



RENTAL APPLICATION

**THE
LYRIC
THEATRE**
& CULTURAL ARTS CENTER

EVENT DATE(s): _____

FACILITY ACCESS BEGIN: _____

EVENT BEGIN: _____

EVENT END: _____

FACILITY ACCESS END: _____

** RENTAL HOURS ARE BETWEEN 8:00 AM – 12:00 AM, TUESDAY – SUNDAY*

**PLEASE SPECIFY HOURS FOR EACH SPACE IF RENTING MULTIPLE SPACES*

**PLEASE NOTE THAT THESE HOURS ARE TO INCLUDE DECORATION/BREAKDOWN TIME, RENTER MAY NOT ACCESS BUILDING BEFORE ACCESS BEGIN OR AFTER ACCESS END TIME.*

**LYRIC SETUP/TAKEDOWN OF TABLES & CHAIRS INCLUDED IN RENTAL PRICE.*

LIMITED TO ONE LYRIC SETUP/BREAKDOWN, ONLY APPLIES TO LYRIC TABLES, CHAIRS, & EQUIPMENT.

PLEASE SPECIFY SPACE(S) REQUESTED:

COMMUNITY ROOM & COURTYARD **THEATRE** **MAIN LOBBY**

EVENT NAME: _____

RENTER NAME: _____

ORGANIZATION NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

EMAIL: _____

EVENT DETAILS:

PLEASE NOTE: COMMUNITY ROOM RENTAL INCLUDES 6 BISTRO TABLES, 150 CHAIRS, TWENTY 6 FT CIRCULAR TABLES, & TWELVE 8 FT RECTANGULAR TABLES. ANY ADDITIONAL CHAIRS/TABLES MUST BE RENTED FROM AN OUTSIDE SOURCE.

YES

NO

WILL ALCOHOL BE SERVED/CONSUMED DURING EVENT? YES NO

ANY ALCOHOL MUST BE SERVED BY A LICENSED CATERER/BARTENDER & ANY EVENT WHERE ALCOHOL IS SERVED/CONSUMED REQUIRES LYRIC HIRED SECURITY AT THE EXPENSE OF RENTER.

WOULD YOU LIKE TO RENT A LINE ON THE MARQUEE? YES NO
**\$50 PER LINE PER DAY, LINE IS 40 CHARACTERS INCLUDING SPACES
ADDITIONAL TIME SUBJECT TO AVAILABILITY AND LYRIC DISCRETION**

IS THIS A TICKETED EVENT? YES NO

ALL THEATRE EVENTS MUST BE TICKETED THROUGH THE LYRIC, OPTIONAL FOR OTHER SPACES

EVENT DETAILS (CONT'D):

	YES	NO
WILL YOU NEED ASSITANCE FROM THE LYRIC TECH TEAM? <i>ADDITIONAL FEES MAY APPLY</i>	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU LIKE TO RENT THE LYRIC DRESSING ROOMS? <i>2 DRESSING ROOMS, \$250 FLAT FOR DURATION OF AGREED UPON RENTAL HOURS DRESSING ROOMS INCLUDED IN THEATRICAL RENTAL DURING RENTAL HOURS</i>	<input type="checkbox"/>	<input type="checkbox"/>
IS YOUR GROUP A 501 (C)3 NONPROFIT? <i>NONPROFIT RENTAL RATE APPLIES FOR THEATRICAL RENTAL ONLY, RESTRICTIONS APPLY.</i>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION:

FOR THEATRICAL RENTALS: PLEASE CALL THE LYRIC BEFORE FILLING OUT EVENT PROFILE SHEET, AS THE NATURE OF THE CONTRACT IS MORE COMPLEX. RENTALS ARE A 3 HOUR MINIMUM FOR PRIVATE RENTAL OR PUBLIC/TICKETED RENTALS. RENTALS OCCURING OUTSIDE OF REGULAR FACILITY HOURS (9 AM – 5 PM, TUESDAY – FRIDAY) ARE SUBJECT TO ADDITIONAL STAFFING FEES OF \$15 PER HR PER STAFF MEMBER.

COMMUNITY ROOM RENTALS MUST BE A MINIMUM OF 3 HOURS.

FOR PUBLIC/TICKETED EVENTS: LET THE LYRIC KNOW IF YOU WOULD LIKE YOUR EVENT TO BE FEATURED ON OUR WEBSITE AND PROVIDE US WITH TEXT/GRAPHIC TO UPLOAD.

PROOF OF INSURANCE REQUIRED FROM ANY CATERER SERVING FOOD ON SITE.

INSURANCE POLICY REQUIRED FOR THEATRICAL RENTAL – CONTACT THE LYRIC FOR MORE INFO.

IF USING THE LYRIC'S LOGO, SEND TO THE LYRIC FOR REVIEW BEFORE PRINTING OR MAKING ANY ADVERTISEMENTS PUBLIC.

ONCE FORM IS COMPLETED:

EMAIL TO: OPERATIONS@LEXINGTONLYRIC.COM

FAX TO: (859) 280-2261

OR REMIT IN PERSON AT THE LYRIC FACILITY

**FOR ANY ADDITIONAL QUESTIONS, CONTACT THE LYRIC AT
(859) 280-2201 OR VIA EMAIL AT OPERATIONS@LEXINGTONLYRIC.COM**