



UNIVERSITY SYSTEM *of* MARYLAND
**THE RITA ROSSI
COLWELL CENTER**

EVENT RENTAL INFORMATION



701 E. Pratt Street – Baltimore, MD 21202

In addition to serving as a collaborative hub for economic development, Baltimore's Rita Rossi Colwell Center has a truly breathtaking venue for your next event. We provide a one-of-a-kind backdrop for large-scale events of up to 1,000 attendees, and can also accommodate small, intimate meetings of just 12 guests.

With stunning views of the Baltimore Harbor, this landmark waterfront property can make your next event a memorable one under the sail-like roof in one of our many events spaces. Use our blank canvas to bring your vision to life!



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IMET

Institute of Marine & Environmental Technology



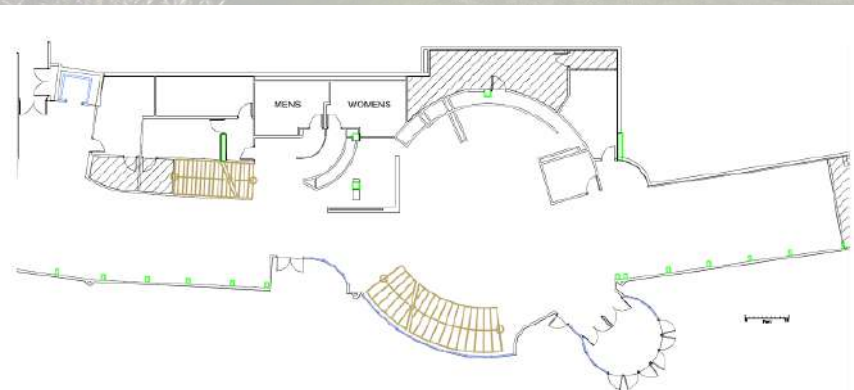
Ground Floor under the Tent

Capacity:

150 standing reception
96 seated with no dance floor
60 seated with dance floor

Rental Fee

Monday – Thursday: \$1,000
Friday – Sunday: \$2,000





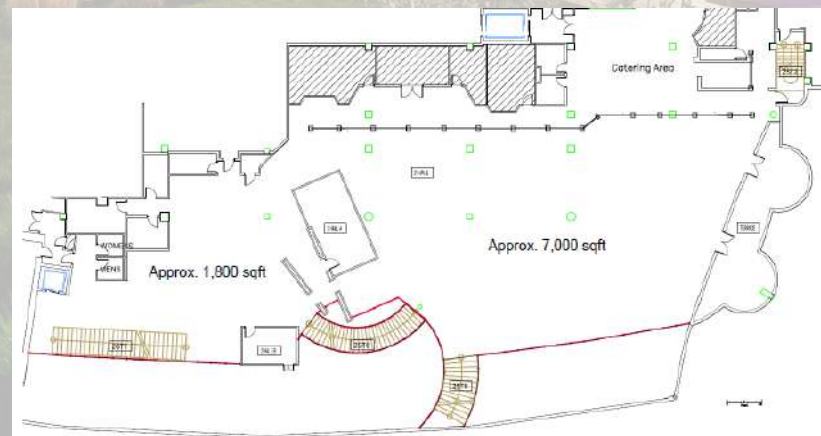
Second Floor under the Tent

Capacity:

350 seated with no dance floor
350 seated with stage, lecture style
275 seated with dance floor
500 standing reception

Rental Fee

Monday – Thursday: \$3,000
Friday – Sunday: \$4,000



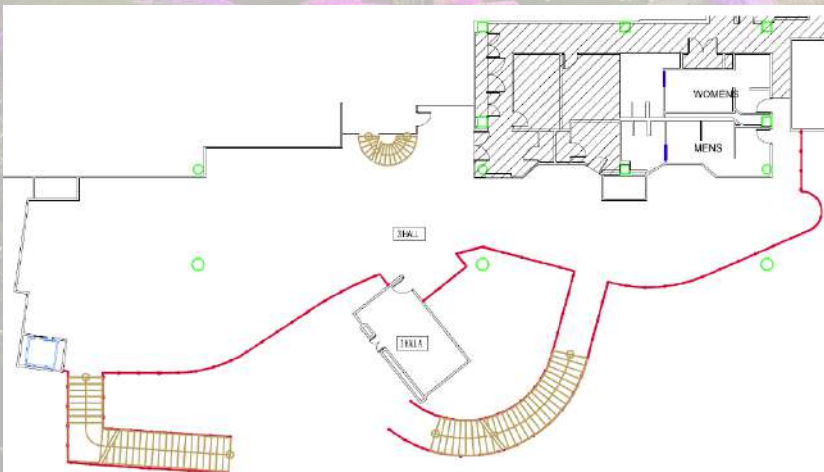
Third Floor under the Tent

Capacity:

150 standing reception
96 seated with no dance floor
60 seated with dance floor

Rental Fee

Monday – Thursday: \$1,000
Friday – Sunday: \$2,000





Colwell Center General Rules/Policies:

- Load-in can begin at 7AM the day of your event.
- Load-out must be completed after your event. The Colwell Center does not assume responsibility for any items left in the space after an event.
- You must utilize a UMBC approved caterer to serve any food and alcohol.
- All alcohol must be served by a licensed caterer.
- You must provide one-day event insurance naming the facility as additional insured.
- All trash must be taken off-site after your event has ended by the caterer or renter – NO onsite trash disposal is available.
- No onsite parking is provided, guest parking may be secured from the [Pier V Garage](#).
- A 20% deposit is required to confirm the rental, the remaining balance is due 10 days before the event.
- No helium balloons, sparklers, candles, glitter or confetti.
- Colwell Center security is required for each event in our tent spaces. Security is \$50 per hour and required to be on site an hour before the scheduled event start time and an hour after the events scheduled end time. Should all 3 floors be rented, we require 2 security guards.

Equipment Included in Tent Space Rental:

- 20 – 8' rectangle tables
- 28 – 5' round tables
- 5 – 32" high-top tables
- 175 – white folding chairs

All setup and breakdown of tables and chairs is the responsibility of the renter or their caterer.



Preferred VENDORS

Catering

**Over The Top Events
and Catering**



*Absolutely
perfect*
catering + events



Xquisite
CATERING



Copper Kitchen
fresh, thoughtful, inspired.

A/V, Rentals, and Parking



Event Tech
JUST PRESS PLAY



ABC
Party & Tent Rental



Auditorium & Atrium

Capacity

108 seated lecture (Auditorium)
110 cocktail style or 40 seated at
roundtables (Atrium)

Rental Fee

\$1,000

Equipment Provided

Desktop Computer
Projector and Screen
Tables and Chairs
HDMI Laptop Connection



Multi-Purpose Room

Capacity

70 lecture style
36 classroom style

Rental Fee

\$1,000

Equipment Provided

Desktop Computer
Projector and Screen
Tables and Chairs
HDMI Laptop Connection





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Institute of Marine & Environmental Technology

The Rita Rossi Colwell Center is the headquarters of the University System of Maryland (USM) and home to its Institute of Marine and Environmental Technology (IMET). The Center serves as a collaborative hub for economic development among USM, IMET, and private industry.

The Colwell Center community is comprised of USM faculty and staff, private entities in science related fields, and start-up companies in the IMET Harbor Launch Incubator.

[IMET](#) is a joint University System of Maryland research institute capitalizing on the strengths of the University of Maryland Center for Environmental Science, the University of Maryland Baltimore County and the University of Maryland Baltimore. IMET utilizes the research, training and technology transfer capabilities of these partner institutes to further its mission. IMET builds on the assets and capabilities of the former Center of Marine Biotechnology.

