



THE WINSLOW

Venue Guide

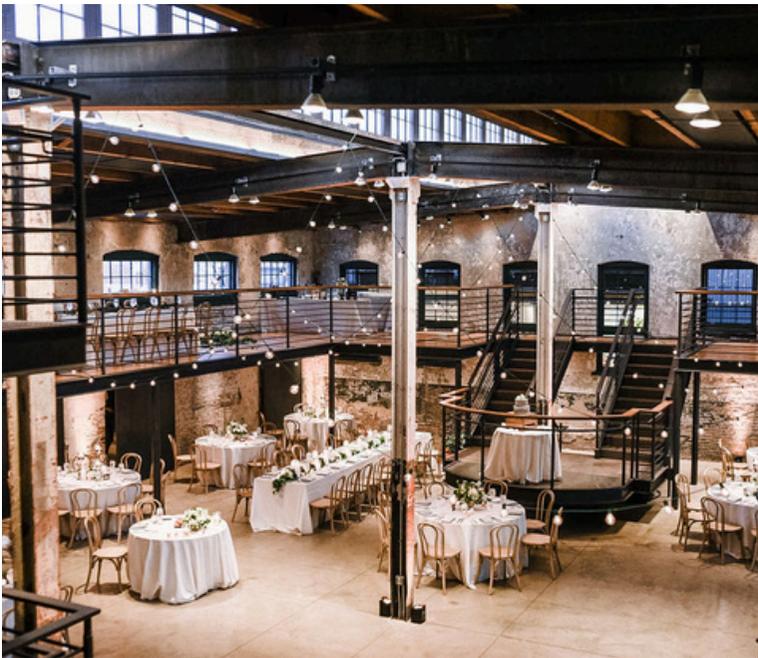
at the PARKER METAL BUILDING





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 to Baltimore's thriving canneries. These decorated metal sheets went on to become wastebaskets, advertising signs, and tin cans - including the original Old Bay can. On the National Register of Historic Places, Winslow at the Parker Metal Building features exposed brick, steel beams and railing, timber ceiling, cement floors, and a second-story mezzanine, blending the historic details of Baltimore's industrial past with clean contemporary lines.



FLOORPLAN

WINSLOW ROOM

SEATED DINNER
180 guests with DJ & dancing
160 with band & dancing
210 guests without dancing

TRAIN SHED

CEREMONY
250 guests seated

COCKTAIL RECEPTION
250 guests standing

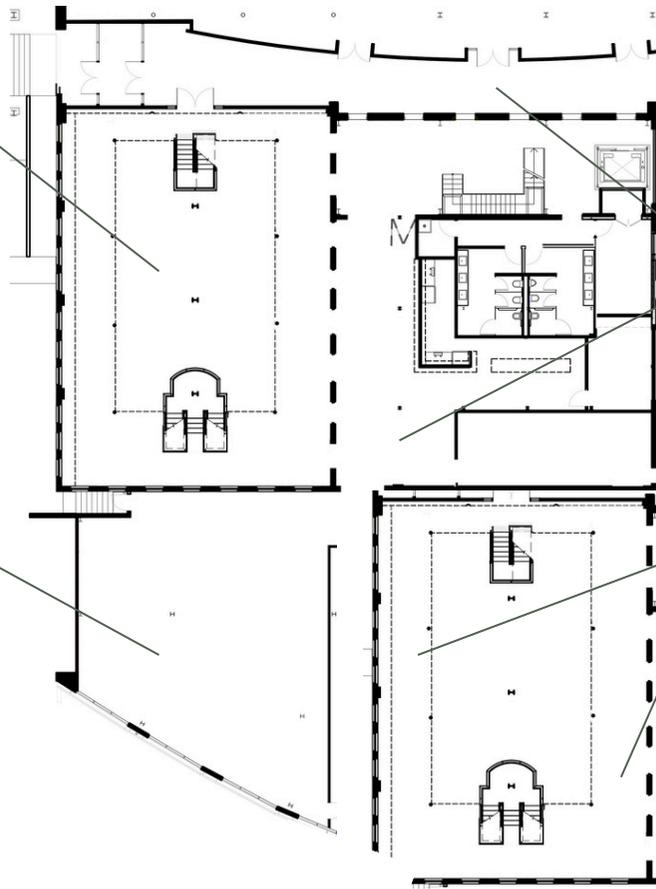
SEATED DINNER
150 guests seated

LOBBY

COCKTAIL RECEPTION
250 guests standing

UPPER MEZZANINE

SEATED DINNER
additional 70 guests seated
above Winslow Room main floor





QUESTIONS & ANSWERS

Where is the Winslow located?

The Winslow is located in South Baltimore in the Parker Metal Building at 333 W 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. Weekday events are offered in the evenings only. Weekend events may start at any time.

When can I come and see the event spaces?

Site visits are scheduled by appointment, typically Monday-Friday 9:30am-5:30pm and occasionally on weekends. To schedule an appointment please complete a form on the Contact form on the website. Alternately, you can send an email to events@winslowroom.com.

What is included in the rental fee?

The Winslow has two areas available to rent: The Winslow Room and the Train Shed. Fridays-Sundays and holidays include a full buyout of both spaces. Partial buyouts of just the Train Shed or just The Winslow Room are offered Monday-Thursday evenings. All rentals include the lobby and Cocktail Area, 200 Bentwood-style wood chairs, 25 60" round dinner tables, and 10 30" round cocktail tables.

What is the capacity of the venue?

At 10,000 sq ft, the entire venue can hold up to 500 people for a standing cocktail reception. The Winslow Room can hold up to 250 guests for a seated dinner with dancing, or up to 280 guests without dancing. The Train Shed can host up to 150 seated for dinner, or 250 guests for either a standing cocktail reception or a seated wedding ceremony.

Can you host both the wedding ceremony and reception?

Yes. Ceremonies may be held in either the Winslow Room or Train Shed.

Do you offer a non-profit or military discount?

Yes, a discount of 10% is applied to all valid 501c3 non-profit organizations and active military brides or grooms. Proof of documentation is required for all discounts 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 12:30am.

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 makeup and use the suite for last minute adjustments and staging prior to the ceremony.

QUESTIONS & ANSWERS

May I take photos 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 rooftop, weather permitting, for photos.

Does the venue rental fee include catering or alcohol?

We have exclusive caterers all events must contract. The caterer will provide all food, beverages 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 details about these required caterers.

May I bring my own alcohol?

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

Is there parking at the venue?

Yes, parking is available in the front and back lots of the Winslow for evening and weekend events. For weekday daytime events please note that our parking lot is shared with office tenants of the building and will be limited. Overnight parking is not permitted.

May I have my wedding rehearsal on-site?

On-site wedding ceremony rehearsals are available for an additional fee of \$500 per hour. Rehearsals are scheduled 90 days prior to the wedding date with time options based upon the availability of the venue.

Does the venue have air conditioning and heat?

Yes, the venue is fully climate controlled.

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 your Winslow Venue Manager is happy to provide recommendations for online event insurance providers.

Are there any sort of events that are not permitted?

We do not host high school or college student social events such as proms or formals. Bar/Bat mitzvahs are permitted but must have an adult-to-child ratio of no fewer than 1 adult for every 2 children under age 18.

Can I have my dog in the wedding?

Animals are permitted both inside and outside the venue for photography directly before and after the ceremony, and for the ceremony itself. 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 are payments due?

A non-refundable deposit of 50% of the overall venue total is due with your signed contract to reserve the date. Final balance is due at least 90 days prior to the event date. We accept payment by check or ACH only.

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.

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 the facility is in good shape and that systems are running properly. Our exclusive caterers are very hands-on both in pre-event planning and in day-of execution, but you are welcome to hire an outside wedding planner to assist with full preparations or day-of coordination. Your Winslow representative is also happy to provide you with vendor recommendations and advise throughout your planning process.

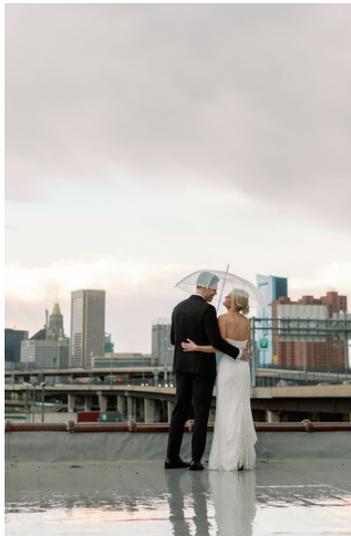
Are there any limits on event decor?

All plans for decorations will be discussed at the final walk thru meeting which takes place approx 4-6 weeks prior to your event. Candles must follow Baltimore City fire code: enclosed in hurricane glass containers with flames burning below the glass. Open flames are not permitted in any capacity. Candles placed on the floor or ground, hanging, or placed on ledges must be battery operated. The use of helium balloons, confetti, glitter, rice, sparklers, smoke/vapor/haze machines, cold spark machines, vinyl clings, or fire pits is strictly prohibited. We do not permit items to be adhered to walls, doors, floors, windows, or wood trim.

Is the Winslow accessible for those with special mobility needs?

Yes. With the exception of the 2nd floor mezzanine, the Winslow is fully accessible for those with walkers, wheelchairs, or other mobility needs. This includes marked handicap parking spaces, entrance ramps, wide doorways, wheelchair-friendly restrooms, and step-free transitions between spaces.





CONTACT US

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

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