

# RENTAL INFORMATION

<b>ROOM CAPACITIES</b>	Dinner	Reception (Standing Tables)	Lecture (Chairs Only)	Reception (No Chairs)
1st Floor Bar L	37	60	65	65
1st Floor Bar S	37	60	65	65
Lobby	115	150	200	400
Mezzanine	40	100	100	150
Pearlstone Theater	—	—	—	541
Conference Room	47	75	75	99
Education Studio	50	80	100	100
Roche Chapel	67	90	110	115
Deering Lounge	80	140	140	150
Head Theater	—	—	—	350
Smith Studio	60	80	100	100
Andrus	150	200	200	250

## 2 Hour Event

Includes 3 hours for load-in and setup, 2 hours for event, 1 hour for breakdown

## 4 Hour Event

Includes 3 hours for load-in and setup, 4 hours for event, 1 hour for breakdown

## Full Day

Includes 3-4 hours of load-in and setup, 4-8 hours for event, 2-3 hours for breakdown

Load-ins prior to 8am or load-outs beyond 2am are subject to an overtime fee.

Ask about discounts for nonprofits!

Room rental fees include one event manager, use of BCS' tables and chairs, and black tablecloths. A/V and technical support are available for an additional cost.

## RENTAL FAQ

### WHAT TIME CAN EVENTS START AND END?

Load-in can begin no earlier than 8am, events finish by midnight, and load-out is completed by 2am. Early load-in and late load-out must be approved in advance of the date and may incur overage fees.

### HOW DO I BOOK A SPACE?

A space can be reserved by request in writing. To reserve a space, a contract agreement, a 20% non-refundable deposit, and a certificate of insurance are required. All spaces are subject to availability and are rented at the discretion of Baltimore Center Stage.

### ARE THERE ANY EVENTS YOU WON'T RENT TO?

As a performance arts theater, we will not rent to other theatrical performances. Additionally, we will not rent to any religious events (excluding weddings and wakes), political fundraisers, activist groups, hate groups, or any other event we deem is in conflict with Baltimore Center Stage's core mission and values.

### WHAT IS PARKING AROUND YOUR FACILITY?

The Baltimore Sun Garage is a 5-story parking garage diagonally across the street from Baltimore Center Stage. On weekends and weeknights after 6pm, the garage is \$5 to park. There is also street parking.

### DO I HAVE TO USE AN APPROVED CATERER?

You can use anyone. All alcohol beverage service must be handled by Baltimore Center Stage.

### CAN I BRING IN MY OWN ALCOHOL?

Unfortunately, no. Baltimore City does require Baltimore Center Stage to handle all alcohol beverage service.

### **WHAT TIME CAN EVENTS START AND END?**

Load-in can begin no earlier than 8am, events finish by midnight, and load-out is completed by 2am. Early load-in and late load-out must be approved in advance of the date and may incur overage fees.

### **HOW DO I BOOK A SPACE?**

A space can be reserved by request in writing. To reserve a space, a contract agreement, a 20% non-refundable deposit, and a certificate of insurance are required. All spaces are subject to availability and are rented at the discretion of Baltimore Center Stage.

### **ARE THERE ANY EVENTS YOU WON'T RENT TO?**

As a performance arts theater, we will not rent to other theatrical performances. Additionally, we will not rent to any religious events (excluding weddings and wakes), political fundraisers, activist groups, hate groups, or any other event we deem is in conflict with Baltimore Center Stage's core mission and values.

### **WHAT IS PARKING AROUND YOUR FACILITY?**

The Baltimore Sun Garage is a 5-story parking garage diagonally across the street from Baltimore Center Stage. On weekends and weeknights after 6pm, the garage is \$5 to park. There is also street parking.

### **DO I HAVE TO USE AN APPROVED CATERER?**

You can use anyone. All alcohol beverage service must be handled by Baltimore Center Stage.

### **CAN I BRING IN MY OWN ALCOHOL?**

Unfortunately, no. Baltimore City does require Baltimore Center Stage to handle all alcohol beverage service.

