

EVENT RENTALS: FREQUENTLY ASKED QUESTIONS

the mead center for american theater

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, the brand-new 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 birds-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 premiere 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 to spectacular galas...from business meetings to 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 rental fees start with a six- or eight-hour rental period and assume three hours for load-in and space set-up, up to two or up to four hours of total guest/event time, and one hour for breakdown and load-out. Rental rates for each space include cleaning and set up fees.

Theater rentals are also subject to a production fee consisting of labor and AV equipment.

For pricing packages, please see our Rental Fee Rate Card starting on Page 5.

WHAT TIME CAN EVENTS START AND END?

Events may begin load-in no earlier than 5:00 AM, and the earliest access to the theaters is typically 6:30 AM. Events may run throughout the day and evening and must conclude by midnight. All caterer or third party breakdown and load-out must be completed by 2:00 AM. Events requiring load-in before 5:00 AM or load-out past 2:00 AM may be accommodated on a case-by-case basis. 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 be held for up to two weeks and holds must be requested in writing. To secure a space, we ask that you sign a License Agreement, and provide a deposit of 50% of the rental fee, a security deposit 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 enquire 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. 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:

DROP-OFF CATERING ONLY

RICHARD'S PLACE at the MEAD CENTER

Lindsey Wareing Pisani
lwareing@arenastage.org
202-600-4042

GEPPETTO CATERING

Josh Carin
jcarin@geppettocatering.com
301-927-8800

FULL-SERVICE AND DROP-OFF CATERING

CORCORAN CATERERS

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

RIDGEWELLS CATERING

Talia Moyher-Zerkle
tzerkle@ridgewells.com
301-907-3712

DESIGN CUISINE

Annie Fish
afish@designcuisine.com
703-979-9400

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 cafe. 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!

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. Should you choose to contract Mead Center Concessions for your event, you may not supply your own alcohol and will be required to select from the current Concessions offerings. Please Page 4 for Concessions packages.

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 2 weeks prior to the event to discuss event policies and procedures with our Special Events Team. We also require that all vendors sign a Mead Center Vendor Agreement and supply a Certificate of Insurance. 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, paper cut-outs, flowers petals, glitter, confetti or any item smaller than 2" in diameter.

Votive and hurricane candles are permissible, provided that flames are completely enclosed. Candles may not be incorporated into floral décor for any reason. Candles are not permitted in our theaters.

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.

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, and our Group Sales office would be happy to coordinate ticket purchases for you. Please call for further details.

READY TO BOOK? CALL OR EMAIL TODAY!

CONTACT INFORMATION

PHONE

Phone: (202) 600-4040

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	\$2500	\$3250	\$4400
Bank of America Lower Lobby	\$1500	\$1800	\$2600
Molly Smith Study with Lower Lobby	\$3750	\$4750	\$6500
Rooftop Terrace	\$3000	\$3500	\$4500
Grand Lobby	\$4500	\$6000	\$8500
Catwalk Café	\$3500	\$4500	\$5600
Partial Buyout 1 (Grand Lobby, Café, Terrace)	---	---	\$16,000
Partial Buyout 2 (Study, Lower Lobby, Grand Lobby)	---	---	\$13,500
Full Facility Buyout (All Five Public Spaces)	---	---	\$22,500

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

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

2 Hour Event: includes 2.5 hours for load-in and set-up, 2 hours for the event, and 1.5 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.

Load-ins beyond 2:00 AM will be subject to an overtime fee of \$350.00 per hour.

THEATERS | PERFORMANCES | AWARDS SHOWS | MEETINGS and CONFERENCES

Theater	Capacity	UP TO 8 HOURS	8-12 HOURS
Fichandler Stage	683	\$4500	\$8000
Kreeger Theater	510	\$4000	\$6000
Kogod Cradle	200	\$2000	\$3000

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.

RATE CARD: RENTAL ITEMS AND LABOR

PRODUCTION STAFF | THEATER RENTALS ONLY

Item	Description/Notes	Fee
*Stage Manager	4-hour minimum	\$30-\$45/hour
*Light Board Operator	4-hour minimum	\$30-\$45/hour
*Sound Board Operator	4-hour minimum	\$30-\$45/hour
*Deck/Production Assistant	4-hour minimum	\$30-\$45/hour
*House Manager	4-hour minimum	\$30-\$45/hour
*Production Prep and Programming	6-hour minimum	\$30-45/hour
Lighting Designer	one consulting/design session	\$300 - \$500

**Required staff*

PODIUMS, MICROPHONES and STAGING

Item	Description/Notes	Fee
Podium, Lucite	maximum 2	\$150 each
Microphone, Wireless handheld	maximum 4	\$50 each
Microphone, Lavalier	maximum 2	\$100 each
Platform, 4' x 8' x 18"	with steps and black skirting	\$300
Platform, 8' x 8' x 18"	with steps and black skirting	\$400
Platform, 8' x 12' x 18"	with steps and black skirting	\$500
Platform, 12' x 12' x 18"	with steps and black skirting	\$650
Stage Drape/Background	colors vary; please enquire	starts at \$500

***In Special Event and Reception Spaces, labor and set-up fees apply for events with 2 or more microphones*

***In Theaters, labor and set-up fees apply for all events that require microphones; see Labor below*

SCREENS, PROJECTORS, and VIDEO

Item	Description/Notes	Fee*
Screen (7' x 12')	on metal frame or mounted	\$150
HD (High Definition) Projector		\$900
70" Plasma Screen	on stand, maximum 2	\$750
Plasma Screen	other sizes available	Please enquire
AV Technician	suggested for lobby presentations	\$30-45/hour

LIGHTING

Item	Description/Notes	Fee
Wireless LED Up lights	per case of 10	\$300
Stage Wash (small)	2-light wash on dimmer	\$950
Stage Wash (large)	4-light wash on dimmer	\$1500
Spotlight (fixed)		\$475

Pinspotting	to highlight centerpieces	\$75/table
Custom Gobo		\$300
Dance Floor Wash	textured wash to define dance floor	\$550
Lighting for Basket Wall or Rock Garden	textured wash to define architecture	\$775

OTHER RENTAL ITEMS and SERVICES

Item	Description/Notes	Fee
Acrylic Dance Floor	20x20 acrylic, black or white	\$2175
Acrylic Dance Floor	20x30 acrylic, black or white	\$2850
Parquet Dance Floor	21x21 wood parquet	\$2100
Parquet Dance Floor	21x30 wood parquet	\$2900
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
Piano	baby grand; includes tuning	\$800
Pre-Reserved Parking	subject to availability	Please enquire
Portable Sound System	2 speakers on stands	\$350
Power Tie-in to Company Switch	as needed by vendors for power	\$500
Music playback	via house sound system (with staff)	\$100
Folding Easels	maximum of 6	Complimentary
Rope-and-Stanchion	based on availability	Complimentary
Study tables	6' x 2'; maximum 15	Complimentary
Study chairs	maximum 50	Complimentary

MEAD CENTER BAR & BEVERAGE SERVICE PRICING

The Mead Center for American Theater can offer bar and beverage service for events. Please note that we cannot currently accommodate tableside service for seated dinners. Bar and beverage service is run through our Concessions Department, and the pricing listed below is meant to serve as a guide. Please contact the Events and Rentals Department for a full quote.

SET-UP FEES

This fee covers the bar set-up and bartender labor and is for an event of up to 2 hours; bar set-ups include disposable cups, beverage napkins, ice, and bar fruits.

1 – 50 PEOPLE: \$150.00

One full bar with one bartender

51 – 100 PEOPLE: \$250.00

One full bar with two bartenders

101 – 150 PEOPLE: \$375.00

One full bar with one bartender, and one full bar with two bartenders

151 – 200 PEOPLE: \$450.00

Two full bars with two bartenders each

BEVERAGE PRICING

OPTION 1: A LA CARTE

- Tab Bar, based on consumption
- Beer, wine, cocktails: \$6.00 - \$12.00 each
- Non-alcoholic beverages: \$2.00 - \$3.00 each
- 20% gratuity added to final bill
- 10% DC tax included in pricing

OPTION 2: CASH BAR

- Guests to individually pay for beverages
- Cash Bar Set-up Fee: \$50.00 - \$150.00
- 10% DC tax included in pricing

OPTION 3: OPEN BAR

- \$20.00 per person for two hours
- 20% gratuity added to final bill
- 10% DC tax included in pricing

For events over 200 guests or with a duration of more than two hours, please enquire for a custom quote