

# LOUISVILLE MEMORIAL AUDITORIUM

970 South Fourth Street

Louisville, KY 40203

502.584.4911



LOUISVILLE MEMORIAL AUDITORIUM  
1929 - 2021

## **Client Event Rental Information**

Greetings and thank you for your interest in hosting an event at the historic Louisville Memorial Auditorium.

The community's only public auditorium and WWI War Memorial, honoring the sons and daughters of Jefferson County, is a multi-purpose venue which can host a variety of events.

Please review and complete the following documents for auditorium management to prepare a comprehensive and affordable event rental package.



# Client Rental Information

Date of Application\*  
(Required) \_\_\_\_\_

Your Name\*  
(Required) \_\_\_\_\_

Corporate Name\*  
(Required) \_\_\_\_\_

Corporate Address\*  
(Required) \_\_\_\_\_  
\_\_\_\_\_

City\* (Required) \_\_\_\_\_

State\* (Required) \_\_\_\_\_

Zip Code\* (Required) \_\_\_\_\_

Email\*  
(Required) \_\_\_\_\_

Website \_\_\_\_\_

Telephone Number\*  
(Required) \_\_\_\_\_

Fax Number \_\_\_\_\_

Alt Phone Number (Cell) \_\_\_\_\_

Jefferson County, KY Business License Number  
(If Applicable) \_\_\_\_\_

Please list three (3) credit references  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the names, addresses and contact telephone numbers of the principal officers of your corporation.  
(If Applicable)

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Describe the event you wish to hold in detail, including estimated event attendance with dates and times for the event.

(Required) \_\_\_\_\_

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Rental applicant is asked to visit ([www.KYHealthAtWork.com](http://www.KYHealthAtWork.com)) to review current program guidelines to ensure event will follow standards. Venue management will communicate facility expectations during rental agreement process.

List three contacts with contact information including phone numbers from 3 different venues and contacts where you have held events and promoted in the past year, or previous landlords or other forms of rental or lease history. (If not able to provide, please explain.)

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This document for rental contains information to the best of my knowledge and is accurate. It is hereby understood that the receipt of this application to rent does not in any way guarantee that the prospective lessee will be able to rent space in the Louisville Memorial Auditorium, nor does it guarantee the prospective lessee any particular rental dates or pricing being considered without signed rental agreement with paid deposit.

After reviewing and completing required areas, please sign, date and return pages 3 and 4 to auditorium management:

Kelly J. Gream, Executive Director  
Address: 970 South Fourth Street, Louisville KY 40203  
Email: Kelly@lmaky.com  
Phone: 502-584-4911

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**Event Representative**

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**Date**

# Event Spaces Available

## Main Lobby



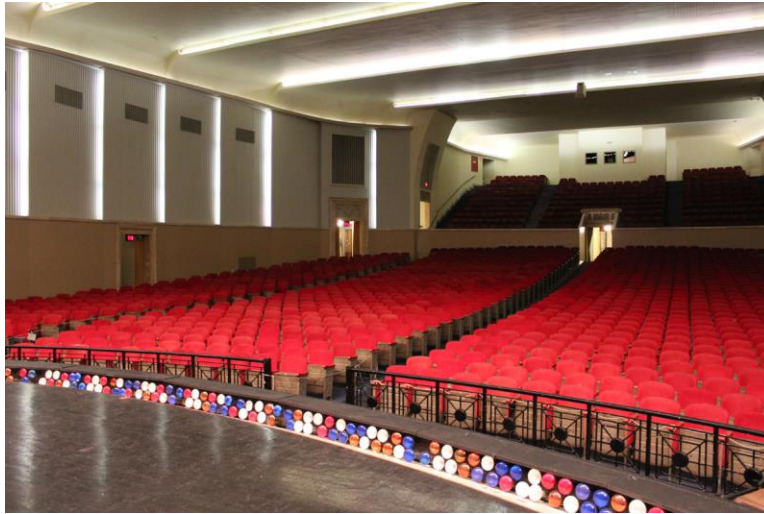
2,407 sq ft  
200 guest capacity

## Ballroom



2,880 sq. ft.  
200 guest capacity

## Auditorium



1,742 guest seating capacity

## Rehearsal Halls



2,500 sq. ft.  
100 - 200 guest capacity



## Guest Lounges



500 sq. ft.  
100 guest capacity

## Training/Workshop Rooms



3,000 sq. ft.  
150 guest capacities

## Breakout/Conference Rooms



2,000 sq. ft.  
100 guest capacities

## Client Green Room



1,000 sq. ft.  
25 guest capacities



## Other Information

- **Additional Spaces Available**
  - Offices
  - Storage Areas
  - Baby Changing Lounges
  - Coat Check Room
  
- **Amenities and Services**
  - Catering
  - Concessions
  - Decorations
  - Video Recording/Streaming
  - A/V systems
  - Portable Stage
  - DJ Sound & Lighting system
  - Podiums
  - Tables & Chairs
  - Linens
  - Lodging & Tourism Experience Coordination

## **Facility Operating Guidelines Including COVID-19 Pandemic Compliance Update September 2021**

**Overview:** The historic Louisville Memorial Auditorium is legally required to follow Commonwealth of Kentucky and Center for Disease Control (CDC) COVID-19 Operational Guidelines for approved events held at the multi-purpose facility.

Based on concerns with virus cases increasing, leadership and management have agreed to implement the following updated facility operational guidelines:

**Operational Expectations:** All events contracted prior to or after the COVID-19 pandemic are required to follow up-to-date operating guidelines as outlined by Center for Disease Control (CDC), in conjunction with Commonwealth of Kentucky as outlined by Kentucky Health at Work program (<https://govstatus.egov.com/kycovid19>).

**Event/Performance Spaces:** As a multi-purpose facility, various event and performance spaces are available for rental while following approved operational guidelines.

**Security:** Off-duty law enforcement officers will be the required security service. Aside from standard responsibilities, officers will handle admission, bag checking and social distancing guidance for events as well as overall security of facility.

**Insurance/Damage/Liabilities:** All event organizers renting and hosting events in and/or on the grounds of the historic Louisville Memorial Auditorium are required to produce proof of insurance. This process includes any vendors, contractors or support for events being held.

Effective immediately, if damage takes place, venue management will record and take photographs to document situations. Clients will be informed of damages and given the opportunity to reimburse the auditorium for damages or a claim will be placed with insurance providers.

**Compliance to Guidelines:** The goal for clients, venue management and security representatives is to ensure events follow guidelines. Venue management and security will monitor all individuals attending and working at events to ensure compliance. When situations arise creating unsafe conditions, such as individuals not wearing face coverings or not following guidelines, security or off-duty law enforcement officers will advise individuals to correct as needed. If compliance is not adhered to after formal advisement, venue management retains the right to request security to remove individuals from the facility and grounds as well as suspend events due to unsafe conditions.

## Event Venue Requirements

### Admission:

**Guest Entrance** – to manage allowed guest capacities, wristbands, tickets, or another form of identification will be required to manage individuals entering, exiting, and returning to the facility. Typically, wristbands are the easiest and most affordable process to fulfill entrance requirements. If an event is held more than one date, different colors of wristbands or other processes to identify guests will be required to avoid unapproved individuals from entering the event.

**Entrance/Exiting Doors** – dedicated doors will be used and marked for guests.

**Face Coverings** – are required for all individuals throughout the facility. Performers can be on stage without face coverings based on comfort levels.

**Bag Checks** – are required for all individuals. No coolers or containers will be allowed into the facility. Families with strollers and other supplies for children will be allowed, however are subject to inspection as all bags or carriers.

**Security** – will manage admission process for all individuals in the facility.

**Food/Drinks** – no outside food, drinks, or deliveries of meals for guests will be allowed into facility. Individuals will be allowed to bring one (1) sealed (metal/thermos) drink container for beverages and or one (1) bottle of water per guest into the facility.

**Performers** – will be allowed to bring snacks in clear plastic one gallon zip-locked bags or one bag per performer, including bottles of water and or sealed (metal/thermos) drink containers for beverages. Venue management will work with event organizers to determine quantities that will be allowed for individual performers and other items needed while in the facility.

**Vending Available** – two machines will be available to purchase water and one machine with a variety of snacks for sale.

### Venue Spaces:

**Main Lobby** – 2,407 square feet (limited to 100 guests).

**Foyer** – connects auditorium, restrooms & access to ballroom.

**Guest Lounges** – available based on agreement with venue management.

**Auditorium** – 1,742 seats (limited to 1,300 seats on main level only).

**Stage** – 1,000 usable square feet in space to be used or (limit of 100 guests).

**Dressing Rooms** – 12 dedicated spaces for performers & others backstage.

**Rehearsal Halls** – each of the two spaces is allowed 50 guests per space.  
**South Lobby** – 500 square feet with access to outdoor veranda.  
**Client Green Room**- 800 square feet with limit of 25 guests in space.

**Food and Beverage Services:** Only licensed and insured vendors or caterers will be allowed to serve and/or sell products, based on approved COVID-19 preventative guidelines. Proof of insurance, business licenses and plans of operation need to be communicated in advance to venue management at a minimum of two weeks prior to scheduled event.

**Alcohol/Wine/Beer Services** – Only licensed and insured vendors will be allowed to serve and/or sell products, based on approved COVID-19 preventative guidelines. Proof of insurance, business licenses and plans of operation need to be communicated in advance to venue management at a minimum of two weeks prior to scheduled event.

If alcohol, wine, beer, or other similar beverages are brought into the facility by guests or other individuals without permission from venue management, such individuals will be removed by security and possibly be prosecuted for conducting such actions on private property.

**Event Organizers** – Clients renting the facility can order in items or bring food and drinks into assigned Client Green Room for their consumption. There will be no providing of food or beverages to event participants, guests or contractors allowed inside or outside the facility by non-professional caterers.

**Attendance Overview:** All individuals participating, attending, working, or performing at events will follow admission guidelines outlined under event requirements previously explained to ensure all activities are following approved operational guidelines.

**Guest Seating:** Venue management will provide a seating chart for event organizers to use for general admission seating and or assigned seating for 1,300 seating on the main level of the auditorium. Venue management will then review and or assist, as needed.

**Use of Facility by Guests** – Once individuals enter the facility, floating sanitizing stations will be available for use while signage directs them to restrooms and auditorium entrances. When taking restroom breaks, guests are expected to wear face coverings, while maintaining social distancing, to the restrooms and returning to the auditorium.

**Announcement to Guests** – Venue management will provide a concise pre-show script to be read by event organizer or representative which will outline facility guidelines.

**Facility Cleaning Procedures:** Venue will provide appropriate cleaning personnel to service events, as well as signage, floating sanitizing stations and additional hygiene amenities in all restrooms for all individuals in the facility.

**Emergency Situations** – Any medical needs will be addressed by calling 911 for proper assistance. Security issues will be handled by off-duty law enforcement officers with venue management advisement as needed. Evacuation of the auditorium or facility for any reason will be coordinated by venue management and off-duty police officers working events.

**Facility Inspection** – Clients, staff, participants, vendors, contractors and guests all need to understand the facility is subject to inspection by representatives of the Jefferson County Health Department at any given time. As stated, the venue is legally expected to ensure operating guidelines are being followed. Venue management and security or law enforcement officers will collectively determine if compliance for operating is not being followed, which could lead to stopping events if needed.

**Parking** – Aside from the dedicated auditorium parking area located off Fifth and Kentucky streets, a variety of legal off-street parking around the facility is available. Motor coach and other passenger vehicles drop off and pick up guests at main entrance and will then need to move after unloading and loading processes are completed. Vehicles are not to be left overnight in auditorium’s parking area unless approved by venue management. In all cases, the auditorium is not responsible for vehicles or items left inside.

**Client Feedback/Questions** – All clients are encouraged to communicate with venue management to ensure guidelines are understood, including addressing any questions or concerns in advance relating to scheduled events.

### **Venue Management Contact Information**

Kelly J. Gream, Executive Director  
Address: 970 South Fourth Street, Louisville KY 40203  
Email: Kelly@lmaky.com  
Phone: 502-584-4911



## Stage Information

**Seating Capacity:** 1,742 total seats (1,429 main floor and 313 balcony).

### Stage Dimensions/Rigging/Equipment:

- Proscenium height – 23'
- Proscenium width – 56'
- Stage depth from front lip to back wall – 50'
- Stage depth from front curtain to back wall – 39'
- Stage width – 85'
- Stage height to loft – 50'
- Stage apron from front curtain to orchestra pit – 11'
- 55 sets of rigging lines.
- Main Curtain – 57' x 25'
- 4 pair of black stage legs – 13' x 25'
- 4 black stage borders – 66' x 12'
- 3 velour backdrop curtains (black, red & maroon) – 57' x 25'
- 1 blue backdrop cyc.
- Orchestra pit - 11' deep by 45' wide.
- Battens – 64'
- Matte white movie screen – 18' high by 24' wid.



### House Lighting:

- 2,200 amps of power on stage.
- Leprecon LP1600 36 channel dimmer lighting system.
- 24 dimmers with 7,000 watts per dimmer.
- 12 dimmers with 2,400 watts per dimmer.
- 36 Altman Shakespeare lights with 750 watts per light in cove and above stage.
- 5 borders each with 120 reds, whites, and blues.
- 252 red, white, and blue footlights.
- 1,600 watt Xenon Super Trouper spotlight.

### House Sound:

- Mackie SR Series 24-4 mixing console.
- 5 Yamaha loudspeakers and 2 Yamaha sub-woofers.
- TEAC CD/cassette combo system.
- Sound-Craft podium and Shure lectern microphone.



**Digital Projection System:**

State of the art technology is located inside the auditorium's projection room for a variety of presentations. The system has both visual and sound capability. A basic laptop is available to accommodate client needs. The 13' x 9' space is air-conditioned.

**Cargo Elevator:**

The elevator is located backstage connecting the rehearsal hall below the stage. It is not a passenger elevator and no other persons other than the assigned stage manager or auditorium staff are authorized to operate. Only the stage manager, auditorium staff or approved freight handlers are permitted to ride the elevator. It has a capacity of 3,500 pounds and when not in use, is stationed on the lower level, including whenever it is holding freight of any kind to avoid damage to the hydraulics. The certificate of operation is issued and authorized by the Commonwealth of Kentucky's Division of Building Code Enforcement Elevator Inspection Section and is posted at all times inside the elevator.

**Dressing Rooms:**

12 dressing rooms.

**Client Green Room**

Located off stage right with private restroom, kitchenette, and lounge area. Space also offers air conditioning and heat with a private entrance off main foyer.

**Client Assigned Parking Area**

Located at backstage door and accommodates typically two standard size vehicles.



## Line Set Schedule

Line #	Depth (from Proscenium)	House Assignment
	6"	Main Act Traveller
2	1'	Main Act Curtain (Maroon)
3	2' 4"	
4	3'	#1 X-Ray
5	3' 9"	
6	4' 3"	Projector Screen
7	4' 10"	
8	5' 8"	#1 Black Border
9	5' 10"	
10	6' 6"	#1 Black Legs
11	-	Out Of
12	7' 8"	Commission
13	8' 2"	
14	9'	
15	9' 7"	#2 X-Ray
16	-	
17	11'	Out Of
18	12'	Commission
19	12' 4"	
20	12' 10"	#2 Black Border
21	13' 5"	
22	14'	
23	14' 8"	
24	15' 2"	#2 Black Legs
25	16'	
26	16' 8"	
27	17' 4"	#3 X-Ray
28	18' 1"	
29	18' 8"	
30	19' 5"	
31	20'	Mid Stage Curtain (Maroon)
32	20' 7"	#3 Black Border
33	21' 5"	#3 Black Legs
34	21' 10"	
35	22' 5"	
36	23' 6"	
37	24'	
38	24' 9"	
39	25' 6"	#4 X-Ray
40	26' 2"	
41	27'	
42	28'	
43	28' 4"	
44	29'	#4 Black Border
45	29' 8"	#4 Black Legs
46	30' 6"	
47	31' 3"	3/4 Stage Curtain (Maroon)
48	32'	
49	32' 11"	
50	33' 8"	#5 X-Ray
51	34' 8"	
52	35' 8"	
53	36' 4"	Cyc Screen
54	37'	Full Stage Curtain (Black)
	38'	

## Production Questions for Clients

What does their production consist of? (Backstage - lights, props, band gear, anything that needs to fly on battens.)

Lighting - will require a board tech.

Sound will require a board tech.

Fly - will require flyman (which will require an additional hand).

What day of the week is show? (Weekends and after 5 p.m. costs overtime money).

Load-in time?

Load-out time?

How many trucks? (Semi - 4 loaders, Box truck - 2 loaders)

How many stagehands needed?

Are you using fly systems?

Will there be performances? (Front of house spotlights, projectors, audio boards and lighting boards.)

Keep your time in a 4-hour block?

Is there rigging involved? (This consists of chain motors being hung in the grid above the stage floor. This will only happen for larger shows, in which case you will have to consult a structural engineer to give you the weight limit.)

Due to safety reasons, the stage manager will always be on call all day to oversee the production and the safety of the cast and crew.

Are there any other details concerning the production that need discussed or addressed?

Note: When running light board and/or audio board, need 2 stagehands, and at all times the stage manager is there all day.

## Backstage Rules

1. Loading and unloading - Gear - Must be done on Fifth and Kentucky Streets.
2. Trucks must be moved after unloading gear.
3. No one is permitted backstage unless authorized.
4. No drinks allowed on stage.
5. No smoking in building.
6. No children allowed on stage unless accompanied by an adult.
7. Keep all doors shut.
8. Only working stagehands are to use Memorial Auditorium equipment unless authorized.
9. All individuals working or performing backstage are required to be identified.
10. Security or law enforcement officer is required for facility during all events.

### Venue Management Contact Information:

Kelly J. Gream, Executive Director  
Address: 970 South Fourth Street, Louisville KY 40203  
Email: Kelly@lmaky.com  
Phone: 502-584-4911

**Please return signed document in advance for event plans to be reviewed and approved by stage manager and venue management.**

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**Event Representative**

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**Date**



## **Facility Space Guest Capacity Information**

The following are capacities for rental and/or use of the historic auditorium as a venue:

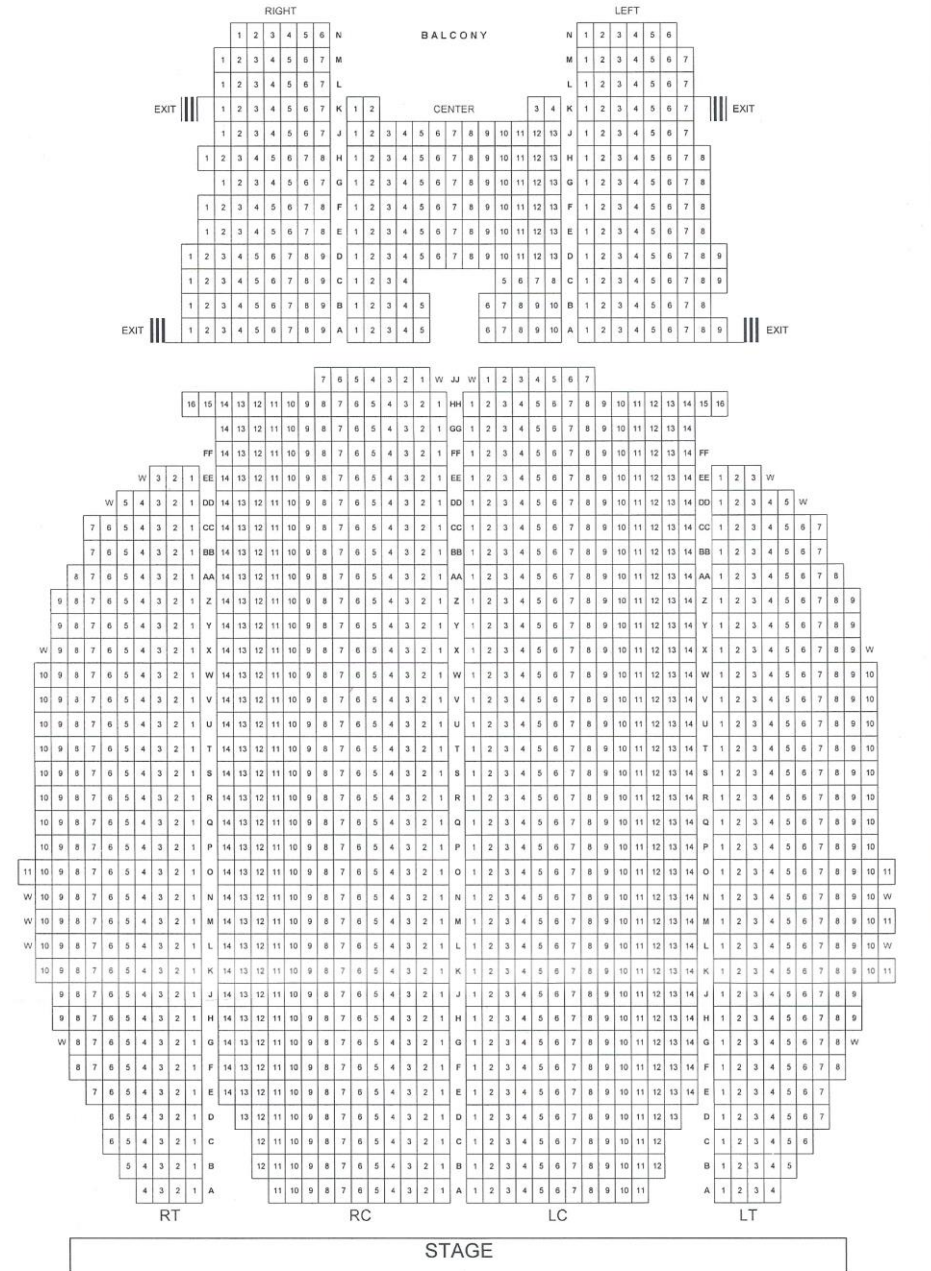
Approved Capacities:

- Main Lobby - 100
- Auditorium - 1,742
- Ballroom - 100
- South Lounge - 50
- Rehearsal Halls - 200
- Dressing Rooms - 50
- Stage - 100
- Client Green Room - 25
- Client Guest Lounge - 20
- Training Rooms - 88
- Breakout Session Rooms - 25
- Total Venue Capacity – 2,500

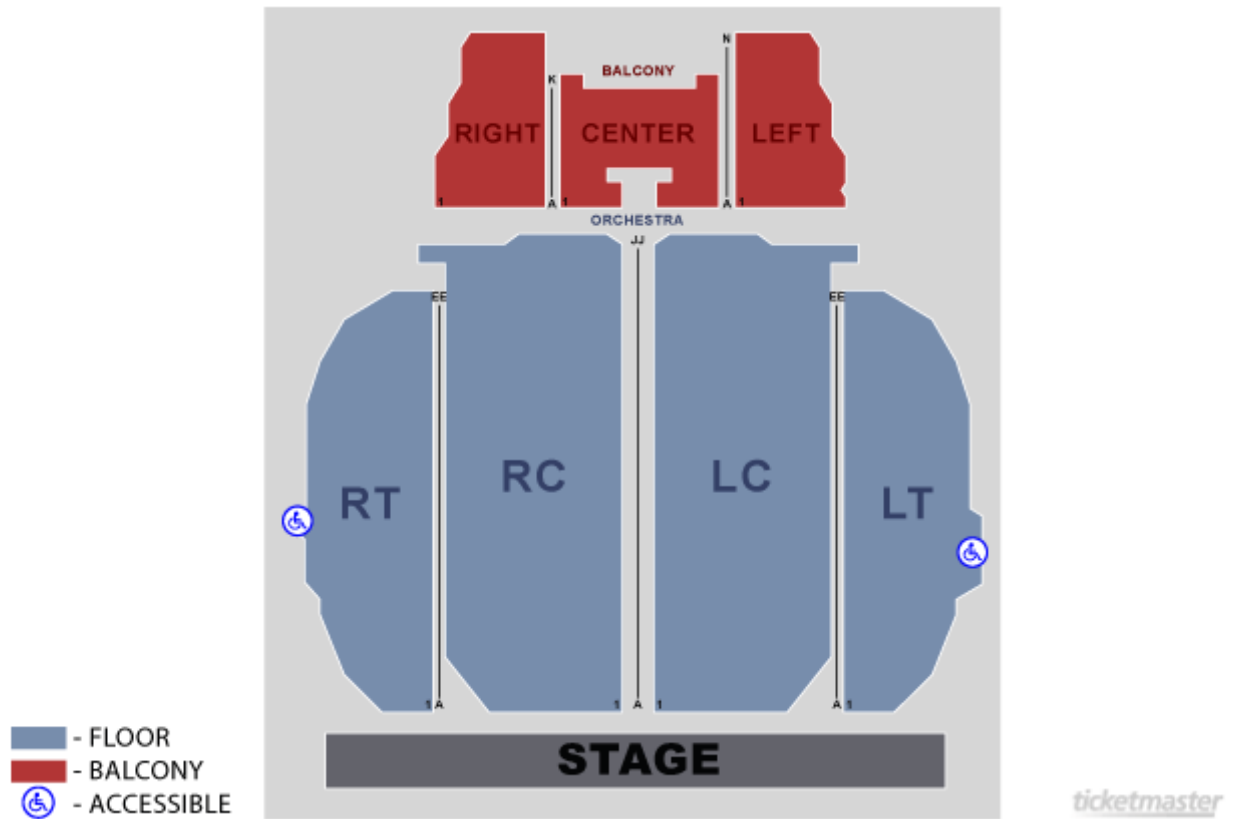
# Detailed Seating Chart

## MEMORIAL AUDITORIUM

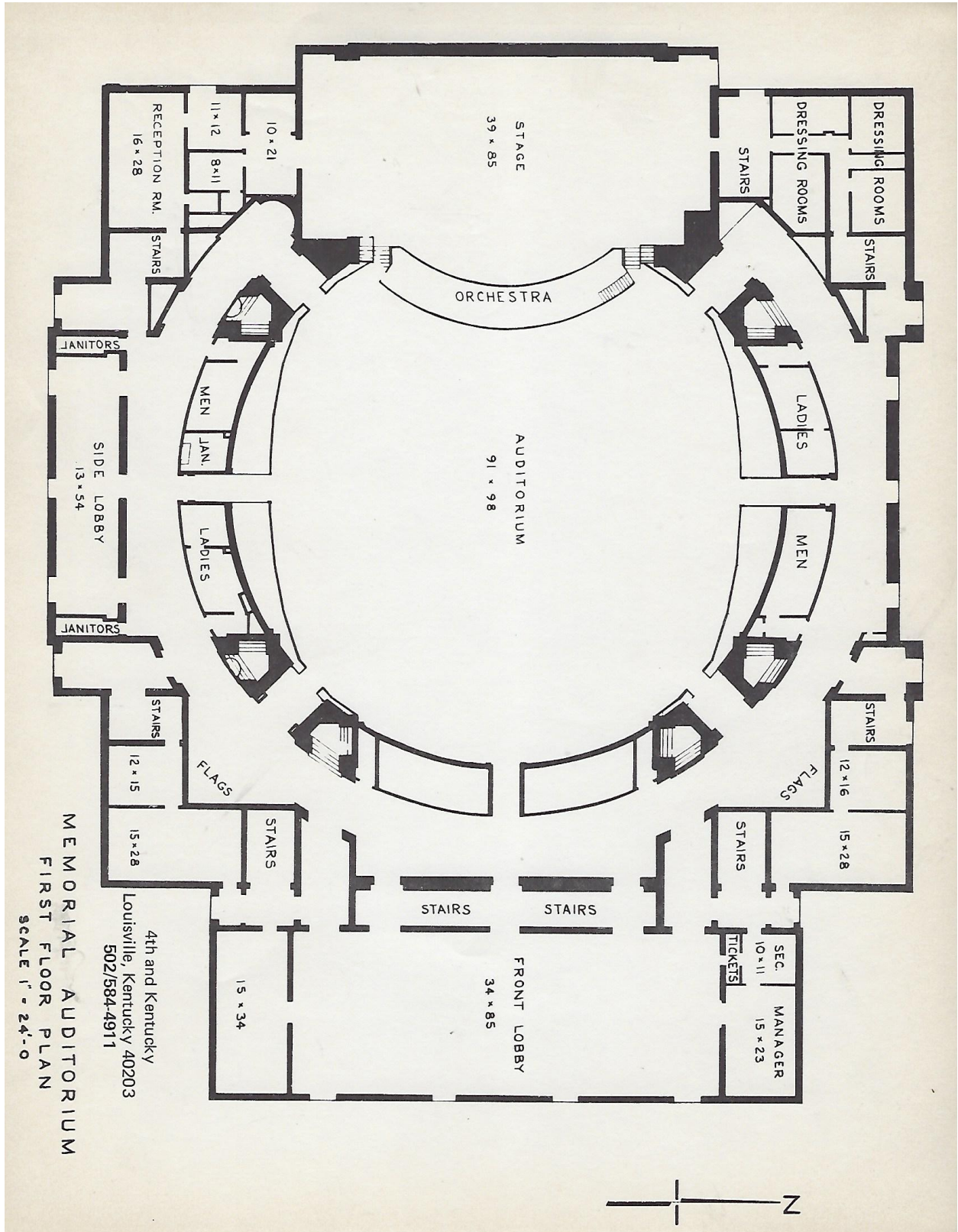
970 South Fourth Street • Louisville, KY 40203



# Overview Seating Chart



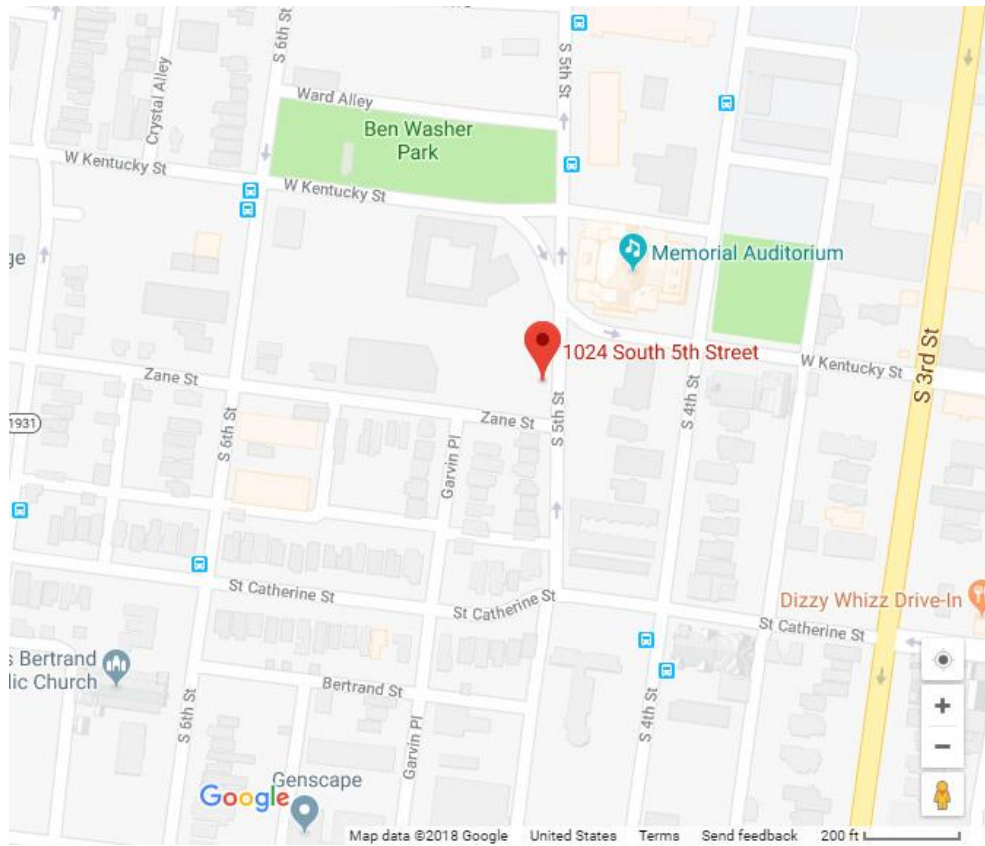
# Floor Plan



4th and Kentucky  
 Louisville, Kentucky 40203  
 502/584-4911  
**MEMORIAL AUDITORIUM**  
**FIRST FLOOR PLAN**  
 SCALE 1" = 24'-0"

## LOUISVILLE MEMORIAL AUDITORIUM PARKING LOT

The parking lot for Louisville Memorial Auditorium guests is located at 1024 South Fifth Street. The lot is physically located at the corner of Fifth and Kentucky Streets (adjacent to the **Family & Children's Place at 1000 South Fifth Street, Louisville KY 40203**). Entrance to the lot is from the alley. Additionally, street parking is available. Please do not park in the **Family & Children's Place** parking lot unless after hours or weekends when their business is not open.







## **DIRECTIONS**

### **From the North**

Take I-65 South to the St. Catherine Street Exit 135. As you come down the exit ramp you will be traveling one way on St. Catherine Street heading west. Follow St. Catherine Street for three blocks and then turn right onto Fourth Street. Proceed on Fourth St. for one block and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

### **From the South**

Take I-65 North to the St. Catherine Street Exit 135. As you come down the exit ramp you will be traveling one way on St. Catherine Street heading west. Follow St. Catherine Street for three blocks and then turn right onto Fourth Street. Proceed on Fourth Street for one block and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

### **From the East**

Take I-64 West to I-65 South. Travel approximately 1 mile on I-65 South and then take the St. Catherine Street Exit 135. As you come down the exit ramp you will be traveling one way on St. Catherine Street heading west. Follow St. Catherine Street for three blocks and then turn right onto Fourth Street. Proceed on Fourth Street for one block and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

### **From the West**

Take I-64 East to the Ninth Street Exit 4. Proceed on Ninth Street for 9 blocks and then turn left onto Kentucky Street. Proceed on Kentucky Street for 5 blocks and Memorial Auditorium will be on your left at the corner of Fourth and Kentucky Streets.

LMA100305