



411 Dorchester Avenue
Cambridge, MD

ThePackingHouseCambridge.com

FAQs for Atrium Rental at the Packing House

Is my preferred event date available?

Visit The Packing House's events calendar to see available dates:

[Events Calendar – The Packing House \(thepackinghousecambridge.com\)](https://thepackinghousecambridge.com/events-calendar)

How many guests does the Atrium accommodate?

The Atrium accommodates: • 250 guests for a seated event • 150-175 seated with space for a dance floor and food stations • 400 for a cocktail reception.

Can I hold my wedding ceremony here, too? Is there an additional charge?

If you have your wedding reception at the Atrium, we can also host your wedding ceremony at no additional charge.

How many events do you host in one day? On one weekend?

The Atrium will currently host one event per day/evening/weekend.

How many hours are included in the rental of the space? Is there an overtime fee?

Depending on your event, the rental will include time for setting up and breaking down within an 8-hour timeframe. If additional time is needed, the fee will be \$200/hour.

Do I need liability insurance?

General liability coverage is required for your event. You can get a one-day general liability insurance certificate, and name 411 Dorchester CSP LLC as an additional insured, or obtain a rider to your homeowner's or renter's policy. Private events require \$500,000 in coverage and corporate/nonprofit events require \$1 million in coverage. Please note that this is different than event insurance which is recommended but not required. Proof of insurance in the form of a Certificate of Liability Insurance should be provided to the Packing House 30 days prior to the event.

Is the site wheelchair accessible?

The Packing House has five designated handicapped parking spaces next to a crossing that leads to the front doors of the building. Bathrooms are also wheelchair accessible.

How many bathrooms are there? Will we need to rent additional portable restrooms?

The Packing House has two restrooms that should adequately accommodate your guests.

Are taxis/rideshares easily accessible from the venue?

You may arrange a ride with an Uber or Lyft, but they aren't plentiful in this area.

Is parking available on-site? How many spaces are there? Will guests be charged for parking?

The Packing House parking lot has 112 parking spaces, including 5 handicap and 4 EV charging spaces. Access to parking is included with your rental. If you find at the end of the night that it is not safe for someone to drive, they can leave their car overnight and pick it up the next day. It will not be towed.

Is there a drop-off place for buses and limos?

Charter buses and limos are welcome to bring guests to Packing House events and park at the far end of the parking area. Buses and limos may not park in designated fire lanes.

What are the nearest hotels to the venue?

The Packing House is about two miles from the [Hyatt Regency](#). There are additional hotels and vacation rental homes to choose from in Cambridge.

Do you provide sound equipment and speakers, or will those need to be rented or provided by the entertainment?

All your sound equipment and speakers must be rented or provided by your band or DJ.

Can the venue accommodate a DJ or live band?

Live bands and DJs are welcome. All amplified music must adhere to Cambridge City noise ordinances and must not disrupt the immediate neighborhood. Music played outdoors must end by 11:00pm on Fridays and Saturdays, and 10:00pm Sunday through Thursday.

Are there "getting ready" rooms available on-site?

The Atrium does not have a "getting ready" room. There are rooms in MERGE, the shared office space on the second floor, that can be accessed and used for an additional fee as a pre-event space. Contact us for more details.

How much time is allocated for a wedding rehearsal?

This needs to be arranged separately if the ceremony is taking place at the Packing House. Additional fees may apply.

Can we choose our own vendors? Do you have a preferred or exclusive vendor list?

We can make recommendations, but you are free to choose your own vendors.

Do you have an in-house caterer or a list of preferred caterers, or do I need to provide my own?

Until we have active food & beverage vendors in the Packing House, you are free to choose your own caterer. We are happy to provide recommendations.

What time can my vendors start setting up on the day of the wedding?

Setup can begin at 8:30 AM on the day of your event.

Will your staff be involved in setting up and breaking down the decor? In what capacity?

The Packing House does not have staff to assist with set up or clean up.

Are tables, chairs, linens, plates, silverware, and glassware provided, or will I have to rent them myself or get them through my caterer?

The Atrium has some tables and chairs. However, if you need more than what we have available you will need to rent them through your caterer or another vendor. The Atrium does not supply plates, silverware, glassware, or any other supplies.

Can I bring my own alcohol and is there a corkage fee?

The liquor license for your event needs to be handled by your caterer. Talk with your caterer about bringing your own alcohol.

What floor plan do you recommend for my guest count?

Your caterer or event planner will assist you with choosing your ideal setup, but attached is a floor plan with several seating options to get you started.

Is there a coordinator on staff? Who will be my main contact?

A building employee will be on site as a point of contact for the caterer and other vendors, and to handle any facilities-related issues that may arise only at the beginning of the event and by phone afterward. Packing House staff will not assist with set up or clean up, and do not provide wedding planning or coordination services. A security guard may be on the premises during the event. Additional security needs are the responsibility of the renter.

Do you provide a coat check service?

The Atrium does not provide a coat check service. You may be able to rent a portable coat rack from an outside vendor.

Are there décor restrictions?

Décor restrictions include the following: smoke machines, glitter, balloons, wedding rice, birdseed, feathers, confetti, floor and window decals. Nothing can be taped or attached to any part of the building that causes paint to peel away or creates holes in drywall.

What kind of candles are permitted?

Candles in closed votive candle holders or hurricane shades are allowed. No open flames are permitted.

Are sparklers and sky lanterns permitted?

No.

Do you have signage or other aids to direct guests to my event?

The Packing House does not provide signage or other aids to direct guests to your event.

Do you provide heaters and/or umbrellas for outdoor spaces?

The Packing House does not have heaters and/or umbrellas available for the outdoor spaces.

Do you have additional questions?

Contact Daisha Savage at: dsavage@crossstpartners.com