

Is my preferred event date available?

Visit the BMI's partyspace.com calendar to see available dates. Available dates are (Green), Booked dates are (Red) On-hold dates are (Purple).

<http://partyspace.com/baltimore/venue/baltimore-museum-of-industry>

How many guests can the Alonso G. Decker Gallery accommodate?

The Alonso G. Decker Gallery accommodates:

- 300 guests for a seated event
- 250 seated with space for a dance floor and food stations
- 500 for a cocktail reception service

How many guests can the Pavilion accommodate?

The Pavilion accommodates:

- 300 guests for a seated event
- 250 seated with space for a dance floor and food stations
- 500 for a cocktail reception service

Can I hold my wedding ceremony here, too? Is there an additional charge?

If you have your wedding reception at the BMI, we will also host your wedding ceremony at no additional charge. You have a choice of three locations for your ceremony; the indoor Alonso G. Decker Gallery, the outdoor Decker Terrace, and outside on the point.

How many events do you host on one day? On one weekend?

The BMI will only host one event per evening.

How many hours are included in the rental of the space? Is there an overtime fee?

Your rental includes setup and breakdown time in addition to the four hours allocated for your event. Setup can begin at 3:00 PM. The actual event may start at 6:00 PM or later. One hour of breakdown time is included in your rental fee. If breakdown exceeds one hour, you will be charged \$200 for each additional hour.

Do I need liability insurance?

General liability coverage is required for your event. You can get a one-day general liability insurance certificate, and name the Baltimore Museum of Industry as an additional insured, or obtain a rider to your homeowner's or renter's policy.

Private events require \$500,000 in coverage and corporate/nonprofit events require \$1 million in coverage. Please note that this is different than event insurance which is recommended but not required.

Proof of insurance in the form of a Certificate of Liability Insurance should be provided to the BMI 30 days prior to the event.

Is the site wheelchair accessible?

The BMI has designated handicapped parking spaces right next to a ramp that leads the front door of the museum. All bathrooms are wheelchair accessible.

How many bathrooms are there? Will we need to rent additional portable restrooms?

The BMI has two restrooms that will adequately accommodate your guests.

Are taxis/rideshares easily accessible from the venue?

It is easy to arrange a ride with a Taxi or Uber.

Is parking available on-site? How many spaces are there? Will guests be charged for parking?

The BMI's parking lot has 150 parking spaces. Access to parking is included with your rental.

If you find at the end of the night that it is not safe for someone to drive, please know they can leave their car overnight and pick it up the next day. It will not be towed. If you are going to an afterparty please move your car to the street or it will get locked in at the end of the event, and your car will not be accessible until the next day around 9:00 AM.

Is there a drop-off place for buses and limos? Can we use the Water Taxi?

Charter buses and limos are welcome to bring guests to BMI events and park in a designated bus area. For safety reasons the Water Taxi is not permitted to dock at the BMI/Downtown Sailing Center.

What are the nearest hotels to the venue?

The BMI is one mile from the Inner Harbor in downtown Baltimore City. There are many hotels to choose from close to the Inner Harbor.

Do you have your own sound equipment and speakers, or will those need to be rented or provided by the entertainment?

All of your sound equipment and speakers must be rented or provided by your band or DJ.

Can the venue accommodate a DJ or live band?

Live bands and DJs are welcome. All amplified music must adhere to Baltimore City noise ordinances and must not disrupt the immediate neighborhood. Music played outdoors must end by 11:00pm on Fridays and Saturdays, and 10:00pm Sunday-Thursday.

Are there "getting ready" rooms available on-site?

The BMI's Communications Gallery is used as the "Ready Room".

How much time is allocated for a wedding rehearsal?

Your rehearsal time is set for the day before your event from 2:00 PM - 3:00 PM

Can we choose our own vendors, or do you have a preferred or exclusive vendor list?

You are required to use one of the BMI's Approved Caterers. [See the list here](#). Other vendors are your choice.

<https://www.thebmi.org/host-an-event/party-spaces-and-caterers/>

Do you have an in-house caterer or a list of preferred caterers, or do I need to provide my own? Even if there is an in-house caterer, do I have the option of using an outside caterer instead?

You are required to use one of the BMI's Approved Caterers. If you have Kosher requirements, please contact us to discuss your options.

What time can my vendors start setting up on the day of the wedding?

Setup can begin at 3:00 PM on the day of your event.

Will your staff be involved in setting up and breaking down the decor? In what capacity?

BMI staff do not assist with set up or clean up.

Are tables, chairs, linens, plates, silverware, and glassware provided, or will I have to rent them myself or get them through my caterer?

The BMI provides some tables and chairs with your rental. If you need more than what we have available you will need to rent them through your caterer. See more info about the BMI's tables and chairs here. You will need to rent your linens, silverware, and glassware through your caterer.

Can I bring my own alcohol and is there a corkage fee?

The liquor license for your event is handled by your caterer. Talk with your caterer about bringing your own alcohol.

What floor plan do you recommend for my guest count?

Your caterer will assist you with choosing your ideal setup, but here is a floor plan to get you started.

Is there a coordinator on staff? Who will be my main contact?

An Event Supervisor will be on site throughout the event as a point of contact for the caterer and other vendors, and to handle any facilities-related issues that may arise. BMI staff will not assist with set up or clean up, and do not provide wedding planning or coordination services.

A security guard will be on premises for the duration of the event. The security firm fee is included in the rental.

Do you provide a coat check service?

The BMI does not provide a coat check service, but coat racks are available and included in your rental fee.

Are there décor restrictions?

Décor restrictions include the following:

Smoke machines

Glitter

Balloons

Wedding rice

Feathers

Confetti

Floor and window decals

Nothing can be taped or stuck to any artifact

What kind of candles permitted?

Candles in votive candle holders or hurricane shades are allowed. No open flames are permitted.

Are sparklers and sky lanterns permitted?

Sparklers and sky lanterns are illegal in Baltimore City.

Do you have signage or other aids to direct guests to my event?

The BMI does not provide signage or other aids to direct guests to your event.

Do you provide heaters and/or umbrellas for the outdoor spaces?

The BMI does not have heaters and/or umbrellas available for the outdoor spaces.

Do you have additional questions?

Ask Kelley. Call 410-727-4808 ext 132, or email kedelmann@thebmi.org