



LEXARTS

## The Facilities for the Perfect Event

### ArtsPlace

161 North Mill Street  
Lexington, KY 40507  
(859) 255-2951  
(859)255-2787 – fax



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## How to Rent Space from LexArts

1. Contact the Manager of Facilities and Rentals at 859-225-0370 or [trogers@lexarts.org](mailto:trogers@lexarts.org).
2. Contact the Manager of Facilities and Rentals to schedule an appointment to see the spaces of interest.
3. Check for date(s) and time(s) availability for your event(s).  
(Dates can be held for 2 days only).
4. Complete the rental application to secure date(s) and time(s).  
(If the rental application is not received in that timeframe, we will assume you are no longer interested and the date(s) will be released).
5. Once the rental application has been received by LexArts, you will receive a contract to finalize the booking of your date.
6. Return the signed contract with a 50% deposit and a copy of your general liability and liquor liability insurance certificate (if applicable). Please see the excerpts from the contract below. Signature of both parties, receipt of deposit, and proof of meeting the insurance requirements confirms the booking of the event. We accept payment by cash, check, or credit card (Visa/MasterCard/American Express).

All subleases for all per-use rentals of any portion of ArtsPlace shall require the Tenant to have general liability insurance coverage for its use of the premises in the amount of not less than \$1,000,000 for personal injury or death to any one person arising out of one occurrence, or less than \$1,000,000 for property damage arising out of one occurrence. Such insurance must name LexArts and its officers, directors, employees, and agents as additional named insured's. A certificate evidencing such coverage must be provided to LexArts as a condition to the effectiveness of any sublease.

All agreements for all per-use rentals of ArtsPlace shall prohibit the Tenant from serving or selling alcoholic beverages of any kind without liquor liability insurance which is adequate in the sole judgment of LexArts. At a minimum, the insurance must be in an amount acceptable to LexArts in its sole discretion; must name LexArts as additional named insured; must be issued by an authorized agent of the Tenant's insurance carrier, and; proof of insurance must be provided to LexArts prior to the event.

7. Set up an appointment for a final walk through of the event. At this time you are required to provide a detailed plan for your setup, review any required equipment provided by LexArts, a list of all deliveries (including who, what and when), and an additional contact name and phone number in case of emergency. This walk through must occur at least 2 weeks prior to the event.
8. The balance for the remainder of the rental fee is due 2 weeks prior to the event. If your event runs longer than the time in the contract we reserve the right to ask you to leave and/or you will be billed for any extra time at the beginning of the month following the event at 1.5 the rate.
9. During your event, there will be a building attendant on duty at the front desk/box office. This individual is responsible for getting all renters signed into and out of their spaces, unlocking and locking the appropriate doors, turning the lights on/off, and providing security throughout the building. You are responsible for the setup, take down and general management of your event.
10. The attachment of signs, display materials, decorations, etc. to wall surfaces without prior consent from LexArts is prohibited.
11. LexArts displays must remain in current exhibit configuration at all times. You may not move any panels, sculpture stands or artwork for any reason.
12. LexArts facilities are non-smoking facilities. The use of tobacco products is strictly prohibited.
13. Due to the frequent activity in the building, you must return the space you rent to its original state the same day of the event immediately following its completion. The cleaning fee included in your rental is mandatory and provides basic cleaning service but does not exempt you from the take down of your event and restoration of the room before you leave. We reserve the right to charge an extra fee if the room is not returned to its original state in a timely manner. We also reserve the right to charge you for any special cleaning or repair needs that occur due to your event.

\*Disclaimer: This process is based on events reserved well in advance. In the case of events occurring without sufficient time to follow this timeline, the process will be expedited to ensure all requirements are met.

**\*\*For more detailed descriptions of rules and regulations see Exhibits B and C in the contract.**



## ArtsPlace Rental Application

Renters Name/Organizations Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(mailing address)

\_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(city, state, zip code)

Contact Name: \_\_\_\_\_  
(If different from Renters Name)

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Number of Day's: \_\_\_\_\_

Type of Event: \_\_\_\_\_

### Facility and Space Request:

#### ArtsPlace

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Performance Hall  | <input type="checkbox"/> Studio 3A |
| <input type="checkbox"/> Gallery           | <input type="checkbox"/> Studio 3B |
| <input type="checkbox"/> Benefactor's Room | <input type="checkbox"/> Studio B2 |
| <input type="checkbox"/> Kitchen           | <input type="checkbox"/> Studio B3 |

Event Time Schedule (If event is more than one day use provided space on the 2<sup>nd</sup> page):

\_\_\_\_\_ Rehearsal start time

\_\_\_\_\_ Rehearsal end time

\_\_\_\_\_ Set-up/Load-in time (time of entering facility)

\_\_\_\_\_ Start time of event

\_\_\_\_\_ End time of event

\_\_\_\_\_ Tear-down/Strike time (time of leaving the facility)

What is the expected attendance for the event? \_\_\_\_\_



Does your event require:     tables     chairs     lights     sound     risers

(Items are based upon availability)

ArtsPlace	Quantity Available	Cost (each)	Quantity Needed
5ft. round banquet tables	20	\$ 8.00	
6ft. rectangular tables	4	\$ 8.00	
White Banquet chairs	160	\$ 1.25	
lights	N/A		
8ft.x4ft. stage platforms	N/A		
podium	1		
60"x60" projector screen	1		

Have you filled out the technical questionnaire or talked to LexArts Technical Director?  Yes     No

Is the LexArts Box Office providing tickets for the event?  Yes     No

If no, where are tickets available for your event? \_\_\_\_\_

Caterer Name \_\_\_\_\_

DJ/Band Name \_\_\_\_\_

Florist Name \_\_\_\_\_

Rental Company Name \_\_\_\_\_

Event Coordinator Name \_\_\_\_\_

How did you hear about LexArts?     Caterer     Previous Event     Word of Mouth

Website \_\_\_\_\_     Other \_\_\_\_\_

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

**Once the rental application has been returned, a rental contract will be delivered to you to read, sign, and return to LexArts.**



## ArtsPlace Rates and Capacities

Space	Size	Square Footage	Chairs & Tables	Chairs Only	Standing Only	Commercial Rate	Non-Profit Rate	Arts Member Rate
Performance Hall (event)	33'x61'	2000	125	200	250	<b>\$700 Prime</b> (4hr block) \$500 – Sun -Thur	<b>\$350 Prime</b> (4hr block) \$250 – Sun -Thur	<b>\$50 Prime</b> per hour \$30 – Sun – Thur
Gallery	44'x40'	1700	106	170	212	<b>\$350 Prime</b> (4hr block) \$250 – Sun -Thur	<b>\$175 Prime</b> (4hr block) \$125 –Sun -Thur	<b>\$30 Prime</b> per hour \$20 – Sun - Thur
Benefactor's Room	16'x30'	400	25	40	49	<b>\$175 Prime</b> (4hr block) \$125 - Sun - Thur	<b>\$87.50 Prime</b> (4hr block) \$60 –Sun - Thur	<b>\$15 Prime</b> per hour \$10 – Sun - Thur
Kitchen	15'x15'	210	X	X	X	<b>\$60</b> (daily charge)	<b>\$60</b> (daily charge)	<b>\$60</b> (daily charge)
Studio 3A (marley/barres/ mirrors)	39'x54'	1755	X	X	X	<b>\$200</b> (4hr block)	<b>\$100</b> (4hr block)	<b>\$8.50</b> (per hour)
Studio 3B (barres/mirrors)		900	X	X	X	<b>\$150</b> (4hr block)	<b>\$75</b> (4hr block)	<b>\$7.50</b> (per hour)
Studio B2 (tap/mirrors)	16'x37'	656	X	X	X	<b>\$150</b> (4hr block)	<b>\$75</b> (4hr block)	<b>\$7.50</b> ( per hour)
Studio B3 (tile)	20'x41'	820	45	70	100	<b>\$150</b> (4hr block)	<b>\$75</b> (4hr block)	<b>\$7.50</b> (per hour)
Janitorial Fee (sweep/mop/ trash)	X	X	X	X	X	<b>\$75</b> (per day)	<b>\$75</b> (per day)	<b>\$75</b> (per day)

\* **PRIME** rates are applied on Friday and Saturdays

\*\* See contract for liquor and liability insurance requirements.

\*\*\* A 50% deposit is due upon signing the contract. The remainder is due 2 weeks prior to the event. Members are excluded from this policy; they are billed at the beginning of the month following the event.

\*\*\*\* Effective immediately, all fundraisers will be charged the commercial rate.



## ArtsPlace Equipment Inventory

- 20 – 5' Round Banquet Tables ( \$8.00 each)
- 164 – White Banquet Chairs (\$1.25 Each)
- 1 - Podium
- 1 – Projector
- 1 – 60'x60' tripod projector screen
- 1 – Display easel

\*All of the items listed above are available to renters at ArtsPlace. They must be reserved prior to the event and then signed out and back in from the front desk as needed on the day of the rental.



## LexArts Box Office Services

LexArts Box Office is located in the lobby of the Downtown Arts Center directly across the street from the Lexington Public Library. The Box Office hours are Monday-Friday 10 a.m.-8 p.m., Saturday 10:00 a.m.-5:00 p.m. and Sunday 10:00 a.m.-4:00 p.m. Parking is free on weekends and weeknights at the Annex parking garage at the corner of Main and Martin Luther King.

Tickets may be purchased in person, via phone, fax or e-mail and may be paid for using cash, check, VISA, Master Card or American Express. All tickets must be paid for at the time of the purchase and there are no refunds. With the Box Office Manager's approval some tickets may be exchanged.

Tickets that are not purchased in person will be held at Will Call for pick up anytime prior to the show. When there is a weekend show the Box Office will open one hour before show time.

Phone, fax and e-mail ticket orders are subject to a processing fee of one dollar per ticket up to eight dollars. So, if you buy 8-200 tickets you'll be charged only the \$8 fee.

Everybody that comes through the door of the theater must have a ticket. This is to insure that we meet fire code and assure against overcrowding. Even if your organization allows free admission for children, each child must have a printed ticket.

Group sales discounts can be made available to your patrons if your organization would like to offer that incentive. Those parameters would be set at the time of gathering information for your signed Ticket Sales Agreement.

LexArts would like to review all publicity material before it is sent out to insure that correct information is given. This includes fliers, posters, brochures, advertisements and mailings.

When your show is finished, a final reconciliation of ticket sales will be provided to you within about 10 business days. This report will also go to LexArts accounting that will provide a final check to you minus fees incurred.

Charges for LexArts Box Office services are 5% of all credit card sales and \$.50 per ticket printed.

Please let the LexArts Box Office help make your event a truly wonderful success!!

Contact Joanna Lindsey, LexArts Box Office Manager, at (859) 225-0370, ext. 221, or via email at [jlindsey@lexarts.org](mailto:jlindsey@lexarts.org).



## Recommended Vendors

### Caterers:

Alfalfa Restaurant	253-0014
DaRae & Friends Catering Inc	244-4248
Dupree Catering	231-0464
Scarborough Fare Catering	266-8704
Seasons Catering	266-6661
South-Van Events	233-3736
Turf Catering Company	253-0541

### Equipment Rental Companies:

Audio Visual Techniques (AVT)	254-8954	<a href="http://www.audiovisualtechniques.com">www.audiovisualtechniques.com</a>
Bryant's Rent-All	252-0408	<a href="http://www.bryantsrentall.com">www.bryantsrentall.com</a>
Purdon's Rental Sales	266-1197	<a href="http://www.purdonrental.com">www.purdonrental.com</a>

### Florists:

Carol-Lynn Originals	253-0545
Crist N. Creona Designs	252-6833
Oram's Chevy Chase Florist	266-2181



## Local Parking

### ArtsPlace:

339 Short Street Central Parking 339-343 West Short Street	(859) 255-8808
Blackhorse Parking 171 North Mill Street	(859) 389-6976
Kinthead Parking 248 North Broadway	(859) 255-7508
Victorian Square Central Parking Garage North Broadway/West Short Street	(859) 255-8808
Welch Central Parking 187 North Mill Street	(859) 255-8808