

RECIPIENT OF THE 2009  
REGIONAL THEATRE

**TONY**  
AWARD

**SIGNATURE** FACILITY  
RENTAL  
INFORMATION

**WEBSITE**  
[www.signature-theatre.org](http://www.signature-theatre.org)

**ADDRESS**  
Signature Theatre  
4200 Campbell Ave  
Arlington, VA 22206

**signature**

# SIGNATURE THEATRE

Signature Theatre is a 48,000 square foot, 4-story arts complex in the heart of lively Shirlington Village just minutes from the heart of Washington, DC.

## CATERING, PARKING, AND ACCESSIBILITY

Renters may select a caterer or choose from our recommended list. Dancing and amplified music are permitted. Guests may choose to use the adjacent parking garages, or employ a valet for the special event. The entire building is accessible to persons with disabilities.

## ALCOHOL

Open alcoholic beverages are prohibited outside of the building, unless served under a tent on the terrace. Events where alcohol is available require an ABC license. Renter is permitted to bring in his or her own alcohol – Host Liquor Liability must then appear on the certificate of insurance.

## DANCING & MUSIC

A band typically sets up on the cement portion of the Mead Lobby, so a dance floor is not required unless the renter chooses an alternate location for the dance floor.

## LIGHTING

A Signature staff person controls the panel to dim the overhead lights. A specialty lighting package, which includes up-lighting, pin-spotting tables, and custom gobos (metal plates with cut out images slid in front of lights) can be arranged at extra charge. Votive candles are allowed. Open flames are prohibited.

## INSURANCE

A certificate of insurance for bodily injury and property damage liability protection in a combined single limit amount of no less than \$1,000,000 is required with each rental.

## RESTRICTIONS/RULES

Smoking is NOT permitted in the building. The use of raw rice, confetti, glitter, smoke, and bubble machines is prohibited in the Mead lobby. Youth functions are required to have one adult chaperone per 25 children. Votive candles are allowed. Open flames are prohibited.

## CONTACT

For information on facility availability, please contact Group, Rental, and Event Manager Jackie Carl at 571 527 1831 or [carlj@signature-theatre.org](mailto:carlj@signature-theatre.org).



# CATERERS

## **SUSAN GAGE CATERERS**

Contact: Blair Downing  
7411 Livingston Rd  
Oxon Hill, MD 20745  
301 839 6900  
[www.susangage.com](http://www.susangage.com)

## **ROCK CREEK CATERING**

9330 Fraser Avenue  
Silver Spring, MD 20910  
301 650 0073  
[www.rockcreekcatering.com](http://www.rockcreekcatering.com)

## **RIDGEWELLS**

Contact: Whitney Garman  
5525 Dorsey Lane  
Bethesda, MD 20816  
301 907 3702  
[www.ridgewells.com](http://www.ridgewells.com)

## **MAIN EVENT CATERERS**

Contact: Renee Shields  
3870 South Four Mile Run Drive  
Arlington, VA 22206  
703 820 2028  
[www.maineventcaterers.com](http://www.maineventcaterers.com)

## **WELL DUNN CATERERS**

510 11th Street, SE  
Washington, DC 20003  
202 543 7878  
[www.welldunn.com](http://www.welldunn.com)

# FLORIST

## **THE OCIANA GROUP**

Contact: Barbra Hamilton  
202 269 5634

# VALET

## **ATLANTIC VALET SERVICE**

Contact: Alain  
202 466 4300  
[www.atlanticservicesgroup.com](http://www.atlanticservicesgroup.com)

# ENTERTAINMENT

## **JAN DAVIS ENTERTAINMENT**

6003 Tower Ct.  
Alexandria, VA 22304  
703 461 7253  
[www.jandavis.com](http://www.jandavis.com)

## THE SHEN REHEARSAL ROOM

**2500 SQ. FT**

Includes one mirrored wall, sound system, and refrigerator  
Occupancy: 175 standing

## THE SONDHEIM REHEARSAL ROOM

**810 SQ. FT**

Occupancy: 85 standing

## THE ZICKLER REHEARSAL ROOM

**690 SQ. FT.**

Includes one mirrored wall  
Occupancy: 75 standing

## THE GUZZETTA CONFERENCE ROOM

**470 SQ FT.**

14 seated at conference table



The Shen Rehearsal Room



The Guzzetta Conference Room

## THE MAX THEATRE

**MAIN LEVEL 4,750 SQ. FT.**

A large black-box theater space  
Seating Capacity: 300

## THE ARK THEATRE

**MAIN LEVEL 1,776 SQ. FT.**

An intimate black-box theater space  
Seating Capacity: 120

## DRESSING ROOMS

An assortment of 4 small private and 3 large back-stage dressing rooms

## THE MEAD LOBBY

### **4,300 SQ. FT.**

A marvelous window-walled contemporary space with a view overlooking Shirlington Village

Includes restrooms, coat check closet, beverage bar, and seating area

Banquet Seating - 275

Standing Reception - 400



### **PLAN A PRE- OR POST-SHOW RECEPTION**

Enhance your theater-going experience by hosting a reception in the Mead Lobby before or following the show! Paired with catering from Ali's Bar, this is a perfect one-stop way to spend your evening!

Only available for groups of 10+ with a group sales ticket purchase

## REHEARSAL/MEETING SPACES

Shen Rehearsal Room	\$200*
Zickler Rehearsal Room	\$100*
Sondheim Rehearsal Room	\$100*
Guzzetta Conference Room	\$50*

\*Up to 8 hours.

## PERFORMANCE SPACES

MAX Theatre	\$3,000*
ARK Theatre	\$1,500*
Dressing Rooms	\$50 per room*

\*Up to 8 hours.

## RECEPTION SPACES

The Mead Lobby	\$2,500*
Shared Lobby for Reception	\$150**

\*Up to 8 hours. \*\*Up to 90 minutes pre or post show.

All rentals are made possible by a tax-deductible contribution to Signature Theatre.

Non-profit organizations receive a 25% discount. Proof of 501 (c3) status must be provided to Signature Theatre.

## STAFFING

All events at Signature Theatre require a Signature staffer on site at all times. The number of staffers differs as per capacity and needs of each event.

Rental Manager	\$15/hour*
Bar Staff	\$15/hour*
House Manager	\$10/hour*
Technical Crews	varies – please contact rental manager

\*Per individual.

All capacities at Signature Theatre are based on the maximum number of people allowed as designated by the Fire Marshal of Arlington County. Maximum capacities will decrease depending on the square footage required for rental equipment, bands, etc. The building is in compliance with barrier free design standards mandated by the ADA.