

BUILDING RENTAL AGREEMENT



Date of Event: _____ Time of Event: _____

Event: _____ Time of Set-Up: _____

Requested Location(s): _____ End Time: _____

Organization: _____ Contact: _____

Phone: _____ Email: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Basic Rental Rate: \$ _____ Support Staff Rate: \$75.00* Total Other Fees: \$ _____ TOTAL \$ _____

*A minimum of \$75 will be charged for staff time for every event.

A 50% non-refundable deposit must be returned with signed contract. Balance due at conclusion of event.

Your deposit is enclosed in the amount of: \$ _____

Checks should be made payable to the **Lawrence Arts Center**. The Lawrence Arts Center is a not-for-profit 501(C)3. Our tax identification number is 48-0825692.

By signing below, _____ agree(s) that in the event of personal
injury or property damage that occurs during the use by our group as a direct or indirect result of that use, _____
_____ fully indemnify and hold harmless Lawrence Arts Center for all damages resulting from that use.
_____ organization or individual's name

_____ Organization or individual's name has/have received the Building Use Policy Statement and have read and agree to the terms and conditions provided within said policy. The Board of Directors of the Lawrence Arts Center recommends that each group using the facility obtain liability insurance for full coverage of the use of the facility.**
** event insurance must be provided by the rentor

Signatures:

Organization or Individual Date

Lawrence Arts Center Approval:

Arts Center Representative Date

Please sign and return: Lawrence Arts Center
940 New Hampshire
Lawrence, KS 66044

Use our convenient online form to complete contract, print and mail! Go to lawrenceartscenter.org and click the link "about us" and then "facility rental".

Questions? Call (785) 843-2787 or email heather@lawrenceartscenter.org

BASIC FEE SCHEDULE FOR THE LAWRENCE ARTS CENTER

Individual Artist/Not-For-Profit Group

Commercial Organizations/ Parties/
Receptions/Non-Arts Events

Arts Center Staff Support*	<input type="checkbox"/> \$75* (see front)	<input type="checkbox"/> \$75* (see front)
302 Seat Theater with Full Stage use	<input type="checkbox"/> \$675	<input type="checkbox"/> \$1,350
302 Seat Theater in Front of Main Curtain (Recital/Lecture)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$900
Additional Rehearsals with rental (non-performance days)	<input type="checkbox"/> \$25/hr	<input type="checkbox"/> \$25/hr
Main Lobby (includes upper lobby walkway)	<input type="checkbox"/> \$350	<input type="checkbox"/> \$1,350
	CAPACITY sit-down, plated and served dinner 90; buffet 175; hors d'oeuvres (limited seating) 300	
Lower Lobby	<input type="checkbox"/> \$125	<input type="checkbox"/> \$500
Both Lobbies	<input type="checkbox"/> \$400	<input type="checkbox"/> \$1,750
Large Gallery	<input type="checkbox"/> \$350	<input type="checkbox"/> \$1,350
	CAPACITY theater seating 100; board room style seating 40; classroom style 48	
Middle Gallery	<input type="checkbox"/> \$125	<input type="checkbox"/> \$500
	CAPACITY theater seating 40-50; board room style seating 20; classroom style 24	
Dance Studios	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$25/hour
Room 212/213	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$25/hour
Performance Studio (CAPACITY 90 seats)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$450

Other rooms and spaces may be available for a fee: subject to negotiation.

What is included in the basic Main Lobby rental fee?

Main Lobby rental includes ground floor lobby, 2nd floor walkway and use of the basement kitchen. *It does not include the Galleries.* Please indicate here if you would like to use the Arts Center kitchen: yes no

Furniture (no extra charge, see addendum) plastic purple chairs _____ number needed (up to 90)
 8ft tables _____ number needed (up to 15) black square (29.5 in sq) tables _____ number needed (up to 15)

Event Ticketing

The Lawrence Arts Center can provide all box office services and accepts cash, checks and credit cards for purchase of tickets. There is a \$.50 surcharge on all tickets created and/or sold by the Arts Center. The Lawrence Arts Center receives 10 comp tickets to all events. (see addendum)

general seating reserved seating number of tickets _____ x 50¢ each = \$ _____

Marketing

Rental fee includes a website calendar listing, event listing in weekly eBlast and window space for a 3' x 4' window poster when artwork is submitted to the Arts Center Marketing Coordinator no later than 3 weeks before the event. Public relations contact _____ Email /phone _____

Please indicate Arts Center marketing requested (poster billed at end of event):

window poster printing (\$100, artwork provided by User) eBlast event listing LAC website calendar listing

Technical Equipment and Staff Fees

Please indicate needs for your event. Deposit covers space costs. Additional costs for equipment, technical staff, and after hours charges for front desk staff and cleaning fees will be assessed as needed and charged at the end of the event. The Lawrence Arts Center reserves the right to determine reasonable fees for services and to bill accordingly.

Pianos

<input type="checkbox"/> 6' Steinway and Sons Grand Piano	\$125.00	<input type="checkbox"/> Direct Box each:	each: \$50.00
<input type="checkbox"/> 9' Mason & Hamlin Grand Piano	\$125.00	<input type="checkbox"/> Auxiliary Speakers (on-stage Monitors)	each: \$30.00

<input type="checkbox"/> Intercom headsets/beltpacks: 3 included, additional sets	each: \$7.50
<input type="checkbox"/> CD/DVD/Auxiliary Processors	each: \$30.00
<input type="checkbox"/> Video Projector and Screen	\$30.00

Sound, Lighting & Video Equipment

Sound system with one microphone included with lobby and gallery rental. House sound system, stage lighting repertory plot, LCD projector, and screen included with theater rental. Please indicate need for additional equipment below.

*Microphone, Handheld Shure SM58 or 57 (or equivalent) each: \$15.00
 Microphone, Wireless Handheld or Lapel-worn (includes 1 battery set) each: \$30.00
 Microphone, Wireless Head-worn (includes 1 battery set)

Additional Labor Rates

<input type="checkbox"/> Technical Director Supervision	\$25.00/hr
<input type="checkbox"/> Stagehands/Technical Assistants	\$15.00/hr
<input type="checkbox"/> Clean up	\$25.00/hr
<input type="checkbox"/> Front Desk (after 10 p.m.)	\$25.00/hr

For LAC use only: Deposit Receipt # _____ Date ____/____/____ Amount \$ _____

Balance Receipt # _____ Date ____/____/____ Amount \$ _____

_____ notebook copy _____ marketing director copy _____ tech copy