



2023-2024 WEDDINGS GUIDE

CITIZENS NATIONAL BANK

# CITIZENS BALLROOM

ESTD

A FÊTEWELL VENUE

*Frederick*

2021







# 16

HOME OF THE

# HOUR RENTAL WINDOW

CITIZENS BALLROOM IS A CORNERSTONE BUILDING IN THE HEART OF DOWNTOWN FREDERICK. ORIGINALLY BUILT IN 1908, THE FORMER BANK HAS BEEN LOVINGLY RENOVATED TO ITS ORIGINAL GLORY AND UPDATED FOR ITS NEW LIFE AS A CELEBRATION SPACE RIGHT IN THE MIDDLE OF TOWN.

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WE LIKE TO SAY CITIZENS BALLROOM IS A "BLANK SLATE WITH CHARACTER" THAT YOU CAN CUSTOMIZE TO CREATE YOUR UNIQUE VISION FOR YOUR BIG DAY. AS PART OF MAKING SURE EVERY EVENT AT THE BALLROOM FEELS LIKE ONE-OF-A KIND, WE DESIGNED OUR MINIMALIST POLICIES TO BE AN INDUSTRY LEADER IN FLEXIBILITY TO ALLOW YOU TO REALLY MAKE CITIZENS BALLROOM YOUR OWN.







# CEREMONIES





CITIZENS BALLROOM HAS MULTIPLE  
CEREMONY LOCATIONS THAT YOU  
CAN USE TO CUSTOMIZE YOUR  
BACKDROP, BUT WE ARE PARTIAL TO  
OUR SIGNATURE BANK VAULTS.





# RECEPTIONS







CITIZENS BALLROOM IS A FORMER BANK WITH CEREMONY AND RECEPTION SPACE ON THE MAIN LEVEL AND COCKTAIL HOUR AND/OR ADDITIONAL RECEPTION SPACE ON THE MEZZANINE. WE CAN COMFORTABLY ACCOMMODATE 175 GUESTS (130 ON THE MAIN LEVEL AND 45 ON THE MEZZANINE) FOR A SEATED DINNER WITH ROOM FOR A DANCE FLOOR—AND UP TO 200 GUESTS FOR A STANDING COCKTAIL RECEPTION.





# COCKTAIL HOUR

OUR MEZZANINE IS A BEAUTIFUL SPACE FOR GUESTS TO ENJOY COCKTAIL HOUR WHILE YOUR CATERING TEAM TRANSFORMS YOUR CEREMONY SPACE INTO THE WEDDING RECEPTION OF YOUR DREAMS





# GETTING READY

YOU WILL HAVE ACCESS TO OUR COMPLIMENTARY DRESSING SUITE FOR THE DURATION OF YOUR 16 HOUR RENTAL WINDOW. SITUATED ON THE UPPER LEVEL, IT'S IN THE PERFECT LOCATION TO MAKE A GRAND ENTRANCE DOWN OUR SIGNATURE STAIRCASE.

NOT INTO ALL THE ATTENTION? WE'LL HELP YOU GET DOWN THE BACK STAIRS FOR A MORE SUBTLE ENTRANCE THROUGH OUR FRONT DOOR.



# FREQUENTLY ASKED QUESTIONS

## WHERE IS CITIZENS BALLROOM LOCATED?

Citizens Ballroom is a cornerstone building at the heart of Downtown Frederick right at the intersection of Patrick and Market Streets.

## WHAT IS THE RENTAL WINDOW?

Our full day rental window is a unprecedented 16 hours-  
- Citizens Ballroom is all yours from 8am-midnight.

## WHAT IS YOUR CAPACITY?

Our capacity is 200 for a standing cocktail reception and 175 for a seated dinner with up to 130 guests on the main level and up to 45 guests on the mezzanine.

## CAN WE HOST CEREMONY, COCKTAIL HOUR AND RECEPTION?

Absolutely, our layout makes it possible to host all three on-site.

## IS THERE PARKING AT THE VENUE?

There are several public garages as well as street parking located within one block of the venue. Vendors can reserve the street spaces nearest to the venue with advance notice by contacting the city's parking department.

## IS A REHEARSAL INCLUDED?

Yes! Our full day rentals include a one hour rehearsal. We reach out to you to reserve your time when you are 90 days out from your event and have paid your full balance. The rehearsal window is not guaranteed to be the day before your event.





# FREQUENTLY ASKED QUESTIONS

## WHAT IS INCLUDED IN THE RENTAL FEE?

Our full day rentals include:

- Access to all areas of the venue including our dressing suite for the duration of your rental window
- Complimentary 1-hour rehearsal
- All licensed and insured full service caterers are welcome
- Tables and chairs for 200
- Free WiFi

## CAN WE USE OUTSIDE CATERING?

We welcome all licensed and insured full service caterers (this is where you'll see your biggest savings!) They must provide food, bar, trash and flip services. We do have a list of favorites we can recommend if you would like assistance.

## CAN WE BRING OUR OWN ALCOHOL?

Yes! We welcome outside alcohol. All alcohol must be served by a TIPS/TAMS certified bartender provided by your catering team. If you are serving alcohol, we will need a Host Liquor Liability policy for this as well. Usually, the caterer or bartending company you are hiring will have this. If not, then you can purchase this single day policy yourself. Remember we don't allow self-serve.

## IS THERE A DRESSING SUITE?

Access to our fully furnished dressing suite is included for the duration of your rental.

## HOW MANY EVENTS DO YOU HOST PER DAY?

When you book a full day rental, you are the only event on your special day.





# FREQUENTLY ASKED QUESTIONS

## DO YOU REQUIRE INSURANCE?

We welcome all licensed and insured full service caterers. Please be reminded all caterers must be licensed and provide a Certificate of Insurance (COI) with at least \$1M of general liability insurance.

## WHAT ARE YOUR DECOR RESTRICTIONS?

We keep our most up to date decor restrictions in our contracts but here are the main ones-- we welcome candles enclosed in glass on tables. Candles on the floor must be battery operated. We do not allow anything that will interfere with the next client's event including confetti, glitter and fog machines.

## WHEN CAN I HAVE EVENT RENTALS DELIVERED AND PICKED UP?

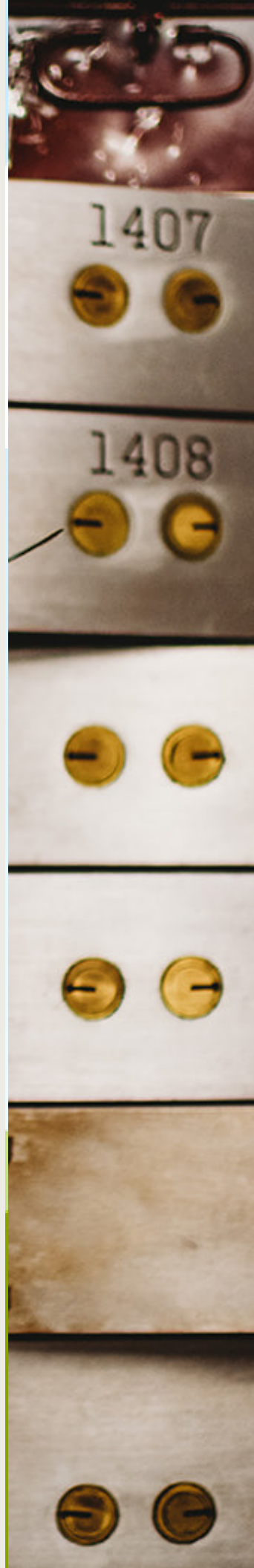
All deliveries and pick ups need to be done during the rental window. We are able to schedule outside pickup/delivery windows based on availability at an hourly rate.

## WHEN AM I ALLOWED TO TAKE PHOTOS AT THE VENUE?

You are welcome to take photos the moment you enter the venue until the moment you leave.

## IS THE VENUE ACCESSIBLE?

The venue consists of a main floor and a mezzanine. The mezzanine is accessible via both stairs and an elevator. ADA restrooms are on the first floor with additional restrooms on the mezzanine. Our accessible entrance is located along Market Street. Please reach out if there are other accommodations you or your guests may require and we'll do our best to make it happen!





# FREQUENTLY ASKED QUESTIONS

## DO YOU INCLUDE OR REQUIRE A WEDDING COORDINATOR?

We always recommend but do not include a wedding coordinator. We provide a venue manager, who will be on-site with you throughout the duration of your event.

The venue manager represents the venue and is in charge of making sure the facilities are operating smoothly. Please note that they are not a wedding planner or coordinator and will not be keeping an eye on your timeline or event flow. We will always do what we can to help you if anything fell through the cracks in the planning process (something always does!) but our first duty is to the venue and the safety of the guests.

## WILL I BE WELCOME HERE?

Citizens Ballroom welcomes all. We are an ally of the LGBTQ+ community and enthusiastically welcome all couples from all backgrounds and gender identities.

## WHAT IS REQUIRED TO BOOK?

We require a 50% payment and signed contract in order to reserve a date. We are unable to accept date holds and offer bookings on a first-come-first-served basis.

## WHEN CAN I COME IN FOR A TOUR?

We schedule tours by appointment and would love to show you Citizens Ballroom at your convenience in person or via Zoom. Please reach out to us at [hello@citizensballroom.com](mailto:hello@citizensballroom.com) to book a tour.

## WHAT IS YOUR PRICING? CAN I BOOK HOURLY?

Our pricing varies based on the day of the week and season. Please see our full pricing guide on the following pages. We only accept full day bookings except for last-minute events (booked 4 months or less in advance).







# INVESTMENT

## FRI. + SUN.

### PEAK

\$9,000

### REGULAR

\$8,000

## SATURDAYS

### PEAK

\$11,250

### REGULAR

\$10,000

## PEAK MONTHS

APRIL

MAY

JUNE

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

## REGULAR MONTHS

JANUARY

FEBRUARY

MARCH

JULY

AUGUST

HOURLY BOOKINGS ARE ACCEPTED NO MORE THAN FOUR MONTHS IN ADVANCE. PLEASE ASK US ABOUT HOLIDAY AND WEEKDAY WEDDING RATES



# GET IN TOUCH WITH US



443.574.4818



[WWW.FETEWELL.COM/CITIZENS-BALLROOM](http://WWW.FETEWELL.COM/CITIZENS-BALLROOM)



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