

A Unique Space for the Perfect Special Event

ARTSPLACE

161 North Mill Street
Lexington, KY 40507

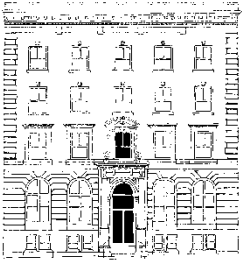
We're pleased that you're considering ArtsPlace for your special event! Built in 1904 as a YMCA, this unique Beaux Arts building has a long history as a community gathering spot. In 1979, renovations turned the building into an arts center. ArtsPlace is managed by LexArts, Lexington's local arts council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

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.

RENTING SPACE AT ARTSPLACE

- Contact Alma Kajtazovic, at 859-255-2951 or alma@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. Two basic rental packages are offered for special events. Non-prime evening and/or weekday use of individual spaces for corporate meetings, etc. may be arranged, pending availability.
- 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, turn the lights on/off, and provide security throughout the space and the entire building.
- 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. However, we reserve the right to apply part or all of the 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 APPLICATION

ARTSPLACE

Renter _____

Address _____

Contact 1 _____

Phone _____

Email _____

Contact 2 _____

Phone _____

Email _____

Event Date(s) _____

Type of Event _____

Expected Attendance _____

Rental Package Request

_____ Package 1
_____ Package 2
_____ Other:

Event Time Schedule

(use 2nd page for multi-day events)

Set-Up/Load In _____
Event Start _____
Event End _____
Clean-Up _____

Event Coordinator _____

Caterer _____

DJ/Band _____

Florist _____

Rental Company _____

Does your event require: tables
 chairs
 other _____

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

Is the Downtown Arts Center Box Office providing tickets for the event? Yes No

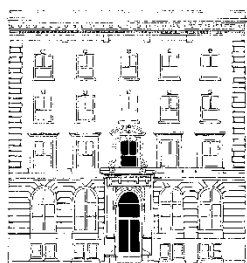
If not, where are tickets available for your event? _____

How did you hear about ArtsPlace? Caterer/Event Planner Word of Mouth
 Internet Previous Event Other _____

Signature: _____ Print Name: _____

Date: _____

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



ARTSPPLACE

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.

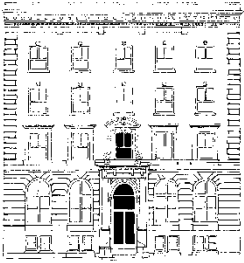
PRIME rates are applied on Thursdays, Fridays and Saturdays.

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.



ARTSPLACE

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	
	Lee Thomas	269-7579	
	Richie Wireman	492-8468	
Special Event Insurance:	www.rvnuccio.com		
Parking Near ArtsPlace:	339 Short Street Central Parking 339-343 West Short Street		(859) 255-8808
	Kinkead 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