

# *MT. WASHINGTON MILL DYE HOUSE*

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## 2021 - 2022 VENUE GUIDE







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## *HISTORY*

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Originally built in 1810 by the Washington Cotton Factory to bring manufactured textile goods to Maryland, the Mt. Washington Mill Dye House is the 3rd oldest existing cotton mill in the United States. It was operated as a mill until 1923 when it was purchased by the Maryland Bolt and Nut Company and repurposed for the production of metal fasteners such as screws, bolts, and rivets until 1989.

Now as an event space, The Mt. Washington Mill Dye House offers over 5,000 sq. ft. of interior and exterior space. Rustic wood beams, multi-pane windows, exposed brick and distressed concrete floors blend the history of this building with modern architectural details.

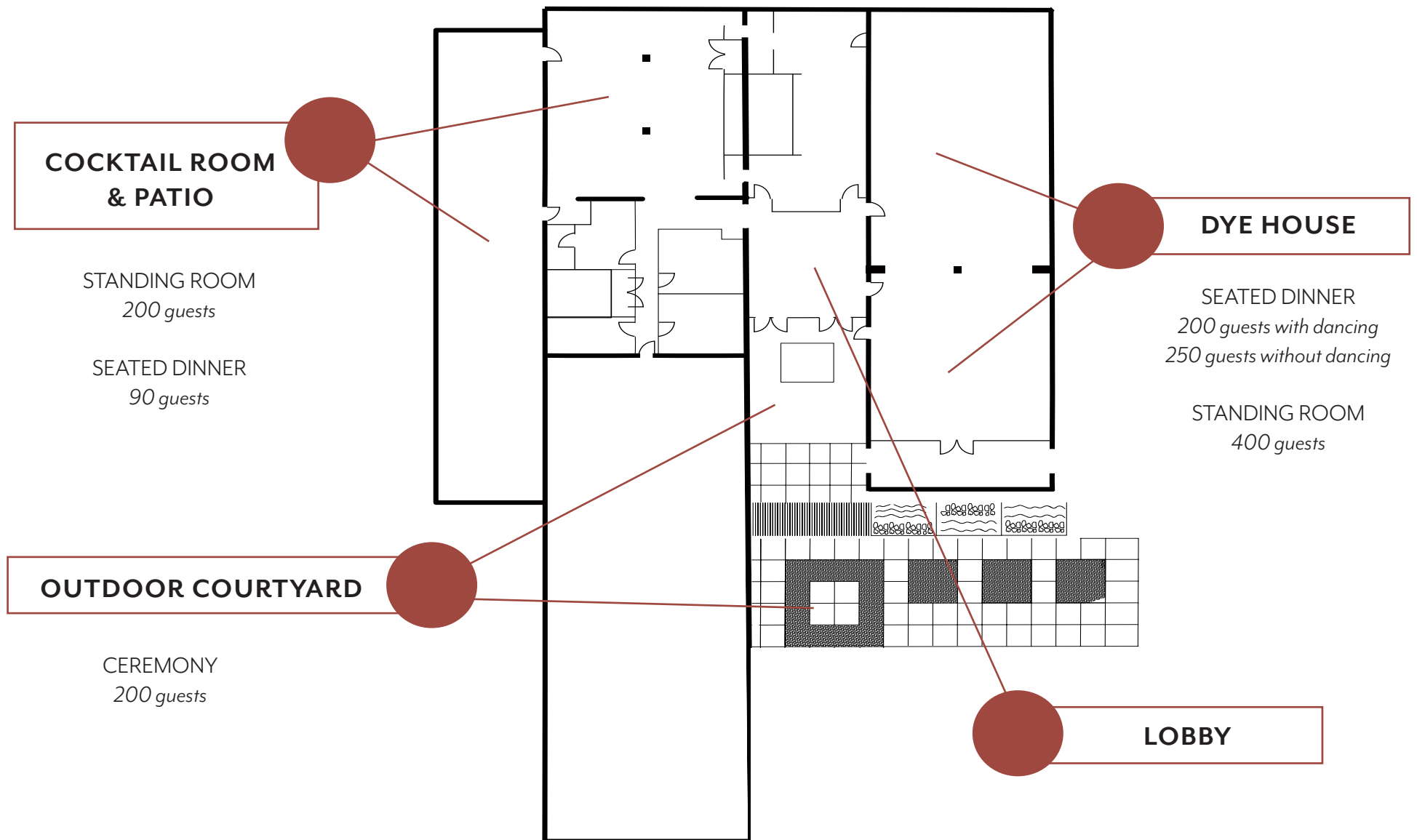
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# FLOORPLAN









# QUESTIONS + ANSWERS

## **Where is the Dye House located?**

The Dye House is located in Baltimore City, seven miles north of the Inner Harbor in the Mt. Washington neighborhood, at 1340 Smith Ave, Baltimore, MD 21209.

## **When is the event space available?**

The venue is available to host events seven days a week. Daytime events are limited, considered on a case-by-case basis, and typically require directional parking or valet services depending the time of the event.

## **When can I come see the event spaces?**

Site visits are scheduled by appointment, typically Monday- Friday, 9:30 AM - 5:30 pm and occasionally on the weekends. Appointments may be scheduled by emailing Michele Coziahr at [mcoziahr@mtwashingtonmill.com](mailto:mcoziahr@mtwashingtonmill.com) or calling 410.779.1217.

## **What is included in the rental fee?**

The Mt. Washington Mill Dye House has two areas available to rent: the Dye House and the Cocktail Room. Fridays - Sundays and holidays require a full buyout of both the Dye House and Cocktail Room spaces. Partial buyouts of *just* the Cocktail Room or *just* the Dye House are offered Mondays - Thursdays. All rentals include the outdoor courtyard, interior lobby, 200 wooden crossback chairs, 20 (72 inch) round dinner tables, and 10 (30 inch) round cocktail tables.

## **What is the seating capacity of the venue?**

At 5,000 sq. ft., the entire venue can hold approximately 400+ people for a standing cocktail reception. The Dye House can hold approximately 200 guest for a seated event with dancing or 250 without dancing. The Cocktail Room can host approximately 90 seated or approximately 200 for standing cocktail reception.

## **Can you host both the wedding ceremony and reception?**

Yes. Ceremonies may be held outside in the courtyard, weather permitting, or inside one of the Dye House rooms in cold/inclement weather.

## **Do you offer a non-profit or military discount?**

Yes, a discount of 10% is applied to all valid 501 (3)(c) organizations and active military brides or grooms. Proof of documentation is required for the discount 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 1:00 am.

## **Is the Mt. Washinton Mill Dye House located in Baltimore City or Baltimore County?**

The Mt. Washington Mill Dye House is located in Baltimore City. Marriage licenses must be filed through Baltimore City.



# QUESTIONS + ANSWERS

## **Is there a bridal suite available on-site?**

Yes, there is an on-site bridal suite that is available one-hour prior to the start of your event. It is recommended that brides arrive with finished hair and make-up and use the bridal suite for last minute adjustments and staging prior to the ceremony.

## **May I take photographs 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 Dye House before this time as setup is still underway.

## **Do you allow an outside caterer or Kosher catering?**

We have exclusive caterers all events must contract. The caterer will provide all food, beverage and alcohol, waitstaff and bartenders, handle all set up and clean up, service, and provide tabletop items such as linens, china, and glassware. Kosher catering is permitted with an additional fee. If you require Kosher catering please contact the Dye House for more information.

## **May I bring my own alcohol?**

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

## **Is there parking at the venue?**

Yes, parking is available on the front lot of the Mt. Washington Mill and on the overflow lot located at the Mt. Washington Methodist Church situated across the street at 5800 Cottonworth Avenue. There is no reserved parking available and there is no overnight parking on-site. Valet arrangements may be required for certain events.

## **May I have my wedding rehearsal on-site?**

Wedding ceremony rehearsals are available for an additional fee of \$500/ per hour. Rehearsals are scheduled based on the availability of the venue.

## **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 through one of these online vendors:

- Wedsafe [www.wedsafe.com](http://www.wedsafe.com)
- Markel [www.markeleventinsurance.com](http://www.markeleventinsurance.com)
- Event Helper [www.theeventhelper.com](http://www.theeventhelper.com)

Please list "Dye House, LLC" as "additionally insured."

## **Can I have my dog in the wedding?**

Animals are permitted both inside and outside the venue for the ceremony as well as photos directly before and after. 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 is it due?**

A non-refundable deposit of 50% of the overall total is due with your signed contract. Dates are held for one week after the contract has been sent out. If the signed contract and deposit are not returned within the week timeframe the date will be released. Currently, we are only accepting checks.

## **Does the venue have air conditioning and heat?**

Yes, the venue is climate controlled.



# QUESTIONS + ANSWERS

## **Does the Mt. Washington Mill Dye House provide a wedding coordinator?**

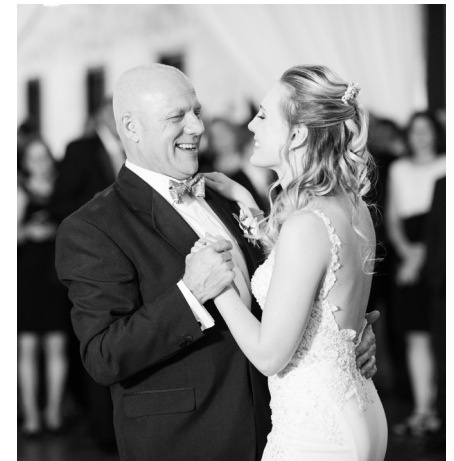
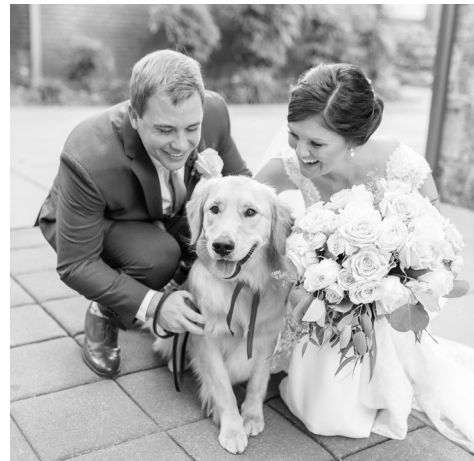
We do not provide wedding coordination services. On the day of your event, a Venue Manager will be present to ensure that the facility is in good shape and that systems are running properly. Are exclusive caterers are very hands-on both in pre-event planning and in day-of execution. You are welcome to hire an outside wedding planner to assist with full preparation or day-of coordination. If you do hire a planner they must be present for the duration of set-up, the event itself, and stay onsite through the completion of vendor load out.

## **Are there any limits on event décor?**

All plans for decorations will be discussed at the final walk through meeting which takes place 6-8 weeks prior to your event. Candles must follow Baltimore City fire code: enclosed in hurricane glass containers with the flame burning below the glass. Candles placed on the floor must be battery operated. The use of helium balloons, confetti, glitter, rice, gum and sparklers is strictly prohibited. We do not permit items to be adhered to walls, doors, floors, windows, or wood trim.

## **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.







# *CONTACT US*

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