

THE WINSLOW

VENUE GUIDE

AT PARKER METAL BUILDING





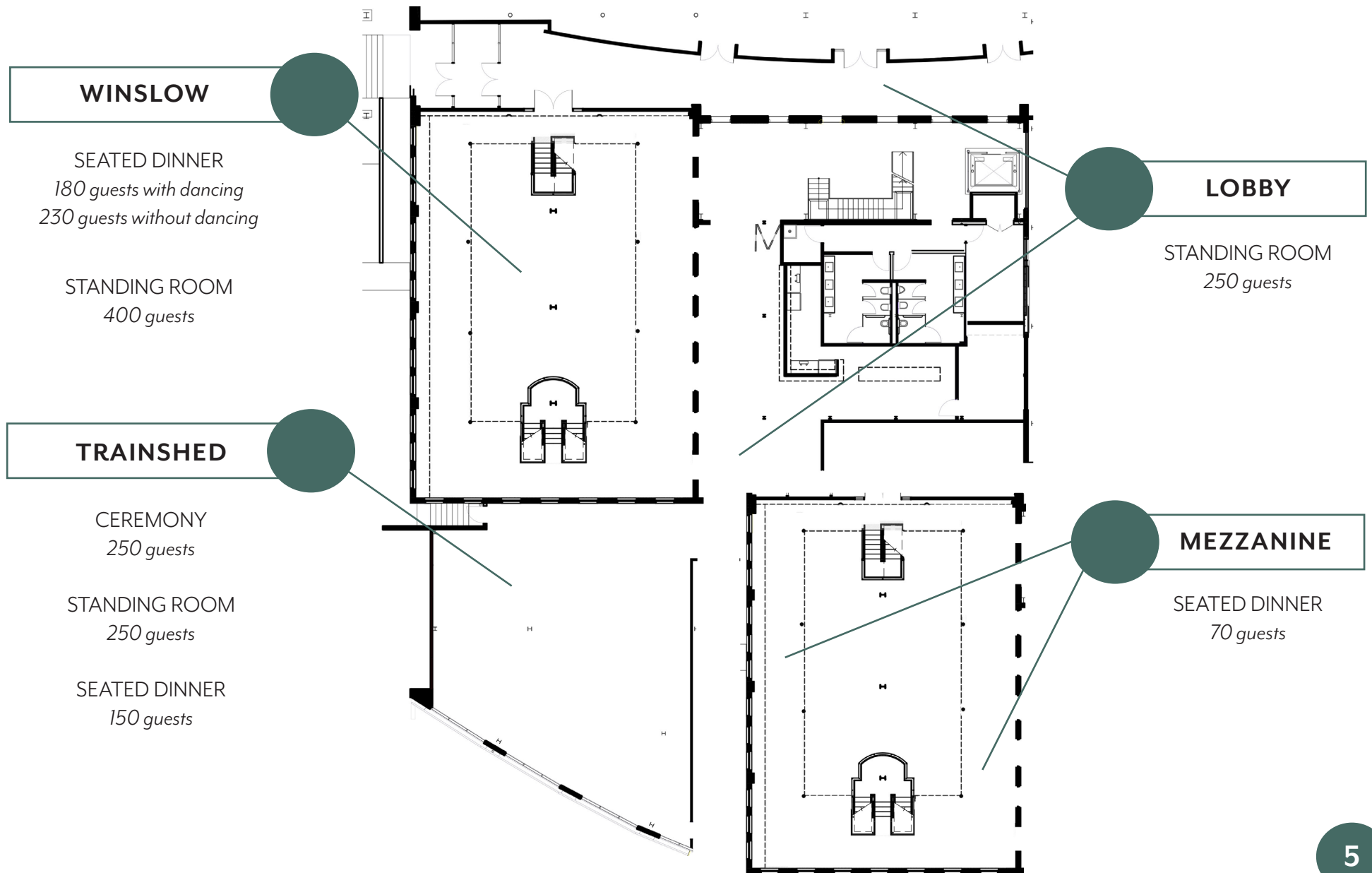
HISTORY

Founded in 1919, Parker Metal Decorating Company was a pioneer in the metal lithography industry. Designs stamped on metal sheets became an essential component of Baltimore's thriving canneries. These decorated metal sheets went on to be made into wastebaskets, advertising signs, and tin cans - including the original Old Bay can.

On the Nation Register of Historic Places, Winslow at Parker Metal Building features exposed brick, steel beams and railings, timber ceilings, cement floors, and a second story mezzanine, blending the historic details of Baltimore's industrial past with clean contemporary lines.



FLOORPLAN





QUESTIONS + ANSWERS

Where is the Winslow located?

The Winslow is located in South Baltimore in the Parker Metal Building at 333 West Ostend Street, Baltimore, MD 21230. The entrance to the parking lot and building is on Sharp Street, at the intersection of Sharp St. and Ostend St.

When is the event space available?

The venue is available to host events seven days a week. Sunday rentals during the Raven's season are considered on a case-by-case basis and may require valet services.

When can I come see the event spaces?

Site visits are scheduled by appointment, typically Monday- Friday, 9:30 am - 5:30 pm and occasionally on evenings and weekends. Appointments may be scheduled by emailing Michele Coziahr at mcoziahr@mtwashingtonmill.com or calling 443.878.5123.

What is included in the rental fee?

The Winslow has two areas available to rent: the Winslow room and the Trainshed. Fridays - Sundays and holidays require a full buyout of both the Winslow room and Trainshed spaces. Partial buyouts of just the Trainshed or just the Winslow Room are offered Mondays - Thursdays. All rentals include the lobby and Cocktail Area, 200 bentwood chairs, 25 (60 inch) round dinner tables, and 10 (30 inch) round cocktail tables.

What is the seating capacity of the venue?

At 10,000 sq. ft., the entire venue can hold approximately 500+ people for a standing cocktail reception. The Winslow room can hold approximately 250 guest for a seated event with dancing or 300 without dancing. The Trainshed can host approximately 150 seated or approximately 250 for standing cocktail reception.

Can you host both the wedding ceremony and reception?

Yes. Ceremonies may be held in either the Winslow room or Trainshed.

Do you offer a non-profit or military discount?

Yes, a discount of 10% is applied to all valid 501(c)3 organizations and active military brides or grooms. Proof of documentation is required for the discount to be applied.

What is the rental duration?

An event rental includes three (3) hours for set-up, up to four (4) hours for the event, and one (1) hour for clean-up. You may purchase additional event hours for \$750/ per hour. All events must end by midnight; however clean-up may extend past midnight. New Year's Eve events may end as late as 1:00 am.

QUESTIONS + ANSWERS

Is there a place to get ready on-site?

There is an on-site wedding suite that is available one-hour prior to the start of your event. It is recommended that clients arrive with finished hair and make-up and use the suite for last minute adjustments and staging prior to the ceremony.

May I take photographs prior to my event?

Photography may be taken on-site one hour prior to the event start time. Guests and wedding party will not be permitted inside the Winslow before this time as setup is still underway. Only the wedding couple are permitted on the roof for pictures.

Does my venue rental fee include catering or alcohol?

We have exclusive caterers all events must contract. The caterer will provide all food, beverage and alcohol, waitstaff and bartenders, handle all set up, service, and clean up, and provide tabletop items such as linens, china, and glassware. Please contact the Winslow for more detailed information on catering.

May I bring my own alcohol?

No, the Winslow does not allow for outside alcohol. Bar service must be arranged through one of our exclusive caterers.

Is there parking at the venue?

Yes, parking is available on the front and back lot of the Winslow for evening and weekend events. For daytime events please note that our parking lot is shared with the office tenants of the building and may be more limited.

May I have my wedding rehearsal on-site?

Wedding ceremony rehearsals are available for an additional fee of \$500/ per hour. Rehearsals are scheduled based on the availability of the venue.

Do you require liability insurance?

Yes, liability insurance coverage is required for your event, in the amount of \$1,000,000. Typically this coverage can be acquired through a rider added to your homeowners insurance or through one of these online vendors:

- Wedsafe www.wedsafe.com
- Markel www.markeleventinsurance.com
- Event Helper www.theeventhelper.com

Please list "WinParker, LLC" as "additionally insured."

Can I have my dog in the wedding?

Animals are permitted both inside and outside the venue for the ceremony as well as photos directly before and after. With the exception of service animals, we request that pets are taken off site once the reception begins.

What is the deposit amount and when is it due?

A non-refundable deposit of 50% of the overall total is due with your signed contract. Currently we are only accepting payment by check.

Does the venue have air conditioning and heat?

Yes, the venue is climate controlled.

QUESTIONS + ANSWERS

Does the Winslow provide a wedding coordinator?

We do not provide wedding coordination services. On the day of your event, a Venue Manager will be present to ensure that the facility is in good shape and that systems are running properly. Are exclusive caterers are very hands-on both in pre-event planning and in day-of execution. You are welcome to hire an outside wedding planner to assist with full preparation or day-of coordination. If you do hire a planner they must be present for the duration of set-up, the event itself, and stay onsite through the completion of vendor load out.

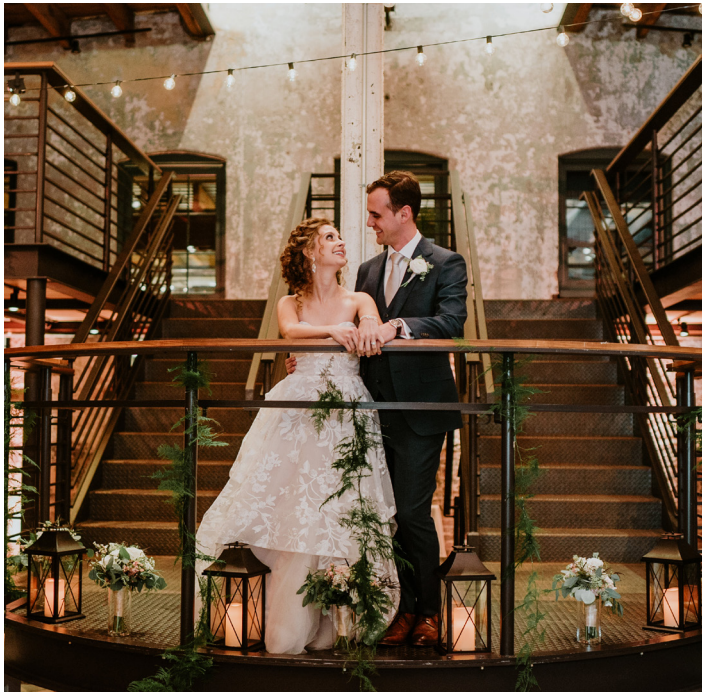
Are there any limits on event décor?

All plans for decorations will be discussed at the final walk through meeting which takes place 6-8 weeks prior to your event. Candles must follow Baltimore City fire code: enclosed in hurricane glass containers with the flame burning below the glass. Candles placed on the floor must be battery operated. The use of helium balloons, confetti, glitter, rice, gum and sparklers is strictly prohibited. We do not permit items to be adhered to walls, doors, floors, windows, or wood trim.

When can I schedule my event rentals and deliveries?

Event items may be delivered during the three (3) hour set-up time on the day of your event. Rental equipment will not be accepted until the day of the event and should be removed from the premises immediately following the event.





CONTACT US

For initial inquiries, to schedule a site tour, or to book the venue, please contact:

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