

# CITIZENS BALLROOM

ESTD

A FÊTEWELL VENUE

2021

*Frederick*







# 16

HOME OF THE

# HOUR RENTAL WINDOW

Citizens Ballroom is a cornerstone building in the heart of Downtown Frederick. Built in 1908, this former bank has been lovingly renovated to its original glory and thoughtfully updated for its new life as a celebration space.

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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.





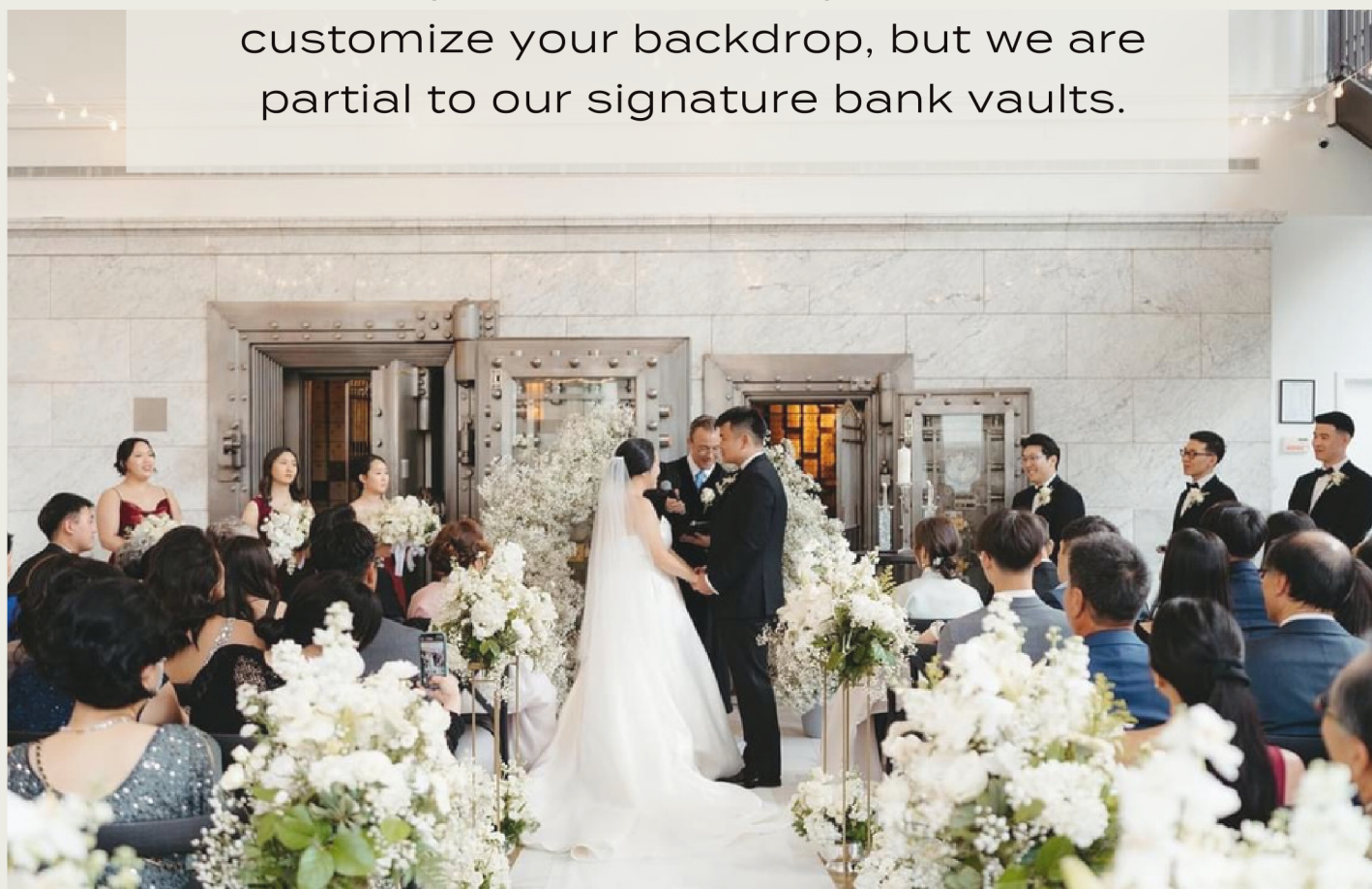
# CEREMONIES







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 allows for many customizable layout options, depending on your guest count and décor preferences. Ceremony, cocktail hour, and reception can all be held within the venue. We can comfortably accommodate 170 guests (130 on the main level & 40 on the mezzanine) for a seated dinner with a dance floor and/or 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 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.



# FREQUENTLY ASKED QUESTIONS

## WHERE IS CITIZENS BALLROOM LOCATED?

Citizens Ballroom is a cornerstone building in the heart of Downtown Frederick, right on the corner of East Patrick and Market Street.

## 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 170 for a seated dinner with up to 130 guests on the main level and up to 40 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 within walking distance of the venue - including Court Street Garage & Carroll Creek Garage, which are both less than 1 block away. There is also metered street parking throughout the downtown area (free after 5pm).

## IS A REHEARSAL INCLUDED?

Yes! Our full day rentals include a complementary one hour rehearsal. We will reach out to schedule your rehearsal date/time 90 days prior to your event date, after any remaining rental balance has been paid in full. 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
- The ability to hire any licensed & insured full service caterer you desire
- Tables and chairs for 200 plus six cocktail hour high tops
- 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. Peek at the "Preferred Caterers" tab on our homepage for a list of our favorites!

## CAN WE BRING OUR OWN ALCOHOL?

Yes! You are welcome to provide the alcohol for your event (this is another opportunity to save big!). We simply require that all alcohol is served by a TIPS/TAMS certified bartender provided by your catering team - no self-serve is permitted. If you opt to provide your own alcohol, you will also need to ensure that a Host Liquor Liability policy is obtained. Usually, the caterer or bartending company you hire will have this. If not, you can purchase this single day policy yourself.

## 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, fog machines and vinyl flooring wraps/decals.

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

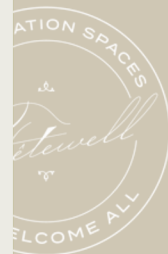
All deliveries and pick ups need to be done during the rental window. We may be able to schedule an alternate delivery/pickup outside of the rental window, based on availability, for an additional charge.

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

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

## IS THE VENUE ACCESSIBLE?

Yes – Citizens Ballroom is ADA friendly! Our accessible entrance is located on the side of our building along Market Street. Both levels of the venue are accessible via stairs or elevator, and ADA restrooms are located on the main level. 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 require a wedding coordinator. We also do not provide one. We do, however, provide a Venue/building Manager, who will be on-site with you throughout the duration of your event.

The Venue Manager represents the Ballroom 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 falls through the cracks (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 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.

## WHEN CAN I COME IN FOR A TOUR?

We schedule tours by appointment only. To book a visit please use the "Book A Tour" link on our homepage or email us directly at [hello@citizensballroom.com](mailto:hello@citizensballroom.com). We'd love to meet you!

## WHAT IS YOUR PRICING?

Our pricing varies based on the day of the week and season. Please see our full pricing guide on the following pages.







# INVESTMENT

## 2024

PEAK FRIDAYS/SUNDAYS

\$9,000

PEAK SATURDAYS

\$11,250

REGULAR FRIDAYS/SUNDAYS

\$8,000

REGULAR SATURDAYS

\$10,000

## 2025

PEAK FRIDAYS/SUNDAYS

\$9,500

PEAK SATURDAYS

\$12,000

REGULAR FRIDAYS/SUNDAYS

\$8,500

REGULAR SATURDAYS

\$11,000

## PEAK MONTHS

APRIL

MAY

JUNE

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

## REGULAR MONTHS

JANUARY

FEBRUARY

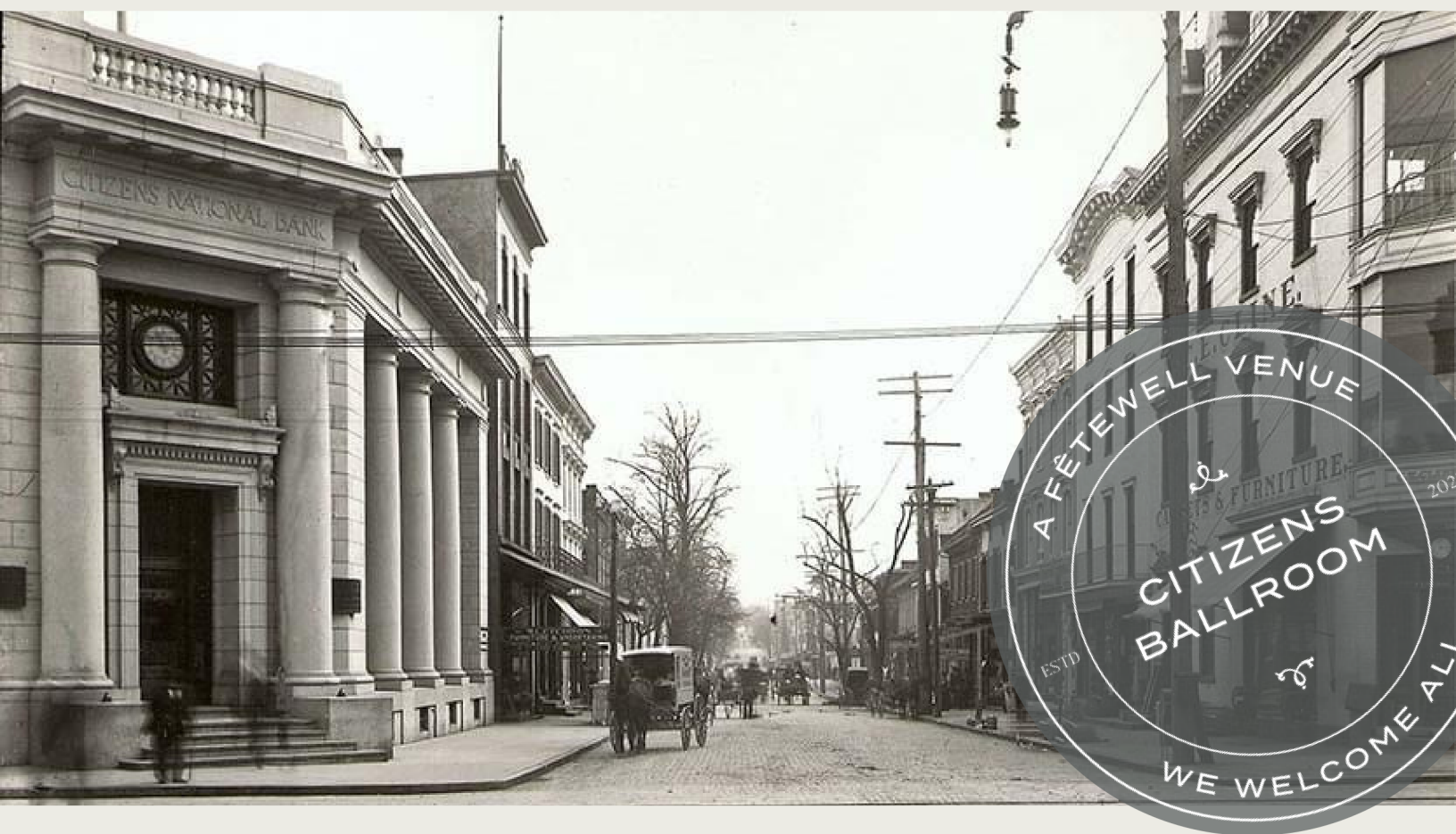
MARCH

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



410.203.9185



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



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