Photo by Vivian Doering

SNF PARKWAY THEATRE RENTAL INFORMATION

Thank you for your interest in hosting an event at the Stavros Niarchos Foundation Parkway Theatre!

Please review the following information regarding the SNF Parkway's amenities, policies, and procedures to move forward with securing a space in the theater.

Photo by Vivian Doering

SNF PARKWAY SPACES AND CAPACITY

THEATER 1

Our main historic auditorium, originally constructed in 1915, is a stunning space to host your next screening event, conference, presentation, fundraiser, or speaking engagement.

Theater 1 has a seating capacity is 414. The orchestra seats 244, and the balcony 170.

Photo by Justin Tsucalas

The main theater has a small stage and podium to accommodate panel discussions, speaking engagements, and presentations.

NOTES *on* THEATER 1

The Parkway was originally constructed as a cinematic theatre in 1915. Therefore, there is limited wing space, and we do not have dressing rooms to accommodate live theatrical performances.

The screen is fixed and cannot be removed. We do have limited stage lighting, with the possibility of adding more lighting if that is necessary for your event.

Renting space in the main theater includes use of our first floor lounge and/or lobby spaces to host an event reception.

The standing room capacity of our lounge is 75, and lobby is 270.

Please keep in mind that if you are renting Theater 1 and are utilizing the lobby and lounge for a reception, Theaters 2 and 3 of the Parkway will still be in use to the public. Therefore, Parkway patrons will have access to the lounge to purchase tickets, concessions, and drinks prior to their screening.

THEATERS 2 & 3

The SNF Parkway has two smaller 80-seat theaters, each with their own lounge spaces with capacities of 30 standing. These theaters are perfect for a small private screening, conferences, board meetings, or presentations with PowerPoint capabilities and a podium.

Photos Courtesy of Ziger/Snead Architects

SNF PARKWAY
LOBBY, CONCESSIONS & LOUNGE

The SNF Parkway Theatre is proud to serve local concessions from Baltimore-based companies such as Kinderhook Snacks, Mouth Party Caramels, Salazon Chocolates, and Charm City Chocolates, as well as standard movie-fare and locally sourced popcorn kernels from Pennsylvania farms.

Our bar proudly serves a selection of locally sourced beer on tap such as Union Craft Brewing, Brewers' Art, Diamondback Brewing, Monument City Brewing, RAR, as well as cans of National Bohemian and Charm City Meadworks.

Photo by Ziger/Snead Architects

RENTAL POLICIES

All hours in the theater are "hours rented". A rental timeframe must include load-in, set-up time, doors/seating time, total running time, breakdown, & load-out. For example, a 6:30pm-9:30pm rental means you will arrive at 6:30pm to set up (including any audio/video test), conduct the event, and by 9:30pm have the space returned to its original condition & available for regular theatrical programming to continue.

TECHNICAL SPECIFICATIONS

SCREENING FORMATS

THEATERS 1 & 2
DCP, BluRay/DVD, 35mm, Powerpoint Presentation
THEATER 3
DCP, BluRay/DVD, Powerpoint Presentation

STILLS

THEATER 1 - *Screen Resolution of 1998x1080*
THEATERS 2 & 3 - *Screen Resolution of 2048x858*

AUDIO CAPABILITIES

ALL THEATERS - *Microphone & Podium*

If you are renting the full facility, we have the ability to livestream and simulcast in all three theaters.

Also included in this rental is the use of (4) folding tables & cloths to be used for catering, registration tables, or other necessary tabling needs. The facility does not rent high-tops or additional chairs for seating.

CATERING

The SNF Parkway Theatre has a staging space that caterers can use for your special event. This space includes a stainless steel table top, three-compartment sink, and an ice machine.

Preferred Caterers: Classic Catering People, Rouge Catering, Zeffert and Gold Catering

If you have another caterer you'd like to use, please indicate on your event application. All caterers should carry liability insurance as listed below under "Insurance". The SNF Parkway Theatre reserves the right to approve or disapprove of your requested caterer.

Photo by Vivian Doering

SECURING A DATE

Because the SNF Parkway Theatre screens films 365 days a year, our rental availability has unique parameters. The theatre does not offer rentals after 2pm on Fridays, or after 12pm on Saturdays or Sundays due to film schedules. We strongly encourage you to visit the SNF Parkway Theatre prior to requesting your date to ensure the facility works in terms of the layout and capacity for your event.

Please provide at least three preferred dates on your event application, and the Events Manager will respond within seven business days to confirm or decline availability. It is recommended to request your event with at least a 90-day window. If it's determined a date is available, a soft hold may be placed on the preferred date for a total of seven business days before being released.

A 50% deposit of the licensing fee will be due upon signing of the rental contract. A sample rate schedule and contract will be available upon request.

TICKETED EVENTS

The Maryland Film Festival is the merchant of record for all paid ticketed events within the SNF Parkway Theatre. This stipulation does not apply for private events which are invitation only.

PUBLICITY FOR TICKETED EVENTS

MdFF/The SNF Parkway Theatre is not responsible for managing the ticketing of private events unless otherwise contracted.

MdFF/The SNF Parkway Theatre is not responsible for public relations and marketing of private and/or ticketed events unless otherwise contracted in a separate agreement with our Marketing Department.

MdFF/The SNF Parkway Theatre branding & logos are not allowed for use in any publicity or marketing materials unless otherwise arranged with permission granted by MdFF/The SNF Parkway Theatre.

INSURANCE

All renters and contractors of renters must carry the following liability insurance:

A. Statutory Workers' Compensation including Employer's Liability Insurance, subject to limits of not less than $1,000,000.00, affording coverage under applicable worker's compensation laws. Licensee will cause, if allowed by law, its workers' compensation carrier to waive insurer's right of subrogation with respect to the Licensor Parties.

B. Commercial general liability insurance against claims for bodily injury, personal injury, death or property damage and to include blanket contractual liability and host liquor liability (if Licensee is providing or consuming alcohol), in an amount not less than $3,000,000.00 per occurrence and $5,000,000.00 in the aggregate in any combination of primary or excess/umbrella liability policies.

C. Automobile Liability Insurance with a limit of not less than $1,000,000.00 combined and covering all owned, non-owned and hired vehicles.

D. If Licensee or any vendor or subcontractor of Licensee is in the business of selling, distributing or manufacturing alcohol than a Liquor Liability policy is required with minimum limits of $2,000,000 per occurrence.

For additional questions or concerns regarding renting the SNF Parkway Theatre, please contact Events Manager, Jessica Baroody

events@mdfilmfest.com
(410) 752-8083 ext 121

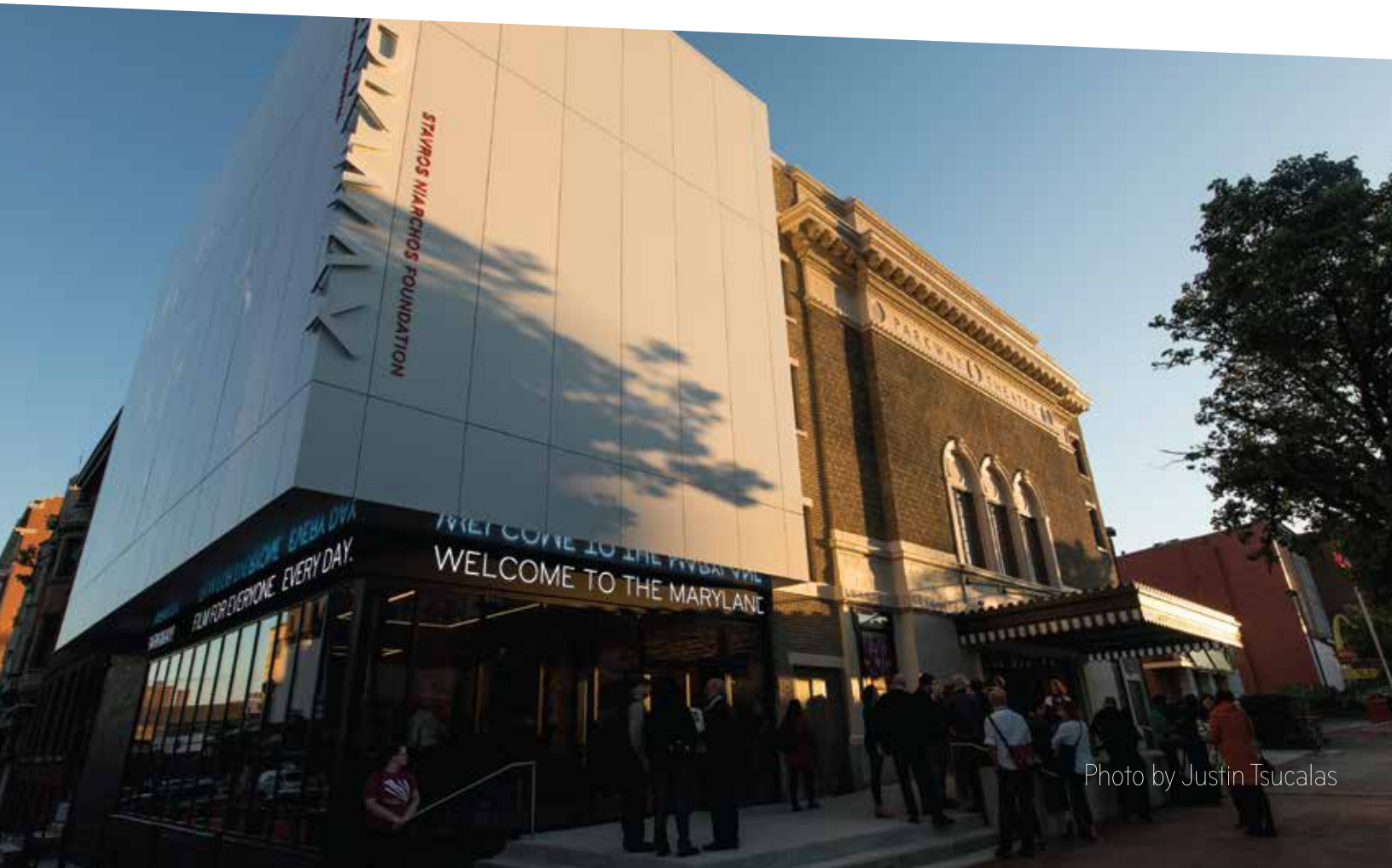

Photo by Justin Tsucalas