

Rental Guidelines

Fire Code

- Limits the number of people in **each room** at any one time.
- Nothing can be stored in front of the fire exit.
- No candles
- **NO SMOKING**

Decorating

- Decorations may not be taped, stapled, or attached to the walls, ceiling, posts, or light fixtures.
- Pictures or other wall hangings may not be disturbed.

Items provided by the Dorchester Center for the Arts

Tables and chairs in the room may be used for the event. If more tables, chairs or other equipment is required it will be the Lessee responsibility to bring in the additional equipment and remove after the event.

Items not provided by the Dorchester Center for the Arts

- Table cloths, dish cloths or dish towels
- Cleaning supplies
- China and silverware

A list of approved caterers is available upon request.



Facility Rental Information

For a truly "special" event...



Dorchester Center for the Arts

Dorchester Center for the Arts
321 High St.
Cambridge, Maryland 21613

Phone: 410-228-7782
Fax: 410-221-6589
www.dorchesterarts.org

Creating Community Through the Arts

410-228-7782



THE place for memorable events!



Facility Rental Information

There are four rental areas available in the building:

- Gallery
- Studio 1
- Studio 2
- Studio 3

Weekday Rates

Room	4 hours
Gallery	\$225.00
Studio 1	\$120.00
Studio 2	\$180.00
Studio 3	\$125.00

Evening and Weekend Rates

Room	4 hours
Gallery	\$325.00
Studio 1	\$150.00
Studio 2	\$270.00
Studio 3	\$150.00

Other Rental Information

- The price includes a \$100 non-refundable deposit to secure the specified date. (This amount is applied to the total cost of your rental.)
- A Security deposit of \$100 is required in addition to the rental rates. If the facility is left in good condition, the security deposit will be returned.
- For fundraising events where alcohol is being served, an extra fee of \$50 will be charged, as the Dorchester Center for the Arts must apply for a 1-day liquor license.

Room Descriptions

Gallery



The Gallery is suitable for cocktail parties, rehearsal dinners, business functions and receptions. There is a small stage suitable for theatrical or musical performances of limited size. Dinner capacity is 50 people; for a cocktail party-100 people.

Studio 1

This studio is appropriate for meetings of 20 people or less; teas and small group luncheons.



Studio 2

Studio 2 is the largest of the studios and provides privacy for business meetings, board retreats and training sessions. It is also suitable for youth and adult parties. The seated capacity with tables is 50 people.

Studio 3

Studio 3 is limited to art parties. The mediums available include clay, stained glass, carving and mosaics and are subject to the availability of the art instructor. An additional instructor fee will be charged. The capacity is limited to 10 participants.



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