Get A Standing Ovation For Your Next Event!

The Lone Tree Arts Center offers a variety of unique venues in one of the City's premier cultural settings.

From weddings to corporate gatherings to theatrical performances – the Lone Tree Arts Center has it all.

Spaces for 25 to 480 include the Event Hall with a glass wall opening outside to the beautiful Terrace Theater, a magnificent Grand Entry Hall with floor to ceiling windows, and the Main Stage Theater – a state-of-the-art facility not to be missed.

Our professional staff and attention to detail will ensure your next event will be one-of-a-kind! Call now for availability and rates. Non-profit discounts available.

<table>
<thead>
<tr>
<th>FOR PROFIT MARKET RATE</th>
<th>MAIN STAGE</th>
<th>EVENT HALL</th>
<th>GRAND ENTRY HALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday (4 hour Rate)</td>
<td>$650</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>Monday - Thursday (Daily Rate)</td>
<td>$975</td>
<td>$1,085</td>
<td></td>
</tr>
<tr>
<td>Friday - Sunday (Daily Rate)</td>
<td>$1,350</td>
<td>$1,300</td>
<td></td>
</tr>
<tr>
<td>Set-up/Tech Rehearsals (Daily Rate)</td>
<td>$680 M-Th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate (3 hour maximum)</td>
<td>$150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Rate</td>
<td>$7,160</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-PROFIT RATE (75% STANDARD)</th>
<th>MAIN STAGE</th>
<th>EVENT HALL</th>
<th>GRAND ENTRY HALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday (4 hour Rate)</td>
<td>$485</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Monday - Thursday (Daily Rate)</td>
<td>$730</td>
<td>$815</td>
<td></td>
</tr>
<tr>
<td>Friday - Sunday (Daily Rate)</td>
<td>$1,000</td>
<td>$975</td>
<td></td>
</tr>
<tr>
<td>Set-up/Tech Rehearsals (Daily Rate)</td>
<td>$510 M-Th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate (3 hour maximum)</td>
<td>$150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Rate</td>
<td>$5,300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Government and Education rates available for qualifying groups - see rentals manager for details

All facility rentals are subject to availability. Availability will vary depending on LTAC programming.

Daily Rate is from 6am - Midnight, and hourly charges will apply outside of those hours.

All times need to include set up and break down.

Rehearsal must be contiguous with performance, either the day before or the day of.

All ticketed performances must be sold through the LTAC box office.

Additional charges also apply, including house management staff, technical supervisors, and stagehands, as well as equipment rental.

Definitions: Non-profit organization is one which holds an IRS 501(c)(3) designation.

Rates subject to change without notice.

The Lone Tree Arts Center (LTAC) is a unique cultural venue that provides for events from casual to elegant. Hosting everything from intimate weddings to theatrical performances to leadership retreats, LTAC has the ability to make your event stand out from the rest. Our complimentary parking lot ensures that over 200 vehicles have convenient access to your event.

LTAC’s **Main Stage Theater** accommodates 480 guests for seated performances or lectures. Coordination with our expert technical staff ensures a polished and professional event. There are also three other convertible spaces within LTAC: the **Event Hall**, which has the ability to be divided into 3 spaces; the **Terrace Theater**; and the **Grand Entry Hall**.

The following chart details the maximum capacity with presentations and screens:

<table>
<thead>
<tr>
<th>Room Layout</th>
<th>Event Hall</th>
<th>Breakout Suites (each)</th>
<th>Terrace Theater</th>
<th>Grand Entry Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theater</td>
<td>200</td>
<td>50</td>
<td>350 (includes grass seating)</td>
<td>100</td>
</tr>
<tr>
<td>Banquet</td>
<td>160</td>
<td>20</td>
<td>N/A</td>
<td>80</td>
</tr>
<tr>
<td>Reception</td>
<td>250 (standing)</td>
<td>75 (standing)</td>
<td>100</td>
<td>250</td>
</tr>
<tr>
<td>Trade Show Exhibits</td>
<td>16 – 10’x 10’</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**INCLUDED IN YOUR RENTAL**

Supervisory work of the LTAC Technical Director and/or the Rentals & Event Manager.

Basic sound system package, A/V projector and screen, counterweight rigging system, and standard lighting plot (renter assumes the cost of labor for board operators, stagehands, and laborers).

Tables and chairs: 72’ rounds - 6’ banquets - brown banquet chairs.

**NOT INCLUDED IN YOUR RENTAL**

Additional staff as described below.

Linen rental — $9 each

Piano rental — $150

Marley Flooring — $100
(No tap or rosin allowed)

**STAFFING YOUR EVENT**

LTAC staff is required at all functions and must be on-site from set-up through clean-up.

Additional staffing requirements:

- Any public events and any events in the theater: a House Manager must be present throughout the time the public is in the facility as well as one hour before and after. For events with more than 400 expected patrons, two House Managers will be required.

- Ushers will be provided (at no additional cost) for large public events to ensure public safety.

- Ticketed events: Box Office personnel are required.

- Additional labor will be required for: special set-ups for stage, seating areas, rehearsals, and lobbies; restoration of the facility to the basic condition needed to resume regular program activity; special custodial services; and any special security necessary (to be determined solely by LTAC staff).
STAFFING CHARGES

LTAC staff are required at all functions and must be on site from set up to break down.

<table>
<thead>
<tr>
<th>Time Allotment</th>
<th>Technical Staff</th>
<th>House Manager</th>
<th>Box Office Manager and/or Representatives</th>
<th>Event labor, stagehands, and/or board operators</th>
<th>Janitorial services (above &amp; beyond standard service)</th>
<th>Bartenders</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>four hour minimum</td>
<td>four hour minimum</td>
<td>three hour minimum</td>
<td>four hour minimum</td>
<td>N/A</td>
<td>four hour minimum</td>
</tr>
<tr>
<td>Cost</td>
<td>$30/hour</td>
<td>$30/hour</td>
<td>$25/hour</td>
<td>$30/hour</td>
<td>$20/hour</td>
<td>$25/hour</td>
</tr>
</tbody>
</table>

TICKET SALES

Tickets are required for any public event.

Public events will be listed on the LTAC website and tickets will be available for purchase online, over the phone, or in-person.

A non-refundable per ticket handling charge of $4 shall be added for all ticket orders including all complimentary tickets, consignment tickets, and group orders.

For any private event, inquire with your Event Manager.

BAR SERVICES

LTAC offers limited bar selections for your event. Our knowledgeable staff can work with you to put together a bar menu that will meet your event’s needs.

Host and Cash Bar packages are available.

- LTAC will provide disposable glassware.
- Actual glassware would be arranged through your caterer.
- No outside alcohol. All alcohol must be ordered through LTAC.
- Lone Tree Arts Center holds a liquor license.

All bars must close no later than one half hour prior to the end of the event.
**IMPORTANT TERMS OF YOUR RENTAL AGREEMENT**

**IF YOUR APPLICATION IS APPROVED THIS DOCUMENT WILL HELP HIGHLIGHT SOME OF OUR KEY RULES AND REGULATIONS**

**CONFIRMING CONTRACTS**
- In order to confirm a contact with the Lone Tree Arts Center we will need copies of the following: W-9, Certificate of Insurance, Proof of 501(c)3 (if tax exempt), Signed Contract, Deposit, and Rental Fee

**LTAC PERSONAL CHARGES**
- LTAC staff supervision and equipment operation is required at all functions.
- A House Manager, Box Office staff, plus a minimum of three Technicians, are required for all performances in the Main Stage Theater.
- A minimum of one Technician is required for all events in the Event Hall.
- An estimate of labor charges is provided in the contract. *Typical charges can range from $120-$900 or more per day* depending on the number of personnel and time requirements of your event.

**PRE-EVENT WALKTHROUGH**
- A walk-through with all pertinent vendors must be scheduled a minimum of three to four weeks prior to your event date.

**PARKING**
- Parking in the public parking lot at the Arts Center is for attending patrons only.
- Performers and your event staff are required to park across the street in the lower garage of the Target parking lot.

**EVENT TICKET SALES**
- All tickets for any event must be sold through the LTAC Box Office.
- A $4 per ticket handling charge is included to cover the cost of selling your tickets. All advertised pricing for your event must include the following language “additional handling fee of $4 per ticket applies to all sales.”
- Tickets are required for all public events. Tickets are required for private events with over 300 people in the Main Stage Theater, Event Hall, and Terrace Theater, regardless of space utilized. This includes general admission and free admission events.

**MERCHANDISE SALES**
- Merchandise sales must go through the box office.
- A 20% commission on gross sales will be due to LTAC at the end of the rental period.
- Details for all merchandise being sold is due to our Box Office Manager 7 days prior to the event.

**CONCESSIONS**
- LTAC will provide refreshment concessions and retain proceeds from their sale.
- No outside food or drink may be sold to patrons.
- No outside food or drink may be served to patrons unless it meets the requirements of LTAC’s catering policy.

**BAR SERVICE**
- LTAC holds a liquor license for the facility.
- All alcohol served must be ordered through the Facility Rentals and Events Manager.
- There is a $200 minimum for hosted bars for the first hour and $150 for every additional hour.
- Cash bar proceeds remain with LTAC.
- All donated liquor must follow the guidelines as set forth by Colorado Liquor Laws.

**CATERING**
- All food service must meet the requirements of LTAC’s catering policy.
- Cooking / Action Stations ARE NOT allowed in the building at any time.

**SAFETY INFORMATION**
- All equipment brought in and activity planned by the Renter as it impacts the safety of anyone in the facility is subject to the approval of Lone Tree Arts Center.