

VENUE DESCRIPTIONS AND RENTAL GUIDELINES

Thank you for considering the Eubie Blake National Jazz Institute and Cultural Center as a venue for a corporate event, meeting, reception, celebration or fundraiser. The Center offers a one-of-kind space for your event and our Special Events team is ready to assist you.

Site visits are available 1:00pm-5:30pm Wednesday through Friday, 11:00am-5:00pm Saturday or by appointment. To check venue availability or set up an appointment for a site visit, please contact us at 410-225-3130 or email rentals@eubieblake.org.

VENUE DESCRIPTIONS

1st Floor Venue Package

This space is great for small meetings, small receptions, workshops, lectures and community meetings with easy access to the *Billie Holiday Garden*.

Price: \$300/hr. with a 2-hour minimum

Highlights:

- The *Memories of You* glass wall, original refinished maple hardwood floor, and slate throughout the entryway.
- Eubie Blake Gallery One & Gallery Two feature the Center's art exhibitions to enhance the decorum of your event.
- A baby grand piano is included in this package.

Size and Capacity:

Venue	Size	Capacity
Memories of You Lounge	220 sq. ft.	Seated Capacity: N/A Standing Capacity: 35
Eubie Blake Front Gallery	450 sq. ft.	Seated Capacity: 80 Standing Capacity: 100
Eubie Blake Back Gallery	450 sq. ft.	Seated Capacity: 80 Standing Capacity: 100

PLEASE NOTE: 1st floor is our common entry point where others must enter to gain access to other floors within the building.

2nd Floor Venue Package

This space is ideal for small concerts, wedding receptions, parties, community meetings, workshops and clinics.

Price: \$300/hr. with a 2-hour minimum

Highlights:

- Original maple hardwood floors
- Sound barriers surrounding the room
- A baby grand piano is included in this package.

Size and Capacity:

Venue	Size	Capacity
2 nd Floor	1,100 sq. ft.	Seated Capacity: 135 Seated with Dance Floor: 120 Standing Capacity: 180

Eubie Live! Venue Package

Eubie Live! is our performance venue offering a small, yet intimate setting for music, dance, poetry, theatre and more. Located on the 4th floor, this venue provides patrons with a unique ambiance, reminiscent of the jazz clubs of the 1930s and 1940s. Eubie Live! is also a great space for live recordings.

Price: \$350/hr. with a 2-hour minimum

Highlights:

- Professional quality sound system technology
- A baby grand piano is included in this package.

Size and Capacity:

Venue	Size	Capacity
Eubie Live!	1,100 sq. ft.	Seated Capacity <ul style="list-style-type: none"> • Cabaret Style: 135 • Theatre Style: 200

VENUE RENTAL GUIDELINES

General Guidelines

All persons applying for use of the facility must be at least 25 years of age and some events are subject to denial. Additionally, all events must end by 12:00am.

Deposits and Maintenance Fees

A non-refundable \$300 deposit is required for all rentals. In addition, a refundable maintenance fee of \$100.00 per floor is required for all rentals.

All fees must be paid in full 5 business days in advance of the event.

PLEASE NOTE: Rentals should not be considered confirmed until the Eubie Blake Center has received the deposit in full.

Catering

Caterers are responsible for the moving, set up and break down of buffets and bars. They must be adequately staffed to clean after the event. Caterers must be properly insured and provide a certificate of insurance.

Sale or donation of alcoholic beverages for consumption without a caterer requires a temporary license from Baltimore City Liquor Board.

Decorations

A four-inch glass globe or other non-flammable covering must protect the candles and warming devices. Votive candles in votive candleholders with hurricane shades are acceptable. Smoke machines, glitter, balloons and confetti are strictly prohibited.

Entertainment

Live bands and DJ's are welcome. However, all amplified music must adhere to Baltimore City noise ordinances and must not disturb our neighbors.

All entertainment must be pre-approved and must be legal and cannot be obscene. Gambling and nudity are prohibited.

Parking

Free parking is available on Saturday and Sunday across from the Center courtesy of University of Maryland Hospital – Midtown Campus. The parking garage entrance is located at 821 Eutaw Street.