



ARTS PLACE

A LexArts space

A Unique Space for the Perfect Special Event

We're pleased that you're considering ArtsPlace for your special event! Built in 1904 as a YMCA, this unique Beaux Arts building has a long history as a community gathering spot. In 1979, renovations turned the building into an arts center. ArtsPlace is managed by LexArts, Lexington's local arts council and united arts fund.

ArtsPlace's occasional private rentals are scheduled when the space is not being used for arts-related activities. Revenues from our private rentals supplement those generated by our mission-oriented programs, helping us to offer high-quality space for artists and arts organizations to rehearse, perform and exhibit their work. Your event benefits the community by supporting the arts.

RENTING SPACE AT ARTSPLACE

- Contact LexArts at 859.255.2951 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.
- If a signed contract and deposit are *not* received by ArtsPlace within 5 business days, the date(s) will be released. We accept payment by cash, check or credit card.
- All renters at ArtsPlace must have general liability insurance coverage for use of the premises and liquor liability insurance (if applicable).
- The balance of the rental fee, including the security deposit, is due 2 weeks prior to the event.
- Two weeks prior to the event, you and/or your event organizer are required to meet with the Facilities Coordinator for a final walk-through. At that time, you will provide a detailed plan for your setup, a list of all deliveries (who, what and when), and an additional contact name and phone number in case of an emergency. It is also an opportunity to review any required equipment or furniture to be provided by ArtsPlace.

- During your event, an ArtsPlace staff member will be on duty at the front desk. Additionally, special events staff will be on duty to help make the event run smoothly. These individuals will sign renters into and out of the rental space, unlock appropriate doors, and to turn the lights on/off.
- All renters are responsible for the setup, take down/clean-up and general management of the event. The \$250 security deposit will be refunded in full if there are no problems and the space is returned to its original condition. However, we reserve the right to apply part of, or the entire, security fee to cover any special cleaning or repair needs that occur due to your event.
- Due to the frequent activity in the building, renters must return the rental space to its original state immediately following the event's completion. You are responsible for removing all items and garbage from the premises by the end of your rental period. You also are responsible for not exceeding the allocated set-up and break-down time of your contract. Failure to do so will result in the loss of some or all of your \$250 security deposit.
- The ArtsPlace Gallery is an active exhibition space. The artwork must remain in current exhibit configuration at all times. You may not block or move any panels, sculpture stands or artwork for any reason. Please understand that as an active exhibition space, the artwork exhibited during your event may not be the same artwork that was in the gallery when you originally reserved the space. In general, the smaller gallery on the east side of the space will not be available for any special event set-up, although guests are welcome to circulate through that gallery space.
- 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.



RENTAL RESERVATION

Renter _____

Address _____

Contact 1 _____

Phone _____

Email _____

Contact 2 _____

Phone _____

Email _____

Event Date(s) _____

Type of Event _____

Expected Attendance _____

Rental Package Request

Event Time Schedule

(use 2nd page for multi-day events)

_____ Package 1

Set-Up/Load In _____

_____ Package 2

Event Start _____

_____ Other:

Event End _____

Clean-Up _____

Event Coordinator _____

Caterer _____

DJ/Band _____

Florist _____

Rental Company _____



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SPECIAL EVENTS RENTAL RATES

| | Spaces Included | Prime Rate Thu – Sat | Non-Prime Rate Sun – Wed | Daytime Weekday Rate Mon - Fri |
|------------------|---|---------------------------------|---|---|
| PACKAGE 1 | Performance Hall Gallery Benefactor's Room Kitchen | \$3,100 | \$2,675 | \$1,830 |
| PACKAGE 2 | Gallery Benefactor's Room Kitchen | \$2,050 | \$1,775 | \$1,250 |

PACKAGES INCLUDE:

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

ADDITIONAL OPTION:

- Tobacco Cloth \$150

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 | 64 | 170 | 212 |
| Benefactor's Room | 16' X 30' 400 sq ft | 25 | 40 | 49 |

NOTES

These rates are effective as of 6/20/11.

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

PRIME rates are applied on Thursdays, Fridays and Saturdays.

The rate includes 4 hours for the event plus 4 hours *in total* of set-up and break-down time. Renters are responsible for setting up the space prior to the event and for removing all items they have brought in after the event. ArtsPlace will handle post-event janitorial services.

A 50% deposit is due upon signing the contract. The remaining balance and the \$250 security deposit are due 2 weeks prior to the event.

Non-prime evening and/or weekday use of individual spaces may be arranged, pending availability. Exceptions may be made for rentals on holidays and/or holiday weekends when ArtsPlace would normally be closed; however, an additional charge for opening the building will be assessed.



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Recommended Vendors

The following is not meant to be an all-inclusive list. Generally, these are vendors who have had a long history of providing services to renters at ArtsPlace.

| | | | |
|-----------------------------|---|----------|--|
| Caterers: | 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 | |
| Photographers: | Shaun Ring | 797-3640 | |
| | Richie Wireman | 492-8468 | |
| Special Event Insurance: | | | www.rvnuccio.com |
| Parking Near ArtsPlace: | 339 Short Street Central Parking | | (859) 255-8808 |
| | 339-343 West Short Street | | |
| | Kinkead Parking | | (859) 255-7508 |
| | 248 North Broadway | | |
| | Victorian Square Central Parking Garage | | (859) 255-8808 |
| | North Broadway/West Short Street | | |
| | Welch Central Parking | | (859) 255-8808 |
| | 187 North Mill Street | | |