

# RENTAL REQUEST



**lawrenceartscenter**  
ART IS FOR EVERYONE

*Let us help you create the best possible private event rental at the Lawrence Arts Center!*

Whether you are 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 Building Use Policy guide for terms and pricing before submitting this form.**

How do I submit a rental inquiry form?

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

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

## Your Contact Information

Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ Best time to call: \_\_\_\_\_

*(Between the business hours of 9:00 a.m. and 6:00 pm, 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:  Corporate  Concert  Performance  Cocktail Party  Seated Dinner  Other

Requested Date \_\_\_\_\_ Alternate Date \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Rental End Time \_\_\_\_\_

Rental Space of Interest (Check all that apply):

<input type="checkbox"/> Main Stage	<input type="checkbox"/> Main Lobby	<input type="checkbox"/> Black Box Theatre	<input type="checkbox"/> Galleries
<input type="checkbox"/> Dance Studio	<input type="checkbox"/> Art Studio	<input type="checkbox"/> Lower Lobby	<input type="checkbox"/> Multiple Spaces

Will You Be Needing:

Event Ticketing?  Yes  No Concessions?  Yes  No

Audio Visual Equipment?  Yes  No Permission to Serve Alcohol?  Yes  No

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

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Any Additional Info you would like to share about your upcoming event?

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Thank you for thinking of the Lawrence Arts Center while planning your event! The events coordinator will contact you to discuss your function in more detail. Please feel free to email any further questions to [events@lawrenceartscenter.org](mailto:events@lawrenceartscenter.org).