



Thanks for considering Westminster Hall as the site for your event! For additional information 410-706-2072 or email info@westminsterhall.org.

GENERAL INFORMATION

Westminster Hall is located at 515-519 West Fayette Street, at the corner of Greene Street, in downtown Baltimore. Westminster Hall, formerly a Presbyterian church, now rental hall, retains its early Gothic Revival appearance and the interior is a blend of the old and new with track lighting, tiered stage, stained glass windows, balconies, restored 1882 Johnson pipe organ, restrooms, dressing room for weddings, and a service kitchen. The kitchen contains a commercial stove/warming oven, residential size refrigerator with freezer, counters, and triple sink.

A brick pathway/ramp to the main entrance of Westminster Hall is available for those with mobility impairment. All areas in the Hall are accessible to persons with impaired mobility, except for the raised tiers, stage and balcony. We strongly recommend that arrangements for events in Westminster Hall be structured so that all attendees may participate in activities that are on the tiers, stage or balcony.

RULES AND REGULATIONS

“Reception,” “parties,” “meetings,” “events,” or “functions” shall not be interpreted to include regularly scheduled or special tours of Westminster conducted by the Westminster tour guides. If these tours, however, include special building preparation, refreshments, decorations, programming, or other non-standard arrangements, they would be included in one of the above-mentioned categories.

Nothing in this policy shall be construed to deny the Westminster Preservation Trust, Inc. the right to refuse use of Westminster Hall to any group or individual because of staff limitations, maintenance, administrative, or other considerations that may from time to time prevent adequate protection, maintenance, or administration of the building. The proposed use may pose no threat to the safety of the building as determined by the Director.



Nothing in this policy shall be construed to deny Westminster Preservation Trust, Inc. the right to conduct events for the general public or its members, at its own expense. Westminster Hall may not be used as a place for sectarian religious worship or religious instruction. If Westminster Preservation Trust, Inc. feels that any event is within the purpose of the institution, it may join as co-sponsor. In this case, Westminster Preservation Trust, Inc. will be publicly acknowledged as sponsors or host.

CATERING

Lessee must select a full-service caterer from our “Westminster Hall Approved Caterers” list for the entire event. This list is in no way a recommendation or a guarantee of the quality, price or service of such caterers. Lessee must use bartender(s) provided by the caterer and may not provide their own bartender. Lessee and/or caterer must:

- Maintain a current Maryland catering license and liquor license
- Have a minimum of \$1,000,000.00 in catering/liability insurance
- Remove all trash from the premises immediately after the event
- Clean kitchen and other areas used
- Breakdown any rented furniture or fixtures
- Call Westminster Hall beforehand to schedule any deliveries and/or pickups.
- Park in designated areas
- Caterer must provide fire extinguishers
- Caterer cannot use Westminster oven for cooking or heating

ACCESS TO BUILDING

The Hall is locked unless it is in use. All arrangements for access to the building, including rental delivery and pick-up, must be made through the Director’s Office (410-706-2072). The Director’s Office is not responsible for items delivered. Lessee and/or caterer will be responsible for removal of all delivered items. Unless prior permission is granted, all items must be removed immediately after the event. All deliveries/pick-ups must be made



through the service entrance. No tables, chairs, tablecloths, decorations, etc. are provided. Caterer is responsible for set-up and breakdown of furniture.

RESTRICTIONS

- Stage may not be used as a dance floor or double-tiered bridal party tables.
- Doors or stairways may not be blocked.
- Decorations must be fireproof.
- Helium filled balloons are not permitted.
- No tape, tacks, nails, staples, or screws may be used on floor, walls, or railings.
- Candles are not allowed. Electric, flameless or LED candles are allowed.
- Rice, confetti, snow, glitter, bubbles, birdseed and/or flower petals (real or artificial) are not permitted.
- Aisle runners are not permitted to be used in the Hall.
- Fog machines, smoke machines, bubble machines and dry ice are not permitted.
- All special effects must be approved prior to event.
- All affairs must end by 12:00am.
- Tables for serving food/drink must be set up on wood floor only.
- No deep-frying, open flames for cooking, or propane cylinders permitted on the premises.
- Kegs of beer or soda and/or soda machines are not permitted.
- Smoking is not permitted.
- No more than 75 guests are permitted in balcony at one time.
- Piano may not be moved off tier to another level or used for anything other than its intended purpose.
- Organ, organ casing, and/or bench may not be used for anything other than its intended purpose.
- Events at Westminster Hall are restricted to "invitation only" events.
- Antique foyer table may not be moved. No sitting or placing anything heavy (including ice sculptures) on foyer table.
- EXITS MAY NOT BE BLOCKED.



- Loading dock is for loading and unloading ONLY.
- Link between loading dock and Hall may NOT be used by caterer for staging area.
- All dishes, silverware, chafing dishes, etc. must be removed from the premises immediately following your event either by your caterer or your rental company.
- Dragging/sliding carts or equipment across floors is not permitted.

ALCOHOL & LIQUOR

If liquor is served and guests either pay for a ticket or a cash bar is set up, the group giving the party must obtain a one-day permit from the Liquor Board at 10 South Street (410-396-4377). This permit must be displayed in accordance with the law. Lessee must use bartender(s) provided by the caterer and may not provide their own bartender. Kegs of beer are not permitted.

CAPACITY

The State and Baltimore City Fire Code restricts the number of people in Westminster Hall to 200 for affairs with food service (with or without seating and/or a dance floor) and 250 for lectures or affairs without food service, dancing or seated tables. Please note that this number is to include caterers, musicians, etc.

LOSS OR THEFT

The Westminster Preservation Trust, Inc. is not responsible for the loss or theft of any personal or rented items belonging to or used by the caterer, lessee, and/or guests of the lessee.

EMERGENCIES

In case of emergency, call 911, non-emergencies contact 410-706-6882.



TOURS

Upon request, Westminster Preservation Trust, Inc. will provide a tour guide (for a fee) for the catacombs and burying ground. No drinking, smoking, or eating is permitted in the catacombs. The catacombs are not accessible without a tour guide

INSURANCE INFORMATION Licensee shall obtain insurance coverage, listing Westminster Preservation Trust, Inc. as additionally insured, in the minimum amount of \$1,000,000.00 for the Event. Licensee shall provide evidence of such coverage to WPT at least 30 days prior to the Event. (If not otherwise covered by a corporate policy, this coverage can often be provided by procuring a one-day general liability insurance certificate or by obtaining a rider to a homeowner's policy.)

CANCELATION POLICY

All cancellations by Lessee must be provided in writing to info@westminsterhall.org. Cancellations by Lessee after signing the Agreement are subject to forfeiture of deposit.

CANCELATION BY WPT

As set forth in the Event Agreement, WPT reserves the right, in WPT sole discretion, to require Lessee to modify any element of the Event. If WPT determines that the Event cannot be adequately modified to ensure health and safety (including to comply with COVID-19 safety guidelines), then WPT reserves the right to cancel the Event. WPT will provide reasonable advance notice to Lessee, but the Deposit will not be refunded. Rescheduling of event will be offered.

RESCHEDULING POLICY

The Lessee must submit a request to reschedule an Event in writing and include the following: the reason for rescheduling and a new date within 365 days from the date of the original Event. The request is subject to WPT's approval and will timely respond to Lessee with an approval or denial of the request.



COVID COMPLIANCE

You and all of your Invitees are required to comply with all applicable health and safety guidelines or rules that may be imposed (e.g. the CDC or Maryland Department of Health), including without limitation those pertaining to COVID-19.

- Mandatory wearing of masks, which must cover the nose and mouth
- Social distancing
- Lessee will be required to sign a COVID-19 compliance form to cover all attendees
- Due to the constant changing nature of the COVID-19 pandemic, additional requirements may be imposed.