



A Premier Events Venue

# John Street Quarters

28 John Street

Westminster, Maryland 21157

410-848-1800

[www.johnstreetquarters.com](http://www.johnstreetquarters.com)

*"Just The Right Place"*

## Frequently Asked Questions

### What are your prices for the rental of the ballroom?

You can find our prices by clicking on the Price link on the ContactUs page where you found this FAQ page.

### How many people can you hold in the ballroom?

We are rated for a maximum of 175. BUT, 175 in rows of tables for a banquet are tight. If you are looking for round tables, dancing space, etc such as for a party or reception, we recommend no more than 150 guests.

### Can I bring my own food?

Yes, you can bring your own food. However, if your food is coming from one of our caterers, then it is considered a catered event.

### Can I use a caterer that is not on your approved list of vendors?

No. Only caterers that are under contract with us may be selected for JSQ. We have taken the time to interview and evaluate each caterer we have selected to insure that they meet our criteria for operating in our facility. We also want to know that you will get the service we expect you to receive and our caterers meet that test.

### What permits do I need?

It depends on the event type. If you are hosting a private party, then you do not need a food service permit. If you sell tickets to your event, then you will need the permit. Bingo requires a gambling permit. The lease contract does require you to obtain all necessary permits.

### How early can I access the building to set up for my event?

We allow a 2-hour window on both sides of your event time for you to setup and break-down the tables and chairs as well as cleaning and sweeping.

### What is the latest hour an event can take place?

We require events to end by 12 midnight with guests departing by 12:15 AM. Lessee can stay up to the 2 hours past 12 midnight for clean up.

## If I rent the ballroom for a bingo, can I use the kitchen and do you have bingo supplies?

For bingo events, our Fire Police organization will run the kitchen and supply food and beverages. They will work with you to review the menu. Proceeds from the food sales belong to the Fire Police. The ballroom rental is reduced to account for food profits. The Bingo machine can be rented. Lessee will need to provide all supplies.

## Who will setup the ballroom and clean up after the event?

The lessee is responsible for setting up the chairs and tables. After the event, the lessee must return all tables and chairs to their storage closets and leave the room broom swept. Many times, the caterer will handle this though there may be a fee from the caterer for that service.

## Can I tour the facility to help decide?

Certainly. Please call or email us to arrange a visit. Normally, we have personnel available Monday-Friday, 8AM-4PM. Other times can be arranged.

## Are there any deposit or insurance requirements?

Yes, we require a security deposit of \$200 that is returned after the event if no issues arise. Then there is a deposit due with the signed lease with the balance due before the event. You also must provide a certificate of insurance that you can obtain from your homeowner's insurance company. Details on coverage amounts are available in the lease.

## Do you charge for tables and chairs?

No, currently, the chairs and tables are provided as part of the ballroom rental.

## Can I decorate the ballroom?

Yes, BUT. You can NOT tape, tack, nail, pin anything to any part of the building or furniture. You can use balloons that are anchored by weights on the floor.

## Do you have a place for the bridal party to wait prior to entering the reception?

Yes, we do. We have a lounge that can hold up to 12 people at the top of the stairs in the lobby.

Have further questions that were not answered here? Just fill out the form on the ContactUs page or call the number at the top.