

ARTSPLACE

161 North Mill Street
Lexington, KY 40507

RENTAL INFORMATION FOR STUDIO AND PERFORMANCE SPACE

- Contact Tania Blanich, Chief Operating Officer, at 859-255-2951 or tblanich@lexarts.org to schedule an appointment to see the facility and check availability.
- Complete the rental application to hold date(s) and time(s) for up to 5 business days.
- A contract will be issued for the rental period. If a signed contract and deposit (if applicable) are *not* received by ArtsPlace within 5 business days, the date(s) will be released. Single- and/or short-term rentals are payable in full in advance of the rental period. Long-term rentals will be invoiced as stipulated in the contract. We accept payment by cash, check or credit card.
- All renters at ArtsPlace must abide by the ArtsPlace Rules and Regulations for Studio and Performance Space .
- During your rental, an ArtsPlace staff member will be on duty at the front desk to sign renters into and out of the rental space, unlock appropriate doors, turn the lights on/off, and provide security throughout the space and the entire building.
- Due to the frequent activity in the building, renters must return the rental space to its original state immediately following the end of the rental period.
- ArtsPlace is a non-smoking facility. The use of tobacco products is strictly prohibited.
- Parking is available at several pay lots within a one-block radius of ArtsPlace. Street parking is limited.

Rev: 5/24/11

Florist _____

Rental Company _____

Does your event require: tables
 chairs
 other _____

Have you filled out the technical questionnaire (if applicable)? Yes No

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

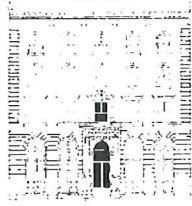
If not, where are tickets available for your event? _____

Signature: _____

Print Name: _____

Date: _____

Once the rental application has been returned, a rental contract will be delivered to you to sign and return to LexArts along with your deposit.



ARTSPLACE SPECIAL EVENTS RENTAL RATES

	Spaces Included	Prime Rate Thur – Sat	Non-Prime Rate Sun – Wed	Daytime Weekday Rate Mon - Fri
PACKAGE 1	Performance Hall Gallery Benefactor's Room Kitchen	\$2,580	\$2,055	\$1,295
PACKAGE 2	Gallery Benefactor's Room Kitchen	\$1,475	\$1,200	\$745

PACKAGES INCLUDE:

- Use of ArtsPlace Tables/Chairs:
 - 20 5-ft round banquet tables
 - 4 6-ft rectangular tables
 - 160 white banquet chairs
- Staffing – Event Monitor(s)

ADDITIONAL OPTIONS:

- Tobacco Cloth \$150
- Clean-Up (trash, mopping) \$125
- Break-Down and Clean-Up \$200

CAPACITY

Room	Size	Chairs/Tables	Chairs Only	Standing Only
Performance Hall	33' X 61' 2,000 sq ft	125	200	250
Gallery (only large section available for set-up)	44' X 40' 1,700 sq ft	106	170	212
Benefactor's Room	16' X 30' 400 sq ft	25	40	49

NOTES

These rates are effective as of 6/1/11.

All Renters must pay a refundable Security Deposit of \$250

PRIME rates are applied on Thursdays, Fridays and Saturdays.

The rate includes 2 hours each of set-up and break-down time.

A 50% deposit is due upon signing the contract. The remainder plus the \$250 security deposit is due 2 weeks prior to the event.