



# EVENT PROFILE SHEET

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 ARRIVAL OR AFTER OUT OF BUILDING TIME.*

**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 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

WOULD YOU LIKE TO RENT ADDITIONAL BISTRO TABLES?

*RENTAL FEE IS \$50 FOR SET OF SIX BISTRO TABLES:*

WOULD YOU LIKE THE LYRIC TO SET UP TABLES/CHAIRS?

*SETUP/TAKEDOWN FEE IS \$75, APPLIES TO ONLY LYRIC TABLES, CHAIRS, ETC:*

WILL YOU BE SERVING ALCOHOL?

*ANY ALCOHOL MUST BE SERVED BY A LICENSED CATERER/BARTENDER & ANY EVENT SERVING ALCOHOL REQUIRES LYRIC HIRED SECURITY AT THE EXPENSE OF RENTER:*

## EVENT DETAILS (CONT'D):

	YES	NO
WOULD YOU LIKE TO RENT MICROPHONE & PODIUM? <i>RENTAL FEE IS \$50, RATE ONLY APPLIES IN COMMUNITY ROOM RENTALS:</i>	<input type="checkbox"/>	<input type="checkbox"/>
IS THIS A TICKETED EVENT? <i>ALL THEATRE EVENTS MUST BE TICKETED THROUGH THE LYRIC, OPTIONAL FOR OTHER SPACES:</i>	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU LIKE TO RENT A LINE ON THE MARQUEE? <i>\$50 PER LINE PER DAY, LINE IS 40 CHARACTERS, INCLUDING SPACES ADDITIONAL TIME SUBJECT TO AVAILABILITY AND LYRIC DISCRETION:</i>	<input type="checkbox"/>	<input type="checkbox"/>
WILL YOU NEED ASSISTANCE 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 TO RENT FOR DURATION OF AGREED UPON RENTAL TIME DRESSING ROOMS INCLUDED IN THEATRICAL RENTAL:</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 OCCURRING 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.

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.

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**