

# LOUISVILLE MEMORIAL AUDITORIUM

970 South Fourth Street  
Louisville, KY 40203  
502.584.4911



LOUISVILLE MEMORIAL AUDITORIUM  
1929 - 2019

## Louisville Memorial Auditorium/Holiday Group Tour Package

### Magic of Christmas Past: Pipe Organ Concert and Silent Movie Presentation! Select November & December 2021 dates

Start a new holiday tradition with a nostalgic journey back to the silent movie age when the majestic sounds of pipe organs accompanied movie presentations on the big screen. Guests will enjoy a delicious seasonal dinner buffet with drinks and desserts in the majestic lobby or historic ballroom. Then they will enter the historic auditorium and experience the world's largest Pilcher Pipe Organ while viewing a series of vintage shorts and the main feature for a truly memorable evening.



- \$40.00 per person / 2 comps for escort & driver
- WWI & WWII World Flag Collection also available for tour
- Complimentary Motor Coach Unloading - Loading - Parking

Please contact to schedule your next tour experience:  
Kelly Gream, Executive Director  
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LouisvilleMemorialAuditorium



louisvillememorialauditorium



@LouMemAud

WEBSITE:  
[www.louisvillememorialauditorium.com](http://www.louisvillememorialauditorium.com)

## **Facility Operating Guidelines Based on COVID-19 Pandemic Compliance Update**

**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.

**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.

**Event Types:** Currently, the facility can operate as an event venue and theater while following approved guidelines for the two event segments.

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

**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 maintaining social distance, 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 suspend events due to unsafe conditions.

### **Event Venue Requirements**

#### **Admission:**

**Guest Lists** – will be required in advance to document guest counts, along with contact information, if contact tracing is required by health department.

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

**Social Distancing** – is required entering and while in the facility.

**Face Coverings** – are required for all individuals.

**Temperature Checks** – are required for all individuals.

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

**Venue Spaces - Current Approved Capacities:**

**Main Lobby** – 2,407 square feet (limited to 50 guests).

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

**Auditorium** – 1,742 seats (limited to 575 guests).

**Stage** – 1,000 usable square feet (limit to 50 guests).

**South Lobby** – 500 square feet with access to outdoor veranda.

**Ballroom** – 2,880 square feet (limit to 50 guests).

**Rehearsal Halls** – each space is allowed 50 guests per space.

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

**Other** – No guests, event participants, vendors or other contractors will be allowed to bring food, beverages, coolers, containers or other carriers into the facility. Clients 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 assign allowed guests of 575 based on current operating guidelines. Venue management will then review and or assist, as needed, to complete the event seating chart for the auditorium and other areas of the facility being used.

**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. Staff and or event representatives will direct guests to assigned seating which will be marked with identifying guest names. When taking restroom breaks, guests are expected to wear face coverings while maintaining social distancing to the restrooms and returning to the auditorium. Once productions end, guests will be dismissed row by row to ensure social distancing. Upon departing, guests are expected to keep face coverings on and maintain social distancing if returning to the restrooms or departing the facility. Individuals will not be allowed to gather in common areas such as the foyer or main lobby. The goal is to maintain a constant flow of guests departing, avoiding individuals from collecting or gathering for periods of time.

**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, including procedures for restroom breaks and departing the facility.

**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.

**Face Coverings:** Clients, guests, vendors, and other individuals working or participating in scheduled events are required to provide his or her individual approved face coverings.

**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.

**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/ Submission of Plans**

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