



Rental Request Form

Whether hosting a performance, wedding reception, corporate event, professional or social gathering, the Lawrence Arts Center, in beautiful downtown Lawrence, Kansas, offers a variety of diverse spaces available for rental. This urban and creative space has everything to accommodate your unique event needs and our experienced and professional event staff will help bring your vision to life.

Please look over The Lawrence Arts Center Rental Agreement Policies and Pricing before submitting this form.

How do I submit a rental inquiry form?

Complete and submit the form online via email to events@lawrenceartscenter.org. Or you may print the form, fill it out and return the completed inquiry to:

*The Lawrence Arts Center
Re: Events
940 New Hampshire
Lawrence, Ks 66044*

Your Contact Information

Name

Company or
Organization

(If Applicable)

Address

City

State

Zip

Email address

Phone

Best time to call

(Between the business hours of 9:30 a.m. and 6:00 p.m., please.)

LAC Membership
Level:

Tell Us About Your Event

Have you held this or another function in our facility before?

Yes No

Anticipated Number of Attendees

Title of Event

Type of Function

Date interested in Renting

Do you have an Alternate Date?

Rental Space of Interest (Check all that apply)

Main Stage

Lobby

Black Box Theater

Galleries

Studio/Class Room

Lower Lobby

Other

Approximate Rental Start Time

Approximate Rental End Time

Will you be needing:

Event Ticketing?

Yes No

Lawrence Arts Center Concessions?

Yes No

Technical Equipment and Furnishings?

Yes No

Permission to Serve Alcohol?

Yes No

Referral (How did you hear about the Lawrence Arts Center as an event rental space?)

Any Additional Info you would like to share about your event space rental request: