

Lawrence Arts Center Rental FAQ's

Candles- Fire regulations do not permit the use of live flame candles.

Deposit - 50% of rental rate due at signing of contract (non-refundable)

What is included?

Space- Main Lobby Rental includes ground floor lobby and 2nd floor walkway, it does not include the Galleries

Furniture- 90 plastic purple chairs/12 - 8ft tables/12 black square tables

Catering?- You may provide any catering you wish.

Alcohol?- Alcohol is permitted, but permission must be granted by LAC Board of Directors. A permission form is included with the rental contract.

Capacity? Main Lobby—Sit-down plated and served dinner—80. Buffet—150. hors d'oeuvres (limited seating)—200

Banners?—The colored banners hanging in the main lobby are permanent and will not be removed for any rental event.

Decorating?—Limited, discussed on a case-by-case basis.

Parking?—Parking Garage across the street is free after 5:00 pm 7 days per week and all day on Sunday. Monday-Saturday before 5:00 pm \$1.00 all day upper levels or 2 hours free on lower levels. Garage is owned by the City of Lawrence.

Lighting/Sound (Lobby)—There is no sound system for the Lobby, user must bring their own. There is limited control of lighting in the lobby. Different areas can be switched off, there is no dimming system.

Lighting/Sound (Theater)—LAC Theater has a full lighting and sound system. Operators can be provided for an hourly charge. Please see separate sheet for equipment rates.

Theater Capacity—302 seats

Comp Tickets—LAC receives 10 comp tickets to all events. There is a \$.50 surcharge on all tickets created and/or sold by the Lawrence Arts Center.

No Food or Drink are permitted in the two galleries.