



Receptions, Parties, and Special Events

New Spire Arts is a unique and flexible location for your special event that can be arranged in various configurations to suit your needs. 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

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

Theater

- Theater Setup: this is the standard set-up with risers, seating 218
 - Banquet Setup (risers down): accommodates 200 people (25 round tables each seating 8 people) with space for a dance floor.
 - Cocktail Setup (risers down; high tops no seating): accommodates 300
 - Cost to remove risers for Banquet or Cocktail Setup: \$400
 - Standard set-up is with a 20'W x 12'D x 16" H stage, perfect for speeches, guest of honor table, etc.
- If your event prefers no stage, there is a \$200 fee to remove it for your event.

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 a caterer of their choice but must provide New Spire Arts with a copy of the caterer's current Food Service License.
- The only food that may be served at New Spire must be provided by a caterer with a Food Service License.
- A catering kitchen is available for use by caterers, there are no heating elements (stove, oven) in the kitchen
- No open flames (sterno ok)
- For more information about Food Service Licenses, please contact the Frederick County Health Department at 301-600-2542.

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 ensure the building is operational and to operate any technical equipment required for your event; they do not serve as event coordinators.
- All event organizers must provide their own event coordinators. New Spire staff cannot serve in this capacity.

Equipment Available for Use for a Fee

- Black Padded Folding chairs (275)
- Lectern (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 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.
 - **Workers compensation insurance** as required by law for the protection of contracted employees.
 If renter is sole proprietor, complete State of Maryland Workers' Compensation Commission ***Sole Proprietor's Status*** and City of Frederick's ***Release and Waiver of Liability***.
 For organizations, provide COI showing WC coverage, or complete State of Maryland Workers' Compensation Commission ***Exclusion Form*** (if MD-based) and the City of Frederick's ***Release and Waiver of Liability*** form. Out-of-state organizations without proof of WC coverage shall complete the City of Frederick's ***Release and Waiver of Liability*** form.
 Renters without employees on-site during their event shall state that in writing to New Spire Arts management prior to occupancy: *"We will not have any employees on site. We will have contracted/1099 employees however they are responsible for their own insurance"*
 - The certificate holder shall be listed as *City of Frederick, 101 N. Court St., Frederick, MD 21701*.
 - The City of Frederick shall be listed as an additional insured on the Certificate of Insurance.
 - The name of the Insured on the Certificate of Insurance must match the name of the Renter on this Agreement.
 - The renter shall agree to maintain Certificates of Insurance for anyone in the building during their event who they are paying. This shall be provided in writing to New Spire Arts management.