



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

The Weinberg Center is a unique and elegant location for your special event. Located in historic downtown Frederick, MD, and conveniently adjacent to the Court Street parking deck, the Weinberg is a special venue for all sorts of special occasions, from weddings to corporate events, award ceremonies to inaugurations, parties to fundraisers.

### **Outer Lobby**

- No food set up permitted in outer lobby (either round tables for eating or catering stations)
- People carrying food/drinks are permitted in outer lobby
- Box office may be open if your event is scheduled during our regular box office hours

### **Inner Lobby (Bar Area)**

- Approximately 8 round tables each seating 8 people (64 people)
- Without tables, 120 people standing comfortably

### **Mezzanine (stair access only)**

- Approximately 3 tables (rectangular) each seating 8 people (24 people)

### **Stage (stair access only)**

- Space for approximately 15 round tables each seating 8 people (120 people)
- Remove tables if space wanted for dancing on the stage
- The stage is not accessible by wheelchairs (stairs only)

### **Theater**

- Drink (in sippy cups or bottles with caps) is permitted in theater with permission of theater management
- Food is only permitted in theater with permission of theater management
- Capacity in orchestra level: 769
- Capacity in mezzanine/balcony: 414 (\*no elevator access to upper level)

*Note: Seated eating may take place on the stage OR in the inner lobby and mezzanine, but not both.*

### **Dressing Rooms**

- The Weinberg has 7 small rooms (2-4 people each) with mirrors, counters, chairs, and running water and one green room beneath the stage.
- There are toilets and a shower also located backstage.

### **Catering**

- All food served at the Weinberg must be provided by a caterer with a Food Service License
- Event organizers may use caterer of their choice, but must provide a copy of the caterer's current Food Service License
- No open flames (sterno is permitted)
- Caterers who have not set up in the Weinberg must make an advance site visit

- More information about Food Service License available from Frederick County Health Department (301-600-2542)

### **Alcohol**

- The Weinberg Center for the Arts has a full liquor license and is the sole provider of alcoholic beverages for all events
- Bartenders will be coordinated by the Weinberg Center and paid for by event organizer

<b>RECEPTION COSTS</b>			
Bartenders	\$60.00	\$60.00	Rate is for a 1-3 hour block of time. Additional hours are \$20/hour. Bartenders paid directly by renter. An invoice is provided.
Concessions Personnel	\$60.00	\$60.00	Rate is for a 1-3 block of time. Additional hours are \$20/hr. Concessions personnel paid directly by renter. An invoice is provided.
Water, Juice, Soda	\$3 each	\$3 each	
Beer	\$5/can	\$5/can	For house beers. Special order beer price may vary.
Wine	\$15/bottle	\$15/bottle	For house wines. Special order wine price may vary.
Prosecco (mini bottles)	\$6/bottle	\$6/bottle	
Cocktails	\$6 each	\$6 each	
Drink Tickets (soft drinks)	\$2 each	\$2 each	Renter to provide tickets
Drink Tickets (alcohol)	\$4 each	\$4 each	Renter to provide tickets
Popcorn	\$125	\$125	Flat fee
Souvenir Cups with Lids	\$2 each	\$2 each	Required to take drinks into theater

### **Smoking**

- The Weinberg Center is a smoke-free facility.

### **Weinberg Staffing**

- Weinberg staff will be on site during your special event to ensure 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.

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

- Folding chairs (75)
- Podiums (2)
- Folding Tables (3' x 6') (12)
- Grand piano (1)
- Music stands (34)
- Video projector and movie screen
- Audio playback system
- Stage lights
- Microphones

### **Insurance**

- All users of the Weinberg Center must provide a Certificate of Insurance (COI), naming the Weinberg Center 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; and
  - 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 your event does not require use of the theater's loading dock, the automobile insurance requirement is waived*).