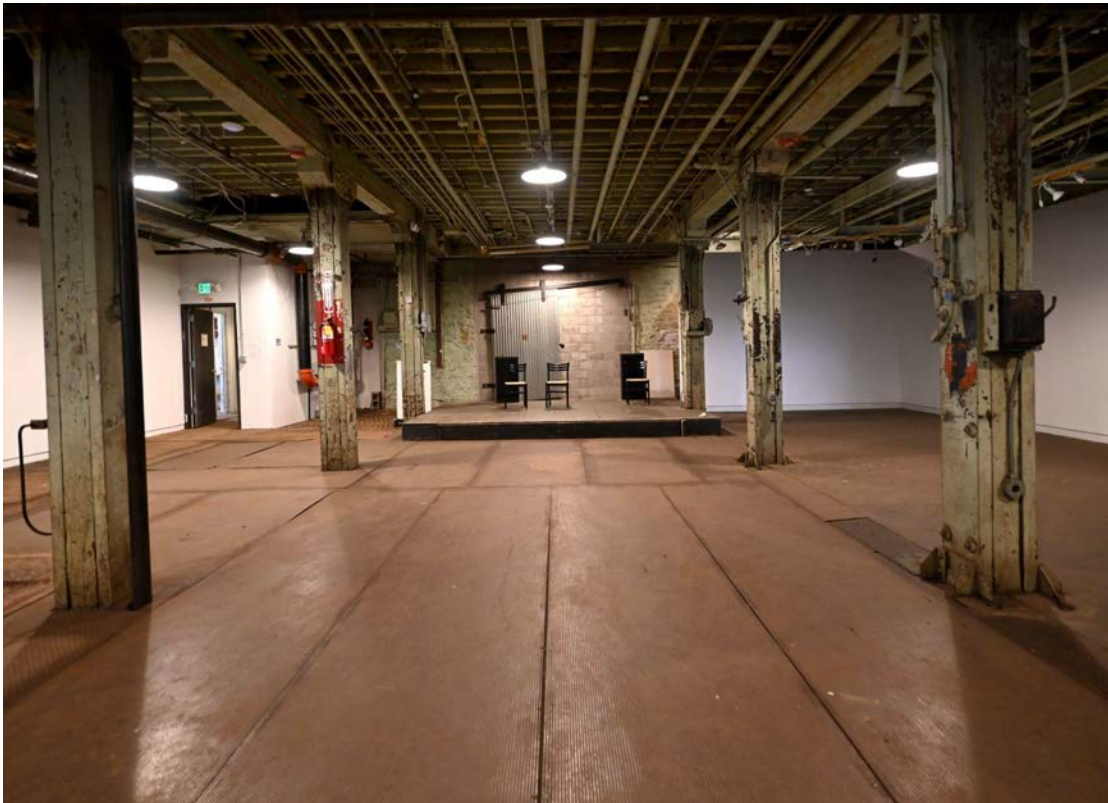


AREA 405 | Event Rentals

AREA 405 is a 5250 square foot gallery/event space located in the heart of Greenmount West, Baltimore, MD. The space offers industrial ambiance with exposed beams, machines from the building's manufacturing past, and other unique historical charms.



AREA 405 | Event Rentals

Hourly Rentals:

Weekdays: M-F, 9a-5p

\$50/hr (3 hour minimum)

Includes:

- Tables and chairs
- Kitchenette
- A/V equipment
- Staffing*

Weekday Evenings: M-Th, 5p-12a

\$100/hr (3 hour minimum)

Includes:

- Tables and chairs
- Kitchenette
- A/V equipment
- Staffing*

Weekends: F, 5p-12a + Sa/Su, all day

\$150/hr (3 hour minimum)

Includes:

- Tables and chairs
- Kitchenette
- A/V equipment
- Staffing*

Multi-day Rentals:

\$500 for the first day + \$150/day

Includes:

- Utility fee
- Post event cleaning of entire venue
- Tables and chairs
- Kitchenette
- A/V equipment
- Staffing*

* Load in/load out staffing included (2 hrs). Additional staffing needs to be assessed and charged based on the event.

Welcome to AREA 405!

This collection of documents is designed to help clients use the space with efficiency and care. Please review to ensure your event is safe and successful.

AREA 405

**405 E. Oliver Street
Baltimore, MD 21202**

Contacts:

Gallery Manager: Joyce Liang, (919) 537-1801

Property Manager: Maggie Schneider, (206) 322-1420

Life or Fire Emergency: Call 911

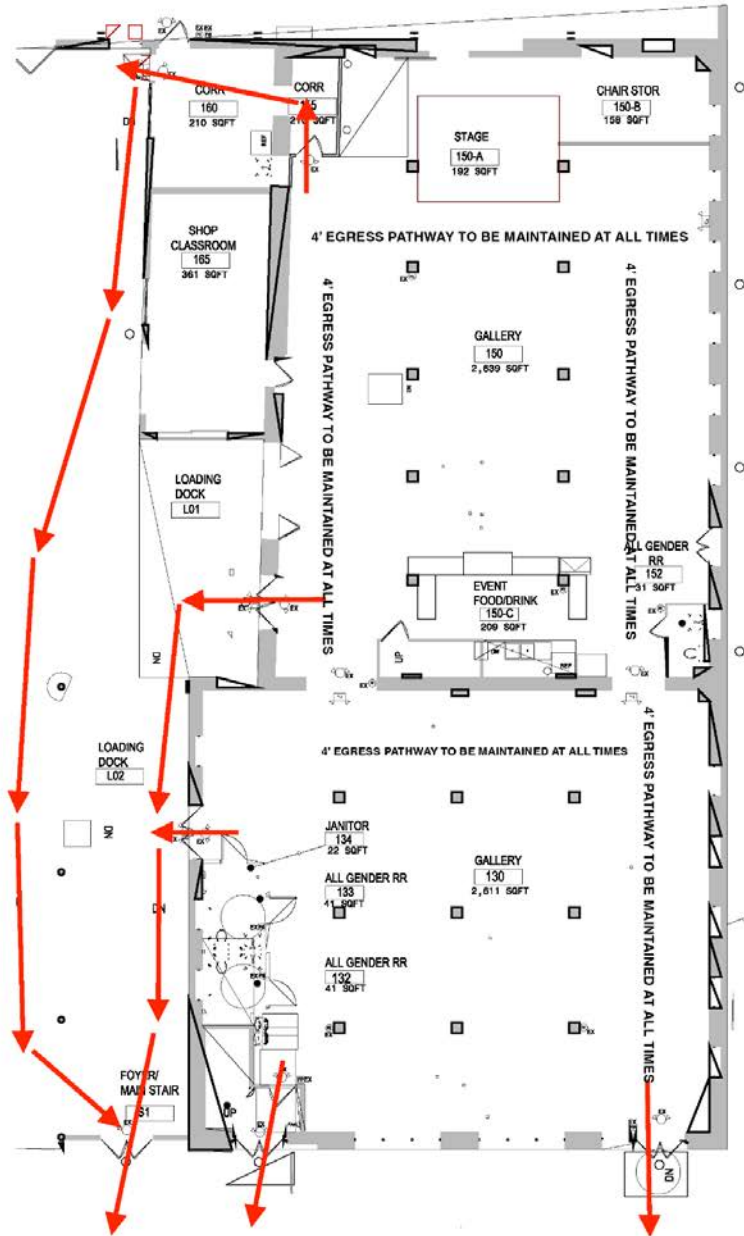
General Expectations of Gallery Use:

- Leave the space in the same condition as it was when you arrived.
- Report any issues with the space and amenities directly to the property manager.
- Do not give access to the building to anyone not associated with your event.
- The following items/decorations are NOT allowed:
 - No open flames of any kind, this includes sparklers.
 - No water displays or ice sculptures.
 - No use of smoke or fog machines.
 - No use of tinsel, confetti, bubbles, hay, stickers, silly string, or rice.
- NO SMOKING allowed inside the property. If you require a smoking station for your event, please confirm acceptable locations with the PM/gallery manager.
- All trash will be properly disposed of in the dumpsters or removed from the property entirely. Additional fees apply to excessive trash removal.
- Recycling containers are to be returned to the proper area upon the completion of the event.
- Doors may be propped open for the purpose of loading and unloading but cannot be left unattended.
- All doors to the event space and property (as applicable) are to be locked/secured prior to leaving the property.

Life & Fire Safety Floor Plan:

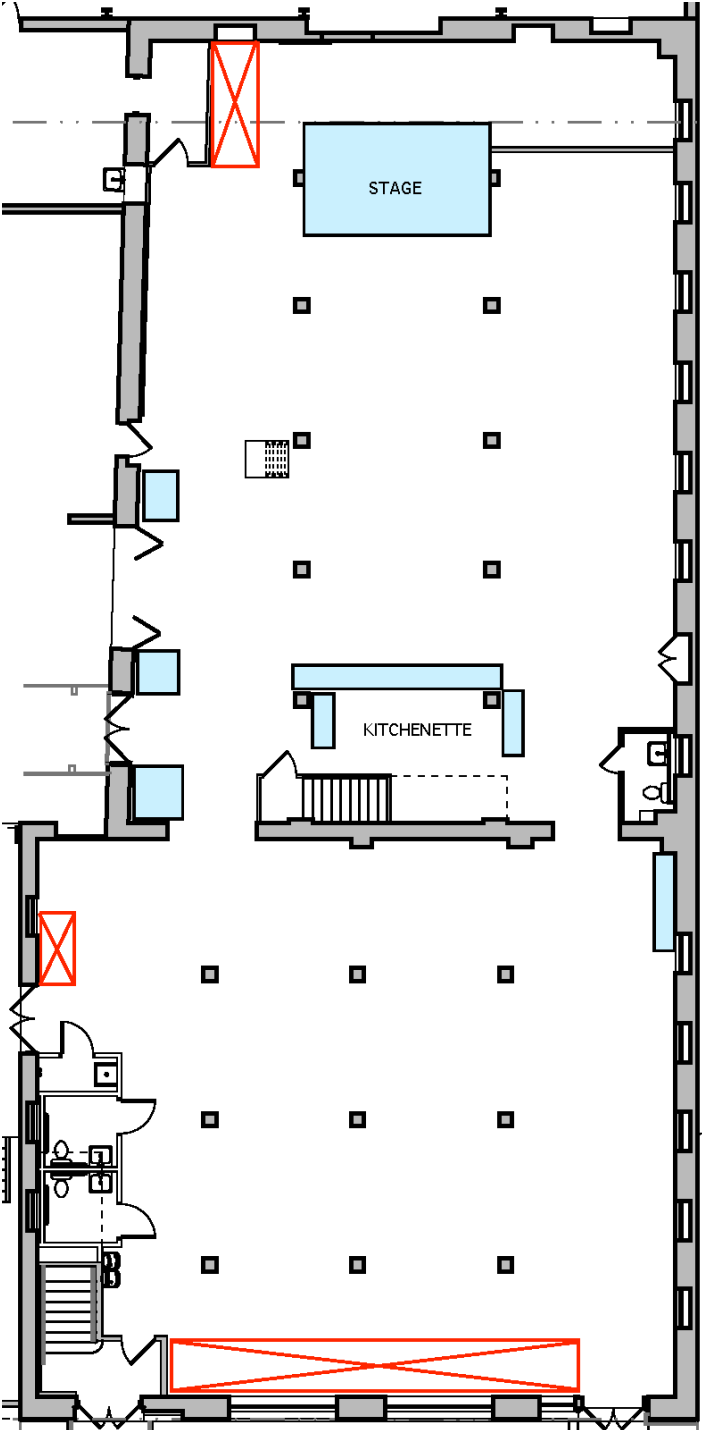
- Please familiarize yourself with the egress pathway layout for emergency exit pathways and which doors require free access at all times.
- All events are required to maintain 4' egress pathways to and from all fire exits.
- Fire extinguishers and sprinkler heads cannot be blocked.

- Blank floor plans provided for event planning to accommodate adequate egress pathways.



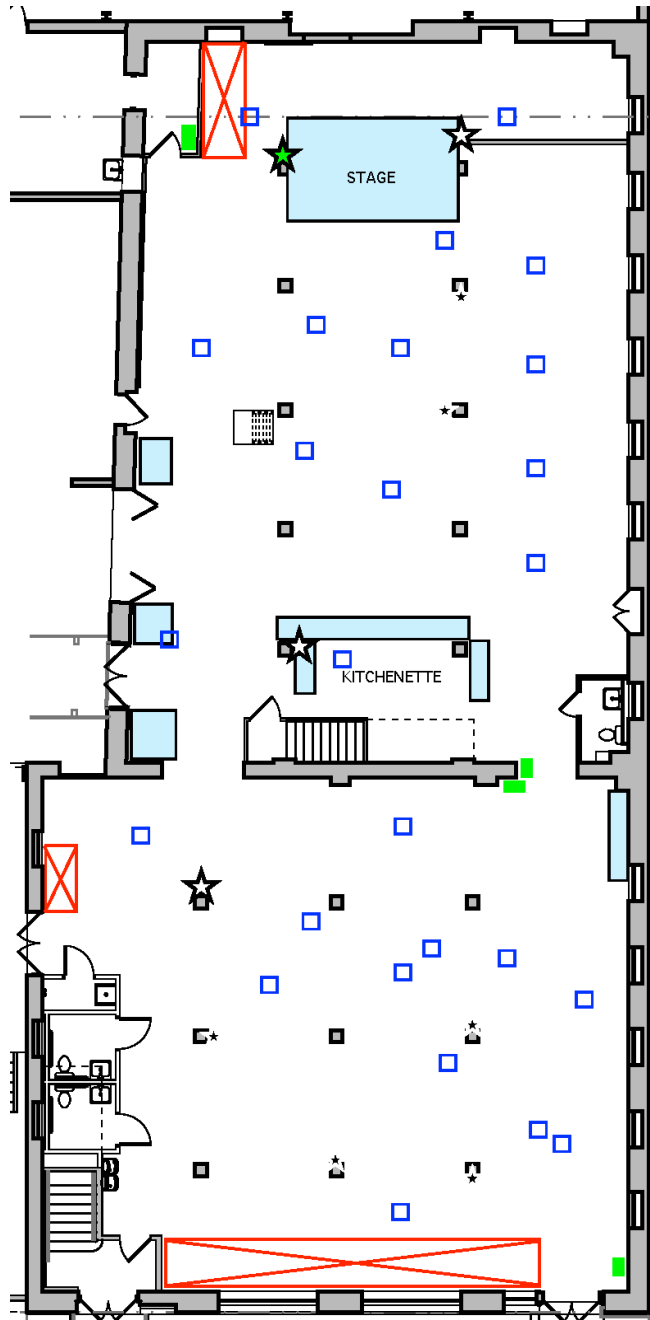
Blank Floor Plan:

- Pale blue with black outline boxes indicate items that cannot be moved.
- Red X boxes indicate vital building systems that must not be interfered with or blocked.



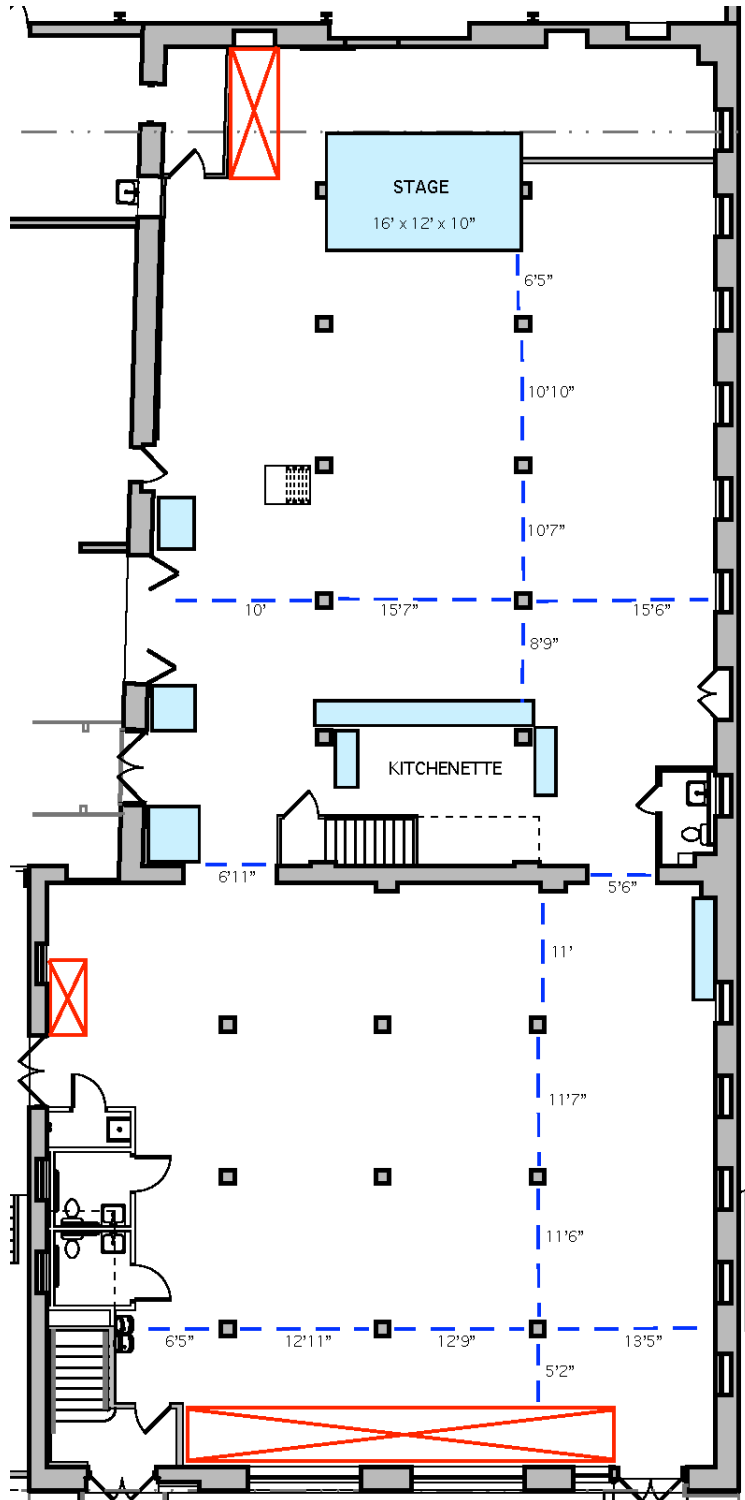
Electrical Floor Plan:

- Solid green boxes indicate light switches for main lights, gallery wall lights, and ceiling outlets.
- Blue boxes indicate ceiling outlet approximate location.
- White stars with black borders indicate outlets on structural beams.
- Green star with black border indicates where all electrical for music/sound amplification must be plugged in.



General Measurements Floor Plan:

- Basic measurements provided for event layout planning. If more detailed measurements are required, please contact the PM to schedule a site visit prior to your event.



Area 405: Fire Safety, Egress, and Cleanliness

All events are Non-smoking.

Parking:

- No Parking Friday 11am-2pm on the South side of E. Oliver Street.
- No Parking Monday 11am-2pm on the North Side of E. Oliver Street.

Doors:

- Door security is required for all gallery events.
- Doors propped open for load in/load out must be monitored.
- Doors to the courtyard are to remain closed during the winter. They can be opened during events in the spring/summertime to increase airflow.
- The door to the back building (155) remains closed during events.
- Close and binder clip the curtains (Area 405 entry) upon leaving the space.

Egress:

- Keep the egress pathway clear at all times, 4-5'.

Trash:

- Dumpsters are emptied on Tuesdays.
- All trash must be bagged and put into the dumpster prior to leaving the building.
- No food waste is to remain in the building upon the completion of the event.
- Dumpsters are not to be overflowing (if the lid is propped up, there's too much trash inside).

Recycling:

- Recycling is picked up on Friday mornings
- Please refer to the recycling flyer posted in the kitchenette.
- No food or liquid in recycling containers.
- Yellow containers are for recycling. 1-2 containers may be pulled into the gallery during events.

Fridge/Kitchenette:

- The fridge is on it's own fuse. See map for reference.
- Make sure events that use the fridge clean out their items before leaving the space.
- All surfaces and dishes used should be cleaned before leaving the space.

Lights:

- Clamp lighting is to be used as needed. Extra bulbs are in the gallery storage room.
- Lights must be plugged directly into an outlet.
- Do not hang lights from sprinkler pipes.

Sprinklers:

- Nothing within 2' of sprinkler heads in all directions.
- Back gallery has large sprinkler pipes in the back corner. This area is to remain free from accumulation. There are distinct tape lines.

Bathrooms:

- Extra paper towel, toilet paper, and other supplies are in closet 134
- Close doors when not in use.
- Bathrooms need to be restocked and cleaned (if necessary) upon completion of the event.

AREA 405 Amenities

Gallery

- 5250 square feet of ground floor industrial space with an ADA compliant entrance
 - Stage: [16' x 12' x 10"] Wood structure, will support moderate weight
 - Gallery walls: [14' 11" x 10'] [30' x 10'] [24' x 10] OSB backed drywall
- 5 pedestals:
 - 2 cylinders, black acrylic finish [48" x 18", 5] **
 - 5 rectangular cubes [40" x 18" x 24"] [40.5" x 14" x 26"] [40" x 24" 24"] [34" x 12" x 12"] [32" x 12" x 12"] *
- Access to courtyard/loading docks as needed/required by event occupancy and BCFD
- ADA accessible entrance from E. Oliver Street

Heating & AC

- Ceiling mounted heater in back gallery with thermostat behind the kitchenette
- Does not have AC. Fans available upon request.

Occupancy

- Front Gallery: 92
- Back Gallery: 108
- 60-75 seated (back gallery only)

Bathrooms

- 2, ADA compliant bathrooms in the front gallery (130) with heaters
- 1 bathroom in back gallery (150) with one step, no heater

Kitchenette

- Refrigerator
- Dishwasher (needs to be tested before offered) *
- Microwave
- Double basin sink
- Various coolers: front load cooler for cans and bottles, wine fridge, and Coleman cooler (requires ice)
- Counter space
- 8 bottle wooden wine rack
- Assorted glassware
- Many serving platters of various sizes and shapes; mostly plastic
- 4 porcelain cups and saucers
- 70 IKEA glass tumblers

- 2 large glass beverage dispensers (1 is missing it's lid)
- 1 small glass beverage dispenser
- 2 large plastic beverage dispensers with bases
- 10 ceramic dinner plates
- 5 ceramic small plates
- 1, 100 cup percolator with missing lid
- 40 cup (?) percolator
- 1, 12 cup coffee maker
- Small coffee carafe
- 1 plastic drink pitcher
- Hot plate with 2 burners
- 3 small pans/pots
- Small plastic cutting board
- Stainless steel buffet serving apparatus with 10 warming gel tins
- Various paper/plastic plates
- Various napkins
- Various plastic cutlery (loose and prepackaged)
- A million sugar packets
- Many individually wrapped green tea bags
- Collection of drink stir sticks
- 2 standard can/bottle openers, 2 vintage bottle openers
- 2 hand sanitizer dispensers
- Black, acrylic table cloths (not made for existing tables but will cover tables as needed) *
- 4 ashtrays (2 plastic, 2 glass) for outdoor smoking station on dock
- 2 first aid kits
- Cleaning supplies (below bar/counter): antibacterial wipes, cleaning sprays, dish soap, concentrated cleaning fluids, sponges, contractor trash bags, etc...
- 134 (janitors closet) contains: mop + bucket, mop sink, various brooms, shop vac + attachments + extra filter, duster, light bulb changing rod, projector box, box fans (listed above), bulk hand soap, bulk hand sanitizer, toilet paper, paper towel, trash bags for bathrooms, and extra antibacterial wipes

Chairs & Tables

- 5, 8' tables, non-folding *
- 3, 8' tables, folding *
- 4, 6' tables, non-folding *
- 4 standard upholstered chairs *

- 4 wicker seat chairs *
- 2 bar stools *
- 150 misc folding chairs *
- Wooden bench [93" x 16" x 18"] *

AV equipment

- Ceiling mounted projector (NO remote and is quite old) **
- Several cables and adapters available for projector (in Maggie's office rn) *
- 2 speakers + sound system *
- Several extension cords
- 5 music stands
- Collection of bulbs for temporary gallery wall lighting
- 6 stage light fixtures (plug directly into outlet) + gel holders
- Various bulbs for temp gallery lighting and stage lighting
- 2, 8' x 11' area rugs for sound dampening
- 6 acoustic panels, self standing

Misc Items

- Rolling coat rack
- 2, rolling white boards
- Rolling ladder
- 3 fans; 1 industrial metal fan, 2 standard box fans
- Honeywell air purifier (requires filters) *

* = items that require further review before replacing

** = items that would be ideal to replace in first year of operation