

LUDINGTON AREA CENTER FOR THE ARTS BUILDING USE REQUEST FORM

This form must be submitted for LACA review at least 60 days prior to the requested building use date.

Date _____

Event Title: _____

Event Date: _____ Time: _____ Set-Up: _____ Take-Down: _____

Organization Name: _____

Contact Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Rental Rates: _____

Event Details:

This is a: Public Event Private Event

Reservations, Registration, or Tickets Required? Yes No

If yes, handled by: LACA Renter

Amount of Admission/Fee: _____

Capacity: _____

Facilities and Equipment:

*Members receive a 25% discount (apply to regular rates below). Non-Profits, Schools, etc. provide TID/EIN to receive . Rates are based on a per usage average of 8 hours, ½ day = 3 hours or less.

Room	Capacity	Regular Rate	[X]	Room	Capacity	Regular Rate	[X]
Gallery ^ Special rate: \$30 per use	100-110	\$300 Full day* (\$200 ½ day) \$100 per hr		Dance Room 203	42 max	\$40 full day (\$27 ½ day) \$14 per hr	
Performance Hall***^	254 seat	\$450 full day (\$300 ½ day) \$150 per hr		Underground 101	30 max	\$40 full day (\$27 ½ day) \$14 per hr	
Kitchen***		\$250 (\$150 ½ day) hourly rates not available		Small Classroom Room 102, 105	20-25 max	\$30 full day (\$20 ½ day) \$10 per hr	
Vestibule Lounge	40	\$45 full day (\$30 ½ day) \$15 per hr		Large Classroom Room 204	35 max	\$40 full day (\$27 ½ day) \$14 per hr	
Craft Room 201	30	\$40 full day (\$27 ½ day) \$14 per hr		Other:			

Additional service fees: Keyboard (\$10) Grand Piano**(\$25) Projector (\$10) Mic/PA ^(\$10)

LACA Building Use Request Form - Page 1 of 2 Revised May 15, 2017

Use of 6 ft. and 8 ft. Rectangular Tables, 6ft. Round Tables, and Chairs included in rental rate.

Tables: 6ft rounds [#___], 8ft long [#___], 6ft long [#___] Chairs:[#___]

Other Needs: projector/screen (if you do not have an s-video port please bring your own adaptor), mic, podium, etc. as needed and requested in advance.

****Performance Hall:** Theater with seating, light, and sound systems, backstage area, dressing rooms, lobby, and restrooms are included in the rental. Renter will be responsible for any staffing, costumes, set, and the rights to the material being presented.

*****Kitchen:** A KITCHEN USAGE AGREEMENT must be signed and on file at LACA

KEY HOLDER: if applicable, a KEYHOLDER AGREEMENT must be signed and on file with the LACA prior to the issuance of keys. Keys must be returned at the end of this contract.

STAFF REQUIREMENTS: If the event is being held outside of regular LACA office hours, there will be a charge of \$15/hour for staffing oversight during the event.

SECURITY DEPOSIT: LACA requires a Security Deposit to reserve the space. This is separate from the Rental Deposit. This is returned within 14 business days after the usage end date, in the instance that the facility is left in the same order in which it was rented, if not left in the same shape, a cleaning/janitorial fee will be assessed.

By signing this, I understand that this is a request for use of space within Ludington Area Center for the Arts, located at 107. S. Harrison St., Ludington. I understand that upon approval and signature by the LACA Executive Director or other LACA Management Staff, this request will serve as a rental agreement and a rental deposit must be paid before my event can be confirmed and added to the facility calendar.

Requester Signature: _____

Date: _____

Thank you for your interest, LACA Management Staff will review your request and contact you shortly. For more information, please contact: info@ludingtonartscenter.org.

=OFFICE USE ONLY=

How does this request relate to LACA's mission? (if it does not relate, check this box)**

Request Approved: **Request Denied:** **Notes:** _____

By: _____, LACA Management Staff Representative **Date:** _____

Rental Fee- (Total for all rooms rented)	\$ _____	Additional Security Deposit
Additional Costs - (Any Equipment rented)	\$ _____	Amount: \$ _____
Staffing Costs @\$15/hour	\$ _____	Received: \$ _____
Total Fees for Building Use	\$ _____	Deposit Returned: \$ _____
		Date Returned _____
Less Rental Deposit Received _____ (date)	\$ _____	NOTES (about Security Deposit):
Net Due 14 Days Prior to Event	\$ _____	

Event File Name: _____ **Assigned Event Management Staff:** _____

Ludington Area Center for the Arts 107 S. Harrison Street, Ludington, MI 49431
231-845-2787 info@ludingtonartscenter.org