCE	HOUSE HANG	PIPE WEIGHT	COMMENTS
1	1'-01"	GRANDE DRAPE	1500 LB	
2	3'-06"	#1 BORDER	1500 LB	
3	3'-00"	#1 LEG	1500 LB	
4	4'-06"		1500 LB	
5	5'-00"	#1 ELECTRIC	1500 LB	Max High Trim 31'0"
6	5'-06"		1500 LB	
7	6'-00"		1500 LB	
8	6'-06"	<i>DO NOT USE</i>	1500 LB	
9	7'-00"	MOVIE SCREEN	1500 LB	
10	7'-06"		1500 LB	Will Brush Movie Screen
11	8'-00"	#2 BORDER	1500 LB	
12	8'-06"	#2 LEG	1500 LB	
13	9'-00"		1500 LB	
14	9'-06"	#2 ELECTRIC	1500 LB	Max High Trim 31'0"
15	10'-00"		1500 LB	
16	10'-06"		1500 LB	
17	11'-06"		450 LB	
18	12'-00"		1500 LB	
19	12'-06"		1500 LB	
20	13'-00"		1500 LB	
21	13'-06"		1500 LB	
22	14'-00"	#3 BORDER	1500 LB	
23	14'-06"	#3LEG	1500 LB	
24	15'-00"		1500 LB	
25	15'-06"	#3 ELECTRIC	1500 LB	Max High Trim 31'0"
26	16'-00"		1500 LB	
27	16'-06"		1500 LB	
28	17'-00"		1500 LB	
29	17'-06"		1500 LB	
30	18'-00"		1500 LB	
31	18'-06"	FULL STAGE RED	1500 LB	
32	19'-00"	FULL STAGE BLACK	1500 LB	
33	19'-06"	#4 BORDER	1500 LB	
34	20'-00"	#4 LEG	1500 LB	
35	20'-06"		1500 LB	
36	21'-00"	#4 ELECTRIC	1500 LB	Max High Trim 31'0"
37	21'-06"		1500 LB	
38	22'-00"		450 LB	
39	23'-00"		1500 LB	
40	23'-06"		1500 LB	
41	24'-00"	#5 BORDER	1500 LB	
42	24'-06"	#5 LEG	1500 LB	
43	25'-00"		1500 LB	
44	25'-06"	#5 ELECTRIC	1500 LB	Max High Trim 31'0"
45	26'-00"		1500 LB	
46	27'-00"		1500 LB	
47	27'-06"		1500 LB	
48	28'-00"	FULL STAGE BLACK	1500 LB	With CL split – Does Not Travel
49	28'-06"	WHITE CYC	1500 LB	
50	29'-00"		1500 LB	Obstruction SR. Ask house TD about use of linesets 50-53
51	29'-06"		1500 LB	
52	30'-00"		1500 LB	
53	30'-06"	WILL BRUSH US OBSTRUCTION	1500 LB	
54	31'-00"	TOTALLY UNUSABLE	1500 LB	

CONTACTS

Executive Theater Manager
Assistant Theater Manager
Technical Manager
Box Office Manager
Manager of Marketing
Box Office

Stephanie Chaiken, 301-600-2839, schaiken@cityoffrederickmd.gov
Kitty Clark, 301-600-2859, kclark@cityoffrederickmd.gov
Greg Davis, 301-600-2862, gdavis@cityoffrederickmd.gov
Jef Cliber, 301-600-2878, jcliber@cityoffrederickmd.gov
Barbara Hiller, 301-600-2868, bhiller@cityoffrederickmd.gov
301-600-2828

THEATER ADDRESS

20 West Patrick Street
Frederick, MD 21701

LOADING DOCK ADDRESS

50 Citizens Way
Frederick, MD 21701
(Enter off Market Street)



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. New renters must provide the names and contact information for 3 references of similar arts centers which they have rented for presentations.

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

**Merch policy: 80/20 split after MD 6% tax*

PRIVATE EVENTS

Do you want the bar open for your event? YES NO

If so, do you want a Cash Bar a Tab

Do you want Beer/Wine Only Full Bar Soft Drinks/Water Only

**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

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: