

EVENT RENTALS: FREQUENTLY ASKED QUESTIONS

The Mead Center for American Theater

202-600-4099 | RENTALS@ARENASTAGE.ORG

WHY MEAD CENTER?

Nestled along the waterfront in the historic Southwest neighborhood of Washington, D.C., the Mead Center for American Theater offers a unique blend of breathtaking views, stunning architecture, theatrical history, and world-class hospitality.

Your guests will be impressed from front door to stage door. Enclosed by a 56' glass wall, the Mead Center houses the fully-restored and historic Fichandler Stage and Kreeger Theater as well as the Arlene and Robert Kogod Cradle, and nearly 15,000 square feet of lobby, meeting and event space.

A magnificent, custom-designed carpet in hues of red, orange and yellow spans the first-floor lobbies and Grand Lobby. Perched atop the roof of the Kreeger Theater, the third-floor café offers a bird's-eye view of the entire Mead Center and features a contemporary rock garden. The center is completed by the open-air Terrace, which offers breathtaking views of the Waterfront and Washington Monument.

And naturally, we offer the most innovative and profound productions of American theater in the county. We invite you to make the Mead Center your premier Washington, D.C. theatrical event destination by enhancing your next dinner or reception with a group sale purchase to a current show.

From intimate pre-theater dinners and spectacular galas to business meetings and conferences, the Mead Center is a dramatic setting for your next event.

WHAT ARE THE RENTAL FEES?

The rental fees for special event and reception spaces depend on the rooms rented and number of hours required – events longer in duration or requiring more set-up and breakdown time are subject to an increase in the rental fee.

Basic room rental fees start with a six- or eight-hour rental period. Rental timelines start at two hours for load-in and space set-up, two hours of total guest/event time, and two hours for breakdown and load-out. Timelines can be adjusted accordingly.

All rentals are subject to Labor Fees (including Facilities & Maintenance, Cleaning, Security, and Event Support Staffing). Theater rentals are also subject to Production Labor Fees (including Stage Manager, Sound Board Operator, Light Board Operator, Deckhand, House Manager, etc.).

For pricing packages, please see our Rental Fee Rate Card starting on Page 4.

WHAT TIME CAN EVENTS START AND END?

Generally, events may begin load-in no earlier than 7:00 AM. Events may run throughout the day and evening and generally must conclude by midnight. All caterer or third-party breakdown and load-out must be completed by 2:00 AM. Events outside of these hours may be approved on a case-by-case basis and may be subject to additional fees. Early load-in or late load-out must be approved in advance of the event date and will be subject to overtime fees.

HOW DO I BOOK A SPACE?

A space may have a soft hold for up to four (4) weeks and holds must be requested in writing. To confirm a space and date, we ask that you sign a License Agreement, provide an established percentage of the rental fee for a deposit, tax-exempt information, and Certificate of Insurance.

CAN I RENT ONE OF YOUR THEATERS?

Yes! Theaters are available for rental but are subject to availability around our season calendar. Please inquire for availability and procedures.

IS PARKING AVAILABLE? ARE YOU CLOSE TO A METRO?

There is limited parking available in both the Mead Center's on-site garage and the two public garages at 1100 and 1101 4th Street, SW. Parking is subject to availability, especially on dates when it is shared with the Mead Center's theater patrons. Additional parking can be found across at the Wharf and adjacent locations. We are conveniently located just 2 blocks from the Waterfront Metro Station on the Green line. We also encourage clients to use rideshare services such as Lyft or Uber, and we are happy to coordinate valet services for your event.

DO I HAVE TO USE AN APPROVED CATERER?

The Mead Center maintains a list of exclusive caterers from which you must choose. All food must be provided by one of the following companies:

CORCORAN CATERERS

Leslie Grimes
leslie@corcorancaterers.com
301-588-9200

RIDGEWELLS CATERING

Anthony Paolina
apaolino@ridgewells.com
301-652-1515

DESIGN CUISINE

Kent Smith
ksmith@designcuisine.com
703-769-7335

RSVP CATERING

Shauna DiPasquale
sdipasquale@rsvpcatering.com
571-722-1271

Alcoholic beverages must be served by a licensed bartender from an approved caterer or the Mead Center Concession Staff. The Mead Center works with some of the best caterers in the Washington, DC metro area, and we are certain you will be as pleased with their offerings as we are!

We may also be able to provide custom light food and beverage packages through our in-house concessions bar. For pricing and information, please reach out to Isaac Evans at ievans@arenastage.org.

CAN I PROVIDE MY OWN ALCOHOL?

All of our caterers permit clients to provide their own beer, wine, and/or liquor; the caterer, however, is required to pour and serve all alcoholic beverages. According to local regulations, all alcohol must be purchased in the District of Columbia at reputable alcohol distributors. All receipts and associated paperwork must be submitted to your caterers if you are self-purchasing alcohol.

CAN I USE MY OWN VENDORS FOR LIGHTING, A/V, DÉCOR, AND OTHER NEEDS?

You are free to choose a vendor of your choice for these services, subject to approval in advance by Mead Center management. We require that third party vendors schedule a site visit at least five (5) weeks prior to the event to discuss event policies and procedures with our Events and Rentals team. We must have all final third-party vendor information no later than four (4) weeks prior to the event. Please see the Rental Brochure for a list of pre-approved recommended vendors.

ARE THERE ANY VENDOR RESTRICTIONS I SHOULD BE AWARE OF?

Our preferred caterers are well-versed in our facility policies and procedures and are sensitive to the particularities of our event rental spaces. Please note that for all vendors, load-in and load-out times are limited to the window during which you have rented the space. Do consider this restriction when selecting a third party vendor for A/V, equipment rental, lights or other needs, as the Mead Center can only store items on site on a case-by-case basis, and storage is subject to a daily fee.

ARE THERE ANY RESTRICTIONS ON DÉCOR?

The following items are not permitted: fog, dry ice, or bubble machines; helium balloons or any item which may float; the tossing of raw rice, seeds, popcorn paper cut-outs, flowers petals, glitter, confetti or any item smaller than 2" in diameter.

Votive and hurricane candles are permissible on our Terrace only, provided that flames are completely enclosed. Live flame candles may not be incorporated into floral décor for any reason. Live flame candles are not permitted in our theaters. LED/ battery operated candles are permitted.

CAN I HAVE A DJ, BAND, OR OTHER LIVE MUSIC?

The addition to an event of amplified music, bands, DJs, or the equivalent may be permitted on a case-by-case basis with the stipulation that volume is at all times subject to the discretion of Mead Center management. Excessive volume (as determined solely by Mead Center management) is prohibited at all times. Live music is prohibited on the Terrace at all times.

DO YOU HAVE EQUIPMENT THAT I CAN RENT FOR MY EVENT?

Yes. Please see Pages 5 and 6 for details on available equipment and services.

CAN I RENT SCREEN TIME ON ONE OF THE LIGHT BOXES IN FRONT OF THE BUILDING?

Yes. Based on the availability of the screens, they can be rented on a single day use or multi-day use. We will strive to keep the image on the light box associated with the rented theater (Flchandler, Kreeger, Kogod) Unless otherwise agreed upon. Clients will see their image displayed starting 12:01 AM of rental day. For best quality, avoid thin and small text, as well as all video displays. Static images are the only acceptable form. It should be noted that images/ proofs must be sent to Marketing Department no later than ten (10) building days before the event date.

MY GROUP WOULD LIKE TO SEE AN ARENA STAGE SHOW BEFORE OR AFTER OUR EVENT. IS THAT POSSIBLE?

Absolutely! We offer special discounts for groups of 10 or more. Contact our Group Sales Department for more information. If you know your event will be centered around a performance, we ask that you secure your performance tickets as soon as possible. Group Sales can be contacted at (202) 488-4380.

WHAT SHOULD I EXPECT IN THE CONTRACTING PROCESS?

The contracting process is a 4 step process (1. Draft Proposal, 2. Final Proposal, 3. Draft License Agreement, 4. Final Agreement). At the start of the planning process, we will look to customize your event as close as possible at the proposal stage. If there are changes that arise in the process after the Final Agreement has been completed, a post-event bill will be sent covering the difference.

READY TO BOOK? CALL OR EMAIL TODAY!

PHONE

Phone: (202) 600-4099

EMAIL

rentals@arenastage.org

RATE CARD: RENTAL FEES

EVENT SPACES | DINNERS | RECEPTIONS | GALAS | SPECIAL EVENTS

ROOM(S)	Event Up to 2 Hours (6-hr rental)	Event Up to 4 Hours (8-hr rental)	Event Over 4 Hours
Molly Smith Study	3,000	3,900	5,500
Bank of America Lower Lobby	1,900	2,500	3,000
Molly Smith Study with Lower Lobby	4,500	5,900	7,900
Rooftop Terrace	3,500	4,500	5,500
Grand Lobby	5,400	7,200	9,500
Catwalk Café	4,000	5,500	6,500
Partial Buyout 1 (Grand Lobby, Café, Terrace)	---	---	18,900
Partial Buyout 2 (Study, Lower Lobby, Grand Lobby)	---	---	16,500
Full Facility Buyout (All Five Public Spaces)	---	---	26,000

***Non-profit organizations receive a 25% discount.**

All rates are subject to cleaning, security, facility and maintenance, and event staffing fees.

2 Hour Event: includes 2 hours for load-in and set-up, 2 hours for the event, and 2 hours for breakdown and load-out.

3-4 Hour Event: includes 2.5 hours for load-in and set-up, 4 hours for the event, and 1.5 hours for breakdown and load-out.

Event Over 4 Hours: includes 3-4 hours for load-in and set-up, 4-8 hours for the event, and 2-3 hours for breakdown and load-out.

THEATERS | PERFORMANCES | AWARDS SHOWS | MEETINGS and CONFERENCES

Theater	Capacity	UP TO 8 HOURS	8-12 HOURS
Fichandler Stage	680	5,500	9,500
Kreeger Theater	510	4,900	7,500
Kogod Cradle	200	2,500	4,000

Theater Rentals are subject to labor and AV equipment fees, which are custom to each event. Please request a proposal for an event including rental of a theater to determine the full scope of costs.

Dressing Rooms & Greenrooms may be rented, when available, at a license fee of \$250 per room.

RATE CARD: RENTAL ITEMS AND LABOR

PUBLIC STAFF | ALL RENTALS

Item	Description/Notes	Fee
*Facilities and Maintenance	4-hour minimum	50/hour
*Cleaning	4-hour minimum	50/hour
*Security	4-hour minimum	50/hour
*Dedicated Event Staff	4-hour minimum	50/hour
<i>*Required staff</i>		

PRODUCTION STAFF | THEATER RENTALS ONLY

Item	Description/Notes	Fee
*Stage Manager	4-hour minimum	\$40/hour
*Light Board Operator	4-hour minimum	50/hour
*Sound Board Operator	4-hour minimum	50/hour
*Deck/Production Assistant	4-hour minimum	50/hour
*House Manager	4-hour minimum	\$40/hour
*Production Prep and Programming	6-hour minimum	50/hour
Lighting Designer	one consulting/design session	450/ booking
<i>*Required staff</i>		

PODIUMS, MICROPHONES and STAGING

Item	Description/Notes	Fee
Podium, Lucite	maximum 2	150 each
Microphone, Wireless handheld	maximum 4	50 each
Bluetooth Speaker	Maximum 2	150 each
Platform, 4' x 8' x 24"	with steps and black skirting	300
Platform, 8' x 8' x 24"	with steps and black skirting	400
Platform, 12' x 8' x 24"	with steps and black skirting	500
Platform, 16' x 8' x 24"	with steps and black skirting	600
Platform, 20' x 8' x 24"	with steps and black skirting	700
Stage Drape/Background	Black Curtain Only, 2 pipes, 3 bases	starts at 500
Pipe & Drape Set	Black Curtain Only, Please inquire	200
Pipe & Bases Only	Base & Pipes Only	100

SCREENS, PROJECTORS, and VIDEO

Item	Description/Notes	Fee*
Screen (7' x 12')	on metal frame or mounted	150
70" Plasma Screen	on stand, maximum 2	750

LIGHTING

Item	Description/Notes	Fee
Spotlight in Theaters (fixed)		475
Lighting on Rock Garden		300

OTHER RENTAL ITEMS and SERVICES

Item	Description/Notes	Fee
Dedicated wireless internet network	with custom password	500 and up
Dressing Room Storage for Shipped Items	subject to availability	150/day
Electric Keyboard	includes small amplifier	150
Hardline Internet Connection	per line	100
Pre-Reserved Parking	subject to availability	20
Portable Sound System	2 speakers on stands	350
Power Tie-in to Company Switch	as needed by vendors for power	500
Folding Easels	maximum of 6	Complimentary
Rope-and-Stanchion	based on availability	Complimentary
Study tables	6' x 2'; maximum 15	10/ table
Study chairs	maximum 50	3/ chair
Black Folding Chair	maximum 50	3/ chair
Terrace Tables	6'x36" (rectangle), maximum 6	10 /table
Cafe Table	36" round or 36" square	10 / table
High Top Table	24" round	10 / table
Patio Heater	maximum of 4, propane included	Please inquire

EXTERNAL LIGHT BOX* (MAX 3 SCREENS) **Based upon availability.*

Item	Description/Notes	Fee
*Light Box, Single Day	Full 24 Hours display	400 for initial monitor
Additional Light Box, Single Day	Full 24 Hours display	250 each additional screen
* Light Box, Multi-Day	24 Hour Increments	300 for initial monitor
Additional Light Box, Multi-Day	24 Hour Increments	200 each additional screen