

# WELCOME TO THE ATLAS

The Art Beat of H Street

Let your imagination have no boundaries with our creative, artistic, unique, and one-of-a kind event venue. An important landmark in The District for the past 80 years. This historic setting is perfect for intimate gatherings to large scale galas, weddings, corporate events and everything in between. Our team of talented professionals skilled in event planning, sound engineering, and lighting design are at your call to plan, meet, execute, and exceed your expectations.

# Your big event needs a stage and dressing rooms.

# **AMENITIES + DETAILS**

# WE ARE MORE THAN A WEDDING VENUE

- Professionally lit Dressing Rooms
- Green Rooms
- Bridal Suite
- Grooms Suite
- Showers
- Top Level Production Team
- Professional Grid in Event Space
- Custom Professional Event Lighting
- High End Sound Equipment
- Easily Accessible Loading Dock

# WHAT IS AROUND THE ATLAS?

- Metro Station (via streetcar, or walking 15 minutes)
- Union Station (15 minute walk)
- DC Streetcar from Union Station
- Valet Service
- Uber/Lyft
- Hotels such as Homewood Suites and Hampton by Hilton
- Airbnb

# Package 1 - Perfect for Special Events + Wedding Receptions Up to 150 Seated

# The Sprenger Theatre, the Great Hall, and Catering Staging Area Starting at \$5,000

Spaces include exclusive use of the Sprenger Theatre during the five hour event, one hour cocktail hour in the Great Hall and a Catering Staging Area. This package also includes three hours to load in and one hour to load out.

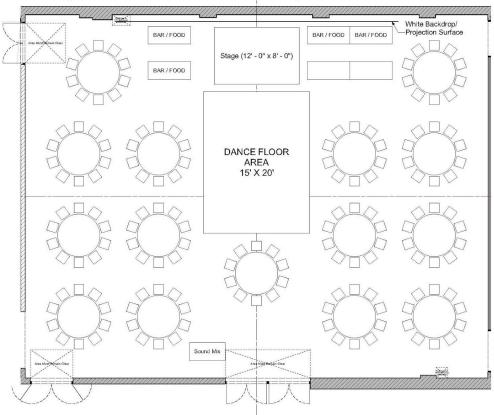
PACKAGE INCLUDES:

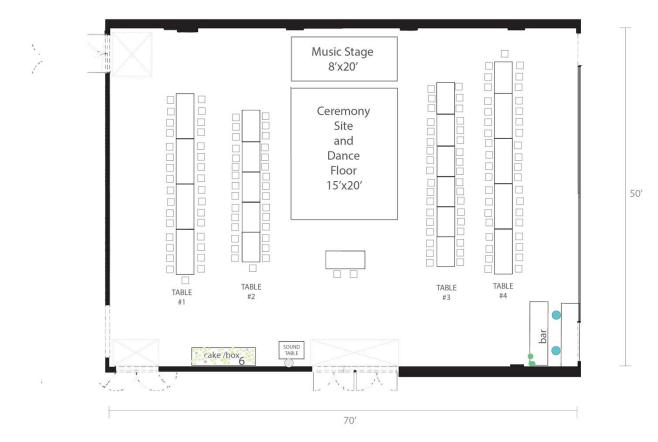
- Lighting Technician
- Sound Technician
- Assistant Production Manager
- Special Events Manager
- Event lighting throughout both spaces
- During/post event cleaning
- Final walk through with our Special Events Manager and Production Team

#### SAMPLE TIMELINE:

- 3 6 PM Load In
- 6 7 PM Cocktail Hour: Great Hall
- 7 11 PM Reception: Sprenger Theatre
- 11 12 AM Load Out

#### Sprenger Wedding Reception #1 - 150 Seated (15 Tables) Stage, Dance Floor, Sound Mix Position, Bar and Food with Service





Sprenger Wedding Ceremony and Reception Sample Floor Plan 140 Guests

# Package 2 - Perfect for Larger Wedding Receptions Up to 150 Seated The Sprenger Theater, the Great Hall, and Catering Staging Area Starting at \$7,200

Spaces include exclusive use of the Sprenger Theatre and Great Hall during the five hour event and a Catering Staging area. This package also includes three hours to load in and one hour to load out.

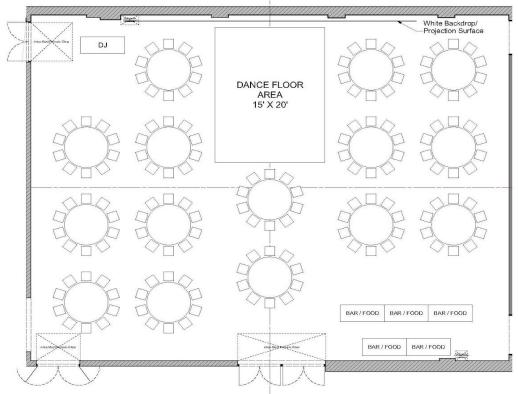
Packages Includes:

- Lighting Technician
- Sound Technician
- Assistant Production Manager
- Special Events Manager
- Event lighting throughout both spaces
- During/post event cleaning
- Final walk through with our Special Events Manager and Production Team.

Sample Timeline:

- 3 6 PM Load In
- 6 7 PM Cocktail Hour: Great Hall
- 7 11 PM Reception: Sprenger Theatre & Great Hall
- 11 12 AM Load Out

#### Sprenger Wedding Reception #2 - 150 Seated (15 Tables) DJ, Dance Floor, Bar and Food with Service



# Package 3 - Perfect for Wedding Ceremonies and Receptions Up to 150 Seated or 200 Seated The Lang Theatre, the Sprenger Theater, the Great Hall, and Catering Staging Area

# Starting at \$5,435

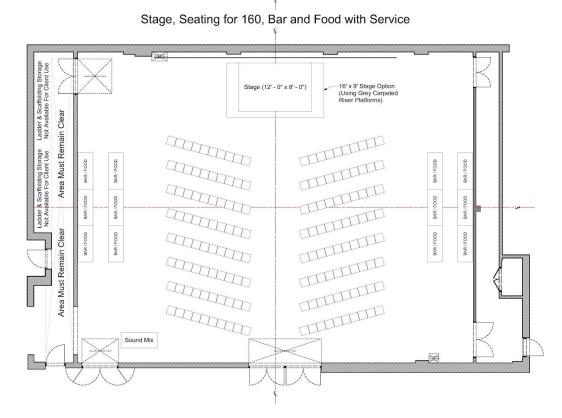
Spaces include exclusive use of the Lang Theatre for a ceremony and reception in the Sprenger Theatre during the six hour event, one hour cocktail hour in our Great Hall and a Catering Staging Area. This package also includes three hours to load in and one hour to load out

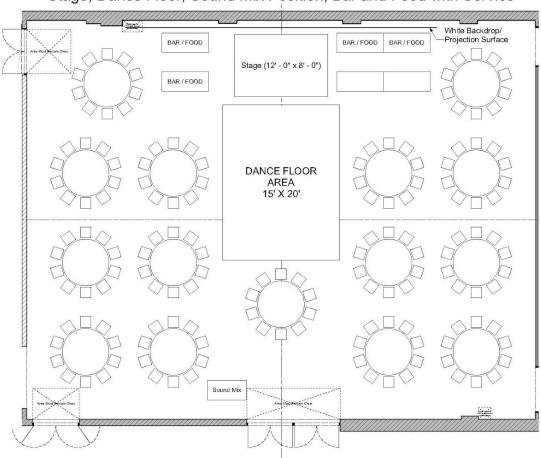
#### PACKAGE INCLUDES:

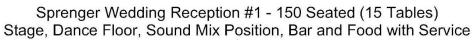
- Lighting Technician
- Sound Technician
- Assistant Production Manager
- Special Events Manager
- Event lighting throughout both spaces
- During/post event cleaning
- Final walk through with our Special Events Manager and Production Team

### SAMPLE TIMELINE:

2:30 - 5:30 PM - Load In 5:30 - 6 PM - Ceremony: Sprenger Theatre 6 - 7 PM - Cocktail Hour: Great Hall 7 - 11 PM - Reception: Sprenger Theatre 11 - 12 AM - Load Out







# Package 4 - Full Buyout: Perfect for a Large Wedding Ceremonies and Receptions Up to 150 Seated

# All venues inside the Atlas

# Starting at \$10,000

Spaces include exclusive use of the Sprenger Theatre, Great Hall, and Lang Theatre during the six hour event and catering staging area in our Lab II space. This package also includes three hours to load in and one hour to load out.

Package Includes

- Lighting Technician
- Sound Technician
- Assistant Production Manager
- Special Events Manager
- Event lighting throughout all three spaces
- During/post event cleaning
- Final walk through with our Special Events Manager and Production Team

Sample Timeline:

2:30 - 5:30 PM - Load In

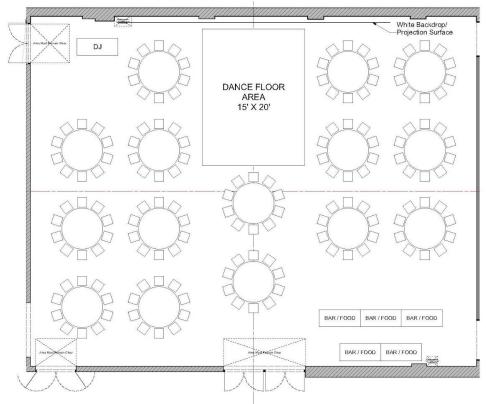
5:30 - 6 PM - Ceremony: Lang Theatre

6 - 7 PM - Cocktail Hour: Great Hall

7 - 11 PM - Reception: Sprenger Theatre

11 - 12 AM - Load Out

#### Sprenger Wedding Reception #2 - 150 Seated (15 Tables) DJ, Dance Floor, Bar and Food with Service



# Package 5 - Perfect for Galas and Fundraising Events

# Standing Room up to 400 People Starting at \$6,320

Spaces include exclusive use of the Great Hall and Sprenger Theatre during your four hour event and a catering staging area. This package also includes three hours to load in and one hour to load out.

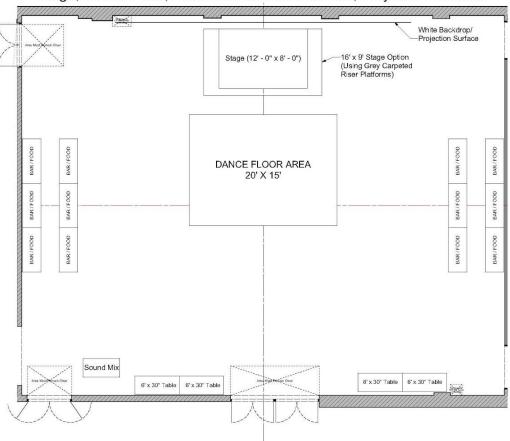
#### PACKAGE INCLUDES:

- Lighting Technician
- Sound Technician
- Assistant Production Manager
- Special Events Manager
- Event lighting throughout both spaces.
- During/post event cleaning
- Projector
- Hanging of soft goods
- Final walk through with our Special Events Manager and Production Team

# SAMPLE TIMELINE:

4 - 7 PM - Load In

- 7 -11 PM Event: Great Hall & Sprenger
- 11- 12 AM Load Out



#### Sprenger Open Room Event - Capacity 280 Stage, Dance Floor, Food and Bars with Service, Projector Available

# Package 6 - Perfect for Galas, Fundraisers, and Standing Receptions 300 Standing Room or Up to 150 Seated Starting at \$4,670

Ask about our nonprofits discounts

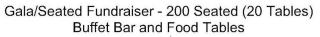
Spaces include exclusive use of the Sprenger Theatre during the four hour event and a catering staging area. This package also includes three hours to load in and one hour to load out.

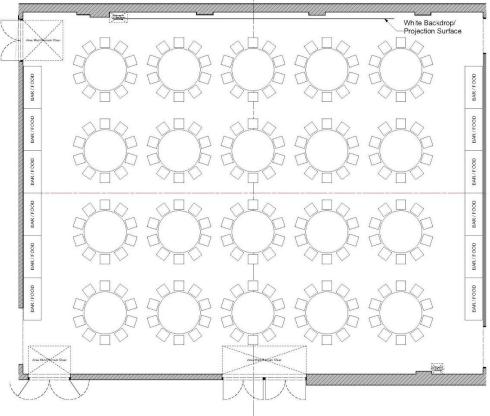
#### PACKAGE INCLUDES:

- Lighting Technician
- Sound Technician
- Assistant Production Manager
- Special Events Manager
- Event lighting throughout the space
- Projector
- During/post event cleaning
- Final walk through with our Special Events Manager and Production Team

#### SAMPLE TIMELINE:

- 4 7 PM Load In
- 7 11 PM Reception: Sprenger Theatre
- 11 12 AM Load Out





# Package 7 - Meeting Package Up to 80 seated Starting at \$850

Spaces include exclusive use of Lab II during this four hour event. This package also includes one hour to load in and out.

#### PACKAGE INCLUDES:

- Lighting Technician/ Sound Technician
- Assistant Production Manager
- Special Events Manager
- Projector

#### SAMPLE TIMELINE:

- 5 6 PM Load In
- 6 9 PM Meeting
- 9 10 PM Load Out

# **Frequently Asked Questions**

#### **Q:** Is there a discount for Nonprofits?

A: Yes! We offer special Nonprofit pricing that includes a 25% off discount from our normal rates.

# Q: What is the maximum number of guests I can fit in the Atlas for a gala or fundraising event?

A: 400! You will need to rent a minimum of 4 of the 5 venues in order to achieve this.

### **Q**: What are your capacities for weddings and wedding receptions?

A: The building best accommodates events with 150-200 guests.

### Q: Do you have tables and chairs?

A: At this point in time the Atlas does not rent tables and chairs.

### Q: What is a load-in? How long do load-in and load-out take?

A: A load-in or load-out is the time factored in to bring all event items into the theater, stage, and/or store them. For many events, load-in takes 3-4 hours. Load-out takes approximately 2 hours or less. More complex events will take additional time. We require a minimum of 3 hours for load-in. Be sure to confirm load-in and load-out times with vendors at the time of contract.

#### Q: I would like to do my ceremony and reception at the Atlas. Will that work?

A: Yes, you can have both events within the Atlas - choose from 5 event venues!

# **Q**: I would like to do my ceremony and reception within the Sprenger Theatre. Is this possible?

A: Yes! There are a few options: 1. Have the ceremony in the center of the Sprenger Theatre, which will double as the dance floor and have guests seated at tables around the perimeter or 2. Ask your caterers to flip the space from ceremony to reception while you and your guest have cocktail hour in the Great Hall

#### Q: Do you have a preferred vendor list?

A: Yes! Please email events@atlasarts.org.

# Q: Do I need to hire a wedding planner?

A: Wedding Planners are not required but we recommend them. A wedding planner is a great person to go between your wedding party and our production staff during the big day! The Atlas requires that you provide an event day contact that is not part of the wedding party or immediate family. It is strongly suggested that you hire an experienced person to handle this aspect of your wedding. They can oversee your vendors and make sure your event stays on schedule.

# Q: Can I have candles?

A: We only allow LED candles.

# Q: Can I bring in my own alcohol?

A: Yes! We do allow event hosts to provide their own alcohol through an approved supplier. Some caterers do not allow clients to provide their own alcohol, as they carry the license and liability for liquor.

# Let's get social!

We have albums and photo pages all over the Internet. Find us and get inspired!

Pinterest <u>pinterest.com/atlaspac</u> Instagram <u>instagram.com/atlaspacdc</u> Facebook <u>www.facebook.com/atlasarts</u> Twitter <u>twitter.com/atlaspacdc</u> Youtube: <u>youtube.com/channel/UC74oD1fD-nqxiaBavraRTHg</u>

# A historic non-profit performing arts center!

The Atlas Performing Arts Center is a non-profit performing arts venue in a historic theater. We're the cultural anchor of the H Street, Northeast community in Washington, DC. The Atlas fosters and presents stellar art in film, dance, music, theater, vocal and choral work, spoken word, and beyond.

When you rent from the Atlas you are supporting the burgeoning H Street NE corridor, its arts, audiences, and neighbors. We thank you.