



ArtsPlace & Downtown Arts Center Rental Application

Renters/Organization's 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

Performance Hall Studio 3A
 Gallery Studio 3B
 Benefactor's Room Studio B2
 Kitchen Studio B3

Downtown Arts Center (DAC)

Black Box Theatre 1st Floor Lobby
 LexArts City Gallery 2nd Floor Lobby
 Rehearsal Room Dressing Rooms

Event Time Schedule (If event is more than one day use provided space on the 2nd 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	Qty. Available	Qty. Need	Downtown Arts Center	Qty. Available	Qty. Need
5ft. round banquet tables	20		6ft. rectangular tables	4	
6ft. rectangular tables	4		5ft. round tables	5	
White Banquet chairs	160		purple cushion chairs	300	
lights	N/A		various light equipment	varies	
8ft.x4ft. stage platforms	18		various sound equipment	varies	
podium	1		various sized risers	varies	
60"x60" projector screen	1		podium	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.