



## RENTAL GUIDELINES, RATES, FEES, and TECH SPECS

Thank you for your interest in renting New Spire Arts. Located in historic downtown Frederick, MD, New Spire Arts is a great venue for live performances, private parties, weddings, meetings, and other special events. New Spire Arts is operated by the City of Frederick and managed by Weinberg Center for the Arts staff. This document contains rental guidelines, the theater's tech specs, and a rate and a fee sheet. An inquiry form is separate and must be completed to begin the rental process.

### RENTAL GUIDELINES

#### **BOOKING and SCHEDULING**

To book New Spire Arts, new renters and previous renters with new shows are asked to fill out and submit the inquiry form that is available upon request. New Spire Arts strongly recommends that a renter make their initial inquiry no later than 8 weeks prior to their desired rental date. Any questions and inquiry submissions should be sent to the Manager of Operation and Production, Laura Hawk ([lhawk@cityoffrederickmd.gov](mailto:lhawk@cityoffrederickmd.gov)), directly.

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.

New Spire Arts 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 New Spire Arts.

#### **GUARANTEE FEE**

A guarantee fee equal to 50% of the rental fee is due upon return of the signed contract. A different amount for the guarantee fee can be permitted in certain situations at the discretion of the Manager of Operations and Production or the Executive Theater Manager. Cancellation of event with less than 6 weeks notice will result in forfeiture of the guarantee fee. An additional damage deposit may be required for certain events, which will be determined by the Manager of Operations and Production. Deposits and fees may be waived at the discretion of the Manager of Operations and Production.

#### **INSURANCE**

All renters of New Spire Arts are required to provide a Certificate of Insurance (COI) naming the City of Frederick as additional insured. The COI must be provided no later than 14 days prior to the first scheduled use of the theater. Load in, rehearsals, and performances/events may not take place without the COI.

The insurance requirements are as follows:

1. 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

### **TICKETING, BOX OFFICE, and SETTLEMENT**

The Weinberg Center/ New Spire Arts is the only official seller of tickets to your performance. Renters may not use another ticket selling company or app to sell tickets for performances held at New Spire Arts. Tickets will not be put on sale until a signed rental agreement is in place and the guarantee fee has been paid. All performance assets (ticketing language, discounts, coupons, promotions, seat holds, a 700x650 image, other media files, a W-9 for the organization, and a paragraph-length description of the event) must be turned in prior to any event announcement or on sale date.

As part of the Box Office Set-up 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. Additionally, the box office remains open on show dates from 10 am through 30 minutes after the show has begun. The Box office is primarily located at the Weinberg Center, however, it will move over to New Spire Arts at least one hour prior to the show time.

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

Consignment tickets may be available for groups who wish to make sales separate from the Weinberg Center for the Arts/ New Spire Arts at the discretion of management. All unsold inventory must be returned to the box office at least 10 days prior to the event. Unreturned tickets will be counted as sold at full face value at final settlement.

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 15-20 working days of the settlement date. A completed W-9 form must be submitted before the settlement check can be processed and sent. The Weinberg Center for the Arts/ New Spire 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](mailto:jcliber@cityoffrederickmd.gov)).

### **MARKETING**

The Box Office Set- Up fee includes:

- Event listing on the Weinberg's website for ticket sales (for public events) \*

*\*The Weinberg Center cannot announce your event and tickets to your event cannot go on sale until all performance assets (ticketing language, discounts, coupons, promotions, seat holds, a 700x650 image, other media files, and a paragraph-length description of the event) are provided to us.*

Space may be available in the window of New Spire to display a 2'Wx 7'H" banner, professionally printed at the renter's cost, depending on signage for other productions.

Renters should also 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](mailto:bhiller@cityoffrederickmd.gov)) to confirm availability of signage space and discuss other marketing opportunities.

### **PRODUCTION MEETING/ADVANCE**

If deemed necessary, 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 at least one month in advance of the 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**

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

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

### **LICENSING FEES**

All licensing fees, such as ASCAP, are the responsibility of the renter. A report of tickets printed and gross sales will be provided to renters at settlement.

### **PHOTOGRAPHY/VIDEOGRAPHY**

Renters are responsible for ensuring they are compliant with copyright and for notifying the House Manager whether photography and/or videography is permitted during the performance. Renters needing locations to set up cameras must notify New Spire Arts upon signing of contract so that arrangements can be made to accommodate the desired positions including the possibility of removing seats.

### **VENUE ACCESS**

Renter may occupy New Spire Arts for up to 12 hours for a single event/performance in one day. Renters are permitted to occupy New Spire Arts for a maximum of 14 hours for Rehearsal/ Tech Prep days. For multiple days, renter may occupy New Spire Arts for up to 60 hours/week with a maximum of 6 performances. If the days the renter occupies New Spire Arts are not consecutive, the renter may be required to clean up or remove their set-up for other events in the space. Occupancy of New Spire Arts beyond the stated maximums may incur additional overtime charges.

The latest a renter can be in New Spire Arts is 1am. Occupancy past 1 am will incur overtime charges of \$300 /hour. A full hour will be charged for any additional time over fifteen (15) minutes.

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 Manager of Operations and Production or Technical Manager about best practices for minor drop-off and pick-up.

Areas for eating, other than the greenroom or dressing rooms, must be approved by the Manager of Operations and Production or Technical Manager.

### **PARKING**

A city parking garage is located around the corner. No cars can park in the lot adjacent to the building as it belongs to the building next door. The three parking spots on the same side of the street as New Spire Arts can be reserved upon request provided that at least 2 weeks advance notice is given and that the spots have not been previously reserved.

### **ALCOHOL and CONCESSIONS**

New Spire Arts 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; however, for private events specific items can be requested. Theater management will work with renters to accommodate these requests.

### **MERCHANDISE SALES**

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

Food and drink items are sold exclusively by New Spire Arts with no proceeds to renter.

### **KITCHEN**

New Spire Arts has a catering kitchen equipped with counters, ice machine, sink, and refrigerator. There are no heating elements (stove, oven, etc.) present in the kitchen. Refrigeration space is limited. All serving and preparation utensils must be brought by the renter or caterer. The kitchen will remain locked when not in active use.

### **EQUIPMENT, FURNITURE, PIANOS**

New Spire Arts 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.

New Spire Arts' 7' Yamaha piano is also available, and its rental fee includes one tuning done by our piano tuner. Only New Spire Arts personnel may move the piano. Requests to use the piano must be given at least one month in advance of the rental date if they are not requested in the contract.

### **RISERS**

New Spire Arts has risers for audience seating that are moved into different configurations to accommodate various sizes of event. There is no guarantee that the risers will look the same as they did during the initial tour. New Spire Arts may reconfigure their risers with no notification to the renter. If a specific riser configuration is desired, a \$400 riser moving fee must be paid. New Spire Arts must be notified no later than 8 weeks prior to the event if it is not listed in the contract. If said fee is not paid, Licensee agrees to use whatever riser configuration is in place at the time of the event.

### **PLATFORM STAGE**

New Spire Arts has a raised platform stage that consists of seven (7) 4'x 8' platforms and one (1) 4'x 5' platform. The standard configuration of these platforms creates a rectangle stage that is 20'W x 12'D x

16”H. Renters can request that the stage be taken down or reconfigured. There is a \$200 cost to remove or reconfigure the stage. Reconfigurations are limited. Only New Spire Arts personnel can take down or put up the stage. Once in place, the stage can only be repositioned by New Spire Arts personnel.

Please note: the piano is unable to go up on the stage, however, it can be set up adjacent to the stage.

### **SMOKING**

New Spire Arts is a smoke-free facility. Artists, staff, and crew may use the patio area located to the left of the main theater entrance next to the FSK Hotel. Butt cans are provided.

### **DAMAGE TO THEATER**

New Spire Arts is a historic building, 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 Manager of Operations and Production or the Technical Manager. Nothing may be used to cover the murals in the lobby and absolutely no tape or other adhesive materials can be used on the lobby floor. 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/ New Spire -owned equipment. All signage in the lobby will remain in place. Renters should consult with the Manager of Operations and Production or Technical Manager with questions about equipment use, signage, moving props around stage, etc.

### **FRONT OF HOUSE**

As part of the rental fee, New Spire Arts provides front of house staff during your event, including a house manager, ticket scanners, and ushers. Additionally, the box office is open starting at 10am at the Weinberg Center directly across the street and in the New Spire Arts building at least one hour prior to events and up until 30 minutes after the show begins. New Spire Arts 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.).

### **LOADING AND UNLOADING**

New Spire Arts does not have a loading dock and is not equipped for a tractor trailer. All loading must happen from the front entrance (15 W Patrick St.). Loading will pass through the lobby and then to the theater area. Everything must fit through loading door.

Loading door measures - 5’11”W x 6’11” H

### **DRESSING ROOMS**

Located behind the stage, 2 dressing rooms (6-8 people) and one green room. The dressing rooms have tables, mirrors, vanity/make-up lights, and clothing racks mounted to the wall. Both are equipped with audio and video monitoring of the stage space. Access to the stage is from the stage left stage entrance.

### **BACKSTAGE RESTROOMS**

There is a single private artist’s bathroom located in between dressing rooms and green room. The bathroom has a sink, toilet, and a shower with a bench.

### **LAUNDRY**

Apartment-sized washer/dryer is located in a small room off the primary dressing room. Ironing board and Iron are also available in the laundry room.

**ACCESS FOR PEOPLE WITH DISABILITIES**

New Spire Arts is a historic building and is not equipped with automatic door openers. Otherwise, all audience accessed areas are on street level and are accessible for those with wheelchairs and other mobility aids. The Control booth is located on the second level and is only accessible using stairs. A 20’Wx 12’Dx 16”H platform may be used as a raised stage area or can be taken down for access for those with wheelchairs. Step units are available for access to the raised platform stage, however, an ADA compliant ramp unit is not available. Seating arrangements generally include riser and floor seating. If notified ahead of time, front of house personnel will reserve floor seating for any patrons with mobility needs.

**RATES and FEES**

<b>New Spire Arts</b>	<b>Commercial</b>	<b>Non-Profit</b>
<b>Performance</b>		
•Monday-Thursday Single Performance	\$1,200.00 + 10% of gross	Please refer
•Friday-Sunday Single Performance	\$1,500.00 + 10% of gross	to chart
Each Additional Performance	\$500.00 + 10% of gross	below
• <i>Rehearsal/Tech Prep Time Block (7 hours)</i>	<i>\$500.00 1<sup>st</sup> Day, 250.00 each additional block</i>	
<b>Non-Performance</b>		
• Full Day (9 hour time block)	\$1,200.00	\$800.00
<b>Wedding/Private Party</b>		
• First 4 Hours	\$800.00	\$600.00
Each Additional Hour	\$150.00	\$100.00
<b>Business Meetings-Weekdays</b>		
• Hourly Rate	\$200.00/hour	\$100.00
<b>Class Rate**- Mon-Wed (11a-9p)</b>		
6 Week Class Block (2 hours each week)	\$400.00	\$400.00
One-Time Workshop (up to 6 hours)	\$200.00	\$200.00

- All rates are subject to change without notice.
- Labor for all set-ups and cleaning by New Spire Arts personnel is NOT included. There is an additional \$400.00 charge for removal and set up of risers and chairs and an additional \$200 for removal and reconfiguration of the platform stage.

\*\*Limit to 4 class blocks in a calendar year per individual. Reservations can only be made 2 months prior to the scheduled first day of class.\*\*

<b>Annual Income</b>	<b>Mon- Thurs Single Performance</b>	<b>Fri- Sun Single Performance</b>	<b>Same-Day Additional Performance</b>	<b>Rehearsal/ Tech Prep Day (7 hour time blocks, limit 2 blocks per day)</b>
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New Spire Arts Rental Guidelines

1	<b>\$1,000- \$50,000</b>	75/25% gross door split	70/30% gross door split	80/20% gross door split	\$75 1 <sup>st</sup> time block, \$50 each additional time block
2	<b>\$50,001- \$125,000</b>	\$350 + 10% gross	\$450 + 10% gross	\$250 + 10% gross	\$75 1 <sup>st</sup> time block, \$50 each additional time block
3	<b>\$125,001- \$200,000</b>	\$500 + 10% gross	\$700 + 10% gross	\$300 + 10% gross	\$100 1 <sup>st</sup> time block; \$75 each additional time block
4	<b>\$200,001- \$500,000</b>	\$700 + 10% gross	\$1,000 + 10% gross	\$400 + 10% gross	\$150 1 <sup>st</sup> time block; \$100 each additional time block
5	<b>Above \$500,001</b>	\$800 + 10% gross	\$1,200 + 10% gross	\$500 + 10% gross	\$250 1 <sup>st</sup> time block; \$125 each additional time block

<b>*Individual Artist/ Small Unincorporated Group Performance Rate (Mon-Thursday nights)</b>	70/30% gross door split or \$200 whichever is higher	<b>*Must make &gt;\$50,000 from performances and be unincorporated. Limit 4 performances in a calendar year</b>
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- All rates are subject to change without notice.
- Nonprofit Organizations will be asked to share their most recent 990 or equivalent tax form
- For the Individual Artist/ Small Unincorporated Group rate, the Renter will be required to sign a document stating that they make less than \$50,000 a year from performing and are unincorporated.

\* Reservations can only be made 3 months prior to performance date and no less than one month prior to the performance date.

Equipment	Standard	Non-Profit	Notes

New Spire Arts Rental Guidelines

<b>STAGE EQUIPMENT</b>			
Towels	5.00	5.00	each (\$10 if not returned)
<sup>1</sup> Chair-Cushioned (25)	5.00	5.00	each
<sup>1</sup> Chair- Metal (50)	3.00	3.00	each
<sup>1</sup> Table	10.00	10.00	each
<sup>1</sup> Podium	25.00	25.00	
<b>STAGE LIGHTING</b>			
<sup>1</sup> Spotlight Rental	155.00	135.00	Must be scheduled 30 days in advance. 2 available
<b>AUDIO</b>			
Monitor System	50.00	20.00	Per mix/per wedge
Additional JC Wired Mics	10.00	10.00	each
Wireless Mic Packs	10.00	10.00	Per pack
9 Volt Batteries for Wireless Mics	2.00	2.00	each
EAW LA 212 Monitor Speakers	25.00	25.00	each
<b>VIDEO EQUIPMENT</b>			
Projector	150.00 for first day	150.00 for first day	50.00 each additional use
<b>PIANO</b>			
<sup>2</sup> Piano set-up and tuning	175.00	135.00	
<b>USE OF BAR</b>			
Beer/Wine/Liquor			1.5 times wholesale price per bottle
<b>MARQUEE</b>			
Single Line on Marquee	0	0	
Each Additional Line	68.00	68.00	
<b>PERSONNEL</b>			
Bartenders	60.00	60.00	Each
Scheduling of Additional Stage Technicians	25.00/hr	25.00/hr	Hourly with a four minimum
Sound Engineer	35.00/Hr	35.00/Hr	Hourly with a four minimum
<b>Box Office</b>			
Set up	\$50.00	\$50.00	Flat rate
<b>Other</b>			
Riser Removal	\$400.00	\$400.00	
Platform Stage Removal/Reconfiguration	\$200.00	\$200.00	

<sup>1</sup> Per day, 3 consecutive days = 1 week.

<sup>2</sup> Only designated house tuner may tune piano. Piano must be tuned before each event.



The Weinberg Center/New Spire Arts provides friendly and courteous box office staff Tuesday-Wednesday, 10:00 am – 4:00 pm, Thursday-Friday, 10:00 am – 6:00 pm, and Saturday, 10:00 am – 2:00 pm. Additionally, the box office will remain open on show dates from 10 am through 30 minutes after the show begins.

Events are on sale through [www.weinbergcenter.org](http://www.weinbergcenter.org) exclusively. No third-party sites are permitted. On-sale date is determined by the renter, in coordination with the Box Office and Marketing Managers. Online and phone order sales will include additional fees charged to the customer. All online and phone orders include a \$5 per order processing fee. Online sales also include a \$1.75 per ticket fee.

## TECHNICAL SPECIFICATIONS

<b>HOUSE SEATING</b>	
New Spire Arts is a flexible black box space that can accommodate various setups and riser configurations.	
Banquet set up (tables and Chairs):	200
Risers and Chairs	219
Just Chairs	280
Standing Room Only	300

<b>DIMENSIONS</b>	
Typical Stage Area	32'W x 16'D
Raised Platform Stage	20'W x 12'D x 16" H
Whole Room downstage of the main curtain	62'5"W x 52'D
'Backstage' area behind the curtain	35'W x 15'D
Leg curtains create one 10' W x 5' D wing on each side	
Grid Height	14'
Loading Door Size	5'11"W x 6'11" H

<b>FURNITURE/EQUIPMENT</b>	
Folding Chairs- padded, black	283
Music Stands – Black Metal (without stand lights)	6
Grand Piano	Yamaha 7' (requires set-up and tuning)
Stools	2
Lectern/Podium	1
Tables	25- 5' Round Folding Tables 8- 8' Rectangle Folding Tables 5- 6' Rectangle Folding Tables 9- High Top Tables
Ladders	1 – 12' fiberglass 1 – 10' aluminum 1 – 6' aluminum

### STAGE FLOOR

Masonite over tile.

### SCENERY

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

VIDEO	
Projectors	1 Pro L1505UH WUXGA 3LCD Laser Projector
Video Input Options	1- Sony 4KHD blue ray player 1- HDMI cord
Audio	All audio is run through the main house system. There is an 1/8" audio jack to plug in for devices using the HDMI cable.
Screen Options	1- Movie Screen x that is adjustable in height 1- Natural Muslin Cyclorama 62' 5" W x 13" H

## LIGHTING

Rep Plot	
Consists of a full-stage wash with RGBW LED lights that can be changed to do different color washes. Lights are hung and focused to provide dedicated front light, sidelight, downlight, and curtain/cyc light. Our movers can be used to make specials. <i>Additional lighting needs and or designs are at an extra cost to renters.</i>	
Inventory	
Altman 135 W RGBW LED Par @ 135w	15
Altman PHX RGBW 19 degree @ 250w	2
Altman PHX RGBW 26 degree @ 250w	2
Altman PHX RGBW 50 degree @ 250w	31
Chauvet Maverick Mk2 Wash	6
Showline RGBW 4' cyc @500w	7
Astro 200 LED Spotlight	2
Console	
MA Dot on PC one 20" touchscreen	
Dimming	
All fixtures are LED and there are no dimmers in the building. Relays are used instead.	
Lighting Positions and Circuits <b>*NOTE: We do not have box booms or balcony rail positions</b>	
Frontlight	10 LED ellipsoidal wash
Sidelight	9 SR and 9 SL ellipsoidal wash
Corner light	3 SR and 3 SL ellipsoidal with varying degrees
Downlight	15 LED Par light wash
Curtain light	7 LED Strip lights on back curtain
Specials	6 LED Movers
Cabling	
Cabling is powercon based. Powercon connectors combined with DMX. Stage pin to powercon. Edison to powercon. Assortment of extension cords and power strips.	

<b>Power</b>
28 boxes located in various positions in the grid that have power, DMX, and ethernet capabilities. Outlets are located all around the perimeter of the room at floor level. Each outlet is 20 amps and we have 17 circuits. There is also a 200 amp company switch located on the backstage right side near the electrical room. 3-phase disconnect with cam locks.
<b>Miscellaneous</b>

## AUDIO

Front of House Console	Midas M32
Stage Inputs/Outputs	32 input Midas DL32 AES50 Stagebox that can be either located SL or SR
Sources	Blu Ray player Aux 3.5mm Jack
Monitors	2 JBL Eon speakers
Loudspeakers	Main PA- 4 RCF TT-08-A speakers grid hung Supplemental PA - 2 additional RCF TT-08-A speakers used for front or side fill, two RCF TTS-15-A Sub speakers
Production Intercom	EarTech wireless headset Hub system. One base Hub and 5 headsets.
Power	Outlets are located all around the perimeter of the room at floor level. Each outlet is 20 amps and we have 17 circuits. There is also a 200 amp company switch located on the backstage right side near the electrical room. 3-phase disconnect with cam locks.

<b>Microphone Inventory</b>
2 RF channels - Shure ULXD - Handheld / Body Pack

## CONTACTS

Executive Theater Manager	John Healey	301-600-2839	<a href="mailto:jhealey@cityoffrederickmd.gov">jhealey@cityoffrederickmd.gov</a>
Manager of Operations and Production	Laura Hawk	300-600-2858	<a href="mailto:lhawk@cityoffrederickmd.gov">lhawk@cityoffrederickmd.gov</a>
Technical Manager	Greg Davis	301-600-2862	<a href="mailto:gdavis@cityoffrederickmd.gov">gdavis@cityoffrederickmd.gov</a>
Assistant Technical Manager	Stephen Craig		<a href="mailto:scraig@cityoffrederickmd.gov">scraig@cityoffrederickmd.gov</a>
Box Office Manager	Jef Cliber	301-600-2878	<a href="mailto:jcliber@cityoffrederickmd.gov">jcliber@cityoffrederickmd.gov</a>
Manager of Marketing	Barbara Hiller	301-600-2868	<a href="mailto:bhiller@cityoffrederickmd.gov">bhiller@cityoffrederickmd.gov</a>
Box Office Number		301-600-2828	

## THEATER ADDRESS

15 West Patrick Street  
Frederick, MD 21701