



LEXARTS

The Facilities for the Perfect Event

Downtown Arts Center

141 East Main Street
Lexington, KY 40507

(859) 225-0370

(859) 254-7317 – 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.
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. Renting the Black Box Theater at the Downtown Arts Center requires that you must turn in a technical questionnaire by at least 3 weeks prior to the event.

8. 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.
9. 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.
10. 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.
11. The attachment of signs, display materials, decorations, etc. to wall surfaces without prior consent from LexArts is prohibited.
12. LexArts displays must remain in current exhibit configuration at all times. You may not move any panels, sculpture stands, or artwork for any reason.
13. LexArts facilities are non-smoking facilities. The use of tobacco products is strictly prohibited.
14. 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.

***DAC users must also abide by DAC general booth and theatre rules as listed in this packet.



Downtown Arts Center 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:

Downtown Arts Center (DAC)

- | | |
|---|--|
| <input type="checkbox"/> Black Box Theatre | <input type="checkbox"/> 1 st Floor Lobby |
| <input type="checkbox"/> LexArts City Gallery | <input type="checkbox"/> 2 nd Floor Lobby |
| <input type="checkbox"/> Rehearsal Room | <input type="checkbox"/> 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? _____



Downtown Arts Center
Rates and Capacities

Space	Size	Square Footage	Chairs & Tables	Chairs Only	Standing Only	Commercial Rate	Non-Profit Rate	Arts Member Rate
Black Box Theatre (w/ 1 st floor lobby/dressing rooms)	52'x54'	2808	248	175	300	\$160 (per hour)	\$80 (per hour)	\$30 (per hour)
1 st Floor Lobby (only)						\$60 (per hour)	\$30 (per hour)	\$15 (per hour)
Rehearsal Room (w/ 2 nd floor lobby)	34'x36'	1124	N/A	100	150	\$100 (per hour)	\$50 (per hour)	\$18 (per hour)
City Gallery (w/ 2 nd floor lobby)	31'x32'	992	N/A	60	70	\$120 (per hour)	\$60 (per hour)	\$22 (per hour)
2 nd Floor Lobby (only)						\$40 (per hour)	\$20 (per hour)	\$10 (per hour)
City Gallery (w/ 2 nd floor lobby)	31'x32'	992	N/A	60	70	\$120 (per hour)	\$60 (per hour)	\$22 (per hour)
Set-up / Tear-down	X	X	X	X	X	Same as rental rate	Same as rental rate	Same as rental rate
Technical Staff	X	X	X	X	X	\$15 (per hour)	\$15 (per hour)	\$15 (per hour)
Janitorial Fee (sweep/mop/trash)	X	X	X	X	X	\$100 (per day)	\$100 (per day)	\$100 (per day)

** 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.



DAC Equipment Inventory

The Downtown Arts Center (DAC) has the following items in its technical inventory. Some of the items are available for use by all clients of the DAC at no additional cost, unless otherwise noted on the Inventory Rental Price Sheet. Use of some items may require the presence of the DAC Technical Director or Technical Coordinator (*); however, these services are provided at no additional cost to you. The DAC TD/TC can help you determine which items best suit your needs, and will be available to assist and advise you in the use of these items. If you need equipment that is not on the list, or have questions about compatibility with equipment that is on this list please contact the DAC TD/TC at (859)225-0370 or via e-mail at ssherman@lexarts.org. As the DAC is an "AS IS" venue, the client is responsible for the procurement of any equipment for the event that is not in the DAC inventory, or is currently inoperable.

Soft Goods (Curtains, etc):

- Black Velour Legs: 8@ 8'x12', 6@ 12'x17'
- Full Blacks: 4@ 26'x17'
- Acoustic Blacks: 19@ 12'6"x7'9", 1@ 11'x6'4", 1@ 13'x2'8" (normally hung)
- Black Borders: 2@ 24'x2'
- White Scrim: 1@ 40'x17'
- Black Scrim: 1@ 40'x17'
- Cyclorama: 1@ 40'x17'

*Sound Equipment:

- 2 -Sony Minidisc Player/Recorders
- Sony CD RW/R Player/Recorder
- Sony Dual Cassette Deck
- Sony Minidisc/CD Combo
- Yamaha 01V Digital Mixing Board (16 channel)
- SFX Pro Audio/Show Control Software w/ ECHO Layla24 Multi-track Recording/Playback
- 2 Direct Boxes

System

- 6 -EV SxA100 Self-powered Speakers
- EV Sb121a Self-Powered Subwoofer
- 2 -EV N/D267as Dynamic Vocal Microphones
- 2 -Audio Technica Pro 37r Choral Microphones
- Telex MS2000 2 Channel Intercom Base Station
- 11 -Telex BP2000 2 Channel Intercom Belt Packs
- Telex SM-1 SoundMate Personal Listening System with 4 Belt Packs
- Fully Integrated Backstage Monitoring System

*Lighting Equipment:

ETC Express125 Lighting Console
28 –Roscoe/ET IPS Dimmer Bars (168 total dimmers, located on grid)
4 –Roscoe/ET IPS Portable Dimmers Packs (24 total dimmers, can be used anywhere in the theater)
2 –Roscoe/ET IPS Wall-mount Dimmers (12 total, all house lights)
72 -ETC Source 4 Ellipsoidal 36
24 -ETC Source 4 Ellipsoidal 26
12 -ETC Source 4 Ellipsoidal 19
24 -Strand 6" Fresnel w/ Barn doors
NOTE: All ETC Source 4's have gel frames and gobo frames
1 Image Multiplexer
6 Gobo Rotators
4 Drop in Iris's
6 R40 Border lights

*Rigging Equipment:

1 ½" Schedule 40 Pipe (black)--various lengths
1" Schedule 40 Pipe (black)-as bottom weight
4 -24' Traveler Track Sections--normally not hung
60 – I-beam clamps
100 -1 ½" Rota Locks
40 – 1 ½" Cross Clamps
50 – 1 ½" Swivel Cheeseboroughs
24 – JR Clancy Loft Blocks for ¾" rope

*Staging:

3'x8' Platforms
3'x6' Platforms
3'x4' Platforms
1'x4' Platforms
Various Assorted Angled Platforms

Miscellaneous:

4 -6' Lightweight Rectangular Tables
2 -6' Rectangular tables
5 -60" Diameter, Round Tables
1 –Podium
300 –Chairs w/arms (Purple)
3 –Clamp Lights
2 –Extension Cords
2 –Power Strips



DAC Inventory Rental Price Sheet

ADDITIONAL EQUIPMENT RENTAL

ITEM

Price Break Down

Piano	\$60.00 per event, \$250.00 per week
Piano Tuning	\$75.00 per tuning
Lighting Gel	\$6.00 per sheet
Microphones	\$6.00 each per event
Wireless Microphone(1)	\$35.00, plus \$12.00 for each additional microphone
Gobo	\$1.00 each
Portable Dimmer Pack	\$10.00 per day, up to \$30.00 per week
Cyclorama	\$75.00
White Scrim	\$75.00
Black Scrim	\$75.00
Slide Projector	\$25.00
Screen (5'x5')	\$25.00
Gaff Tape	\$13.00 per roll, if using more than 30'
Tie-line	\$0.10 per foot
Gobo Rotators	\$15.00 each, up to \$60.00 each per week
Drop in Iris	\$10.00 each, up to \$40.00 each per week
Direct box	\$10.00 each per event
Mirror Ball	\$10.00 per event
Additional Labor	\$15 per hour, per person provided by DAC TD
Border Lights	\$25 per fixture, per event



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.

Every body that comes through the door of the theatre 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 done 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.



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	www.audiovisualtechniques.com
Bryant's Rent-All	252-0408	www.bryantsrentall.com
Purdon's Rental Sales	266-1197	www.purdonrental.com

Florists:

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



Local Parking

DAC:

Annex Central Parking Garage 150 East Main Street	(859) 255-8808
Lexington Public Library Garage 140 East Main Street	(859) 231-5530
North Limestone Central Parking 102 West Short Street	(859) 255-8808
Strand Central Parking 167 East Short Street	(859) 255-8808