

FAQs

Thank you for your interest in The Assembly Room. Below are answers to FAQ's to help you better plan your event.

Where is The Assembly Room?

The Assembly Room is located in downtown Baltimore 5 blocks from the Inner Harbor. Our address is 316 Guilford Ave., Baltimore, MD 21202 and a big 316 has been painted on the front of our red brick building.

When is the venue available to rent?

The venue is available seven days a week for morning, afternoon and evening events

Does the venue have air conditioning and heat?

Yes, the building has air-conditioning and steam heat.

What is your pricing structure?

Our rates vary depending on the day of the week and how many spaces are rented. Holidays are charged at our Saturday rates. Check out the [Pricing & FAQs](#) page on our website for more info.

When can I visit The Assembly Room?

Site visits are scheduled by appointment only on Wednesdays, Thursdays and Saturdays. Appointments may be scheduled by emailing asinger@theassemblyroombaltimore.com or calling (443)961-6646.

What is the capacity of the venue?

Utilizing both floors and both sides of our building we can accommodate 1,000+ for an event.

How many guests can you seat on the 1st floor?

The 1st floor (Assembly Rooms 1 and 2, combined) can accommodate approximately 400 seated or 320 seated with a dancefloor. Suggested guidelines are:

Assembly Room 1 can accommodate approx. 260 seated at rounds

Assembly Room 2 can accommodate approx. 140 seated at rounds

Can you host both the wedding ceremony and reception?

Yes, a ceremony, cocktail hour and reception can be held at The Assembly Room all in separate areas.

What is the rental duration?

An event rental is nine (9) hours and includes three (3) hours for set-up; five (5) hours for the event and one (1) hour for breakdown and clean-up. Additional set up hours may be added for \$250 per hour and additional event, breakdown and clean up hours may be added for a fee of \$500 per hour.

Do you have tables and chairs?

Yes, we have twenty-five (25) 60" round tables, ten (10) 24" high-cocktail tables and two hundred (200) folding fruitwood chairs on site

Is there a suite available on-site?

Yes, in fact we have 2 suites available for our brides and grooms. Suites are available during the 3 hours of set up time before the event. Suites can be made available for non-wedding events for a separate fee.

Do you allow an outside caterer?

We only allow caterers from our list, please [click here](#) for more information.

What is your alcohol policy, and may I bring my own alcohol?

The Assembly Room does not have a liquor license therefore we require your caterer to have a liquor license. The Assembly Room does not approve of renters and or caterers pulling a 1-day liquor license. For events in 2021 and 2022, renters may bring in their own alcohol however alcohol must be served by the caterer. For events in 2023 and beyond, renters may not bring in their own alcohol. All alcohol must be delivered and removed the day of the event. Alcohol is not permitted to remain at the venue. Cash bars are not permitted at the Assembly Room

When should I schedule my event rentals and deliveries?

All rentals, decorations and equipment must be delivered and set up during the three (3) hour-set-up time on the day of the event, and removed at the conclusion of the event, unless other arrangements are made.

Are there any limits on event décor?

The following equipment and decorations are prohibited: fog and/or smoke machines, confetti, glitter, stickers, spray paint, bubbles, liquid paint, burning objects, rice, streamers, or poppers. Helium balloons must have long strings attached for easy removal. Candles must be enclosed in glass containers with the flame below the glass.

Can I hang my own decorations?

Any additional lighting and drapery decor must be performed by a licensed and insured vendor, who has been approved by The Assembly Room.

Is there parking at the venue?

The Assembly Room is surrounded by multiple parking garages some of which offer discounts to renters of The Assembly Room.

Is security included?

Rental of the Assembly Room includes basic security personnel for most event rentals. Additional security and staffing is required for parties over 250 people and for ticketed events for an additional fee.

May I have my wedding rehearsal on-site?

Yes, wedding ceremony rehearsals are included with the facility rental. Rehearsals are scheduled based on the availability of the venue.

Do you require liability insurance?

Yes - The Assembly Room does require Special Event Liability Insurance which can be purchased through one's car insurance company or one's renter's or homeowners insurance company. Insurance can also be purchased through [WedSafe](#).

What form of payment do you take?

We accept checks and credit card. Credit card payment are subject to a processing fee.

Do I need an Event Planner?

The Assembly Room requires that every Renter retains an independent event planner or coordinator. This can be a "day-of" coordinator, whose name and contact information shall be provided to The Assembly Room at least thirty (30) days prior to the event. All planners must be present for the duration of set-up, the event itself and load out.

Will there be a representative of The Assembly Room on site at my event?

Yes, a Venue Manager from The Assembly Room will be present and will be checking periodically with the responsible parties to ensure that everything is running smoothly and will be available for questions and to respond to needs or issues as they may arise.