

LOUISVILLE MEMORIAL AUDITORIUM

970 South Fourth Street
Louisville, KY 40203
502.584.4911



LOUISVILLE MEMORIAL AUDITORIUM
1929 - 2022

Workshop Rental 2022 Packages

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.



Workshop Rental Rate Structure Packages

Ballroom Package

Rental Spaces Include:

Main lobby

Ballroom (second level) via passenger elevator and stairwell

- Climate Controlled Space
- Portable Stage
- Wired Sound
- Projection Screen
- Capacity 100 Attendees

Guest Restrooms (*off foyer*)

1 Family Baby Changing Lounge (off lobby)

Limited Tables & Chairs

Complimentary Guest Parking Area

\$200 per hour with a (4) hour minimum

Time in Facility Beyond Hours Scheduled: events run past time scheduled, one-hour increments, at package rate charged, will be invoiced to client for payment.

When payments contracted are not met by dates agreed as outlined in rental agreements, late payments will be charged an additional two percent (5%) of the balance.

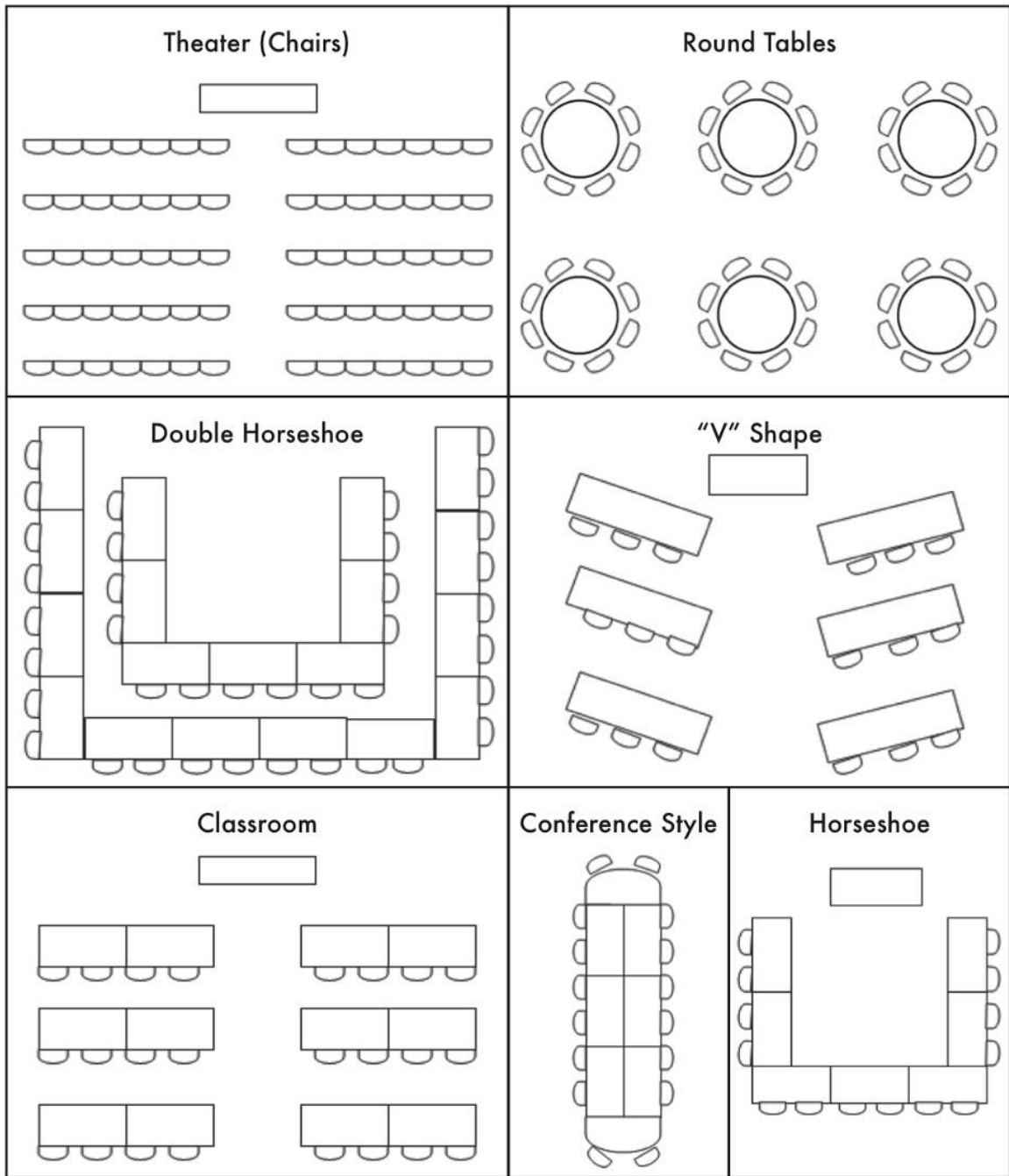
If balances are not paid, clients cannot return to the facility for other events until balances are paid in full, or unpaid invoices will be turned over to the auditorium's attorney for a collection process.

Marketing, promotion and selling of tickets for events is not allowed until rental agreements are finalized. Clients are required to document and communicate the ticketing process with venue management for approval prior to scheduled event.

Ballroom Event Set-up Examples



Ballroom Layout



Ballroom & Meeting Room Package

Rental Spaces Include:

Main lobby

Ballroom

- Located on (second level) via passenger elevator and stairwell
- Climate Controlled
- Portable Stage
- Wired Sound
- Projection Screen
- Limited Tables & Chairs (available)
- **Capacity 100 Attendees**

Lower-Level Meeting Room

- Located on (lower level) via passenger elevator and stairwell
- Climate Controlled
- White Boards
- Limited Tables & Chairs (available)
- **Capacity 50 Attendees**

Guest Restrooms (*off foyer*)

1 Family Baby Changing Lounge (off lobby)

Complimentary Guest Parking Area

\$400 per hour with a (4) hour minimum

Time in Facility Beyond Hours Scheduled: When client events run past time scheduled, one-hour increments, at package rate charged, will be invoiced to client for payment. Clients are expected to pay invoices in full within two weeks full via company check, personal check, bank draft or money order.

Ballroom & Two Meeting Rooms Package

Rental Spaces Include:

Main lobby

Ballroom

- Located on (second level) via passenger elevator and stairwell
- Climate Controlled
- Portable Stage
- Wired Sound
- Projection Screen
- Limited Tables & Chairs (available)
- **Capacity 100 Attendees**

(2) Lower-Level Meeting Rooms

- Located on (lower level) via passenger elevator and stairwell
- Climate Controlled
- White Boards
- Limited Tables & Chairs (available)
- **Capacity 75 Attendees**

Guest Restrooms (*off foyer*)

1 Family Baby Changing Lounge (off lobby)

Complimentary Guest Parking Area

\$600 per hour with a (4) hour minimum

Time in Facility Beyond Hours Scheduled: When client events run past time scheduled, one-hour increments, at package rate charged, will be invoiced to client for payment. Clients are expected to pay invoices in full within two weeks full via company check, personal check, bank draft or money order.

Ballroom / Two Meeting Rooms / Breakout Rooms Package

Rental Spaces Include:

Main lobby

Ballroom

- Located on (second level) via passenger elevator and stairwell
- Climate Controlled
- Portable Stage
- Wired Sound
- Projection Screen
- Limited Tables & Chairs (available)
- **Capacity 100 Attendees**

(2) Lower-Level Meeting Rooms

- Located on (lower level) via passenger elevator and stairwell
- Climate Controlled
- White Boards
- Limited Tables & Chairs (available)
- **Capacity 75 Attendees**

(2) Breakout Rooms

- Located on second level via passenger elevator and stairwells
- Climate Controlled
- White Boards
- Limited Tables & Chairs (available)
- **Capacity 25 Attendees**

Guest Restrooms (*off foyer*)

1 Family Baby Changing Lounge (off lobby)

Complimentary Guest Parking Area

\$800 per hour with a (4) hour minimum

Time in Facility Beyond Hours Scheduled: When client events run past time scheduled, one-hour increments, at package rate charged, will be invoiced to client for payment. Clients are expected to pay invoices in full within two weeks full via company check, personal check, bank draft or money order.

Ballroom and Meeting Room Spaces



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)

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

(Required) _____

Rental applicant is asked to visit (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.)

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 specific 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 6 and 7 to auditorium management:

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

Event Representative

Date

Facility Operating Guidelines Including COVID-19 Pandemic Compliance Update 2022

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: Venue Management & Security Services will handle admission, bag checking, managing facility guidelines, and overall security of facility. Additional support will be evaluated based on individual event needs.

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 claims 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 highly recommended for all individuals in the facility.

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.

Facility Personnel – will manage admission process for all individuals.

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.

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

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.

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.

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

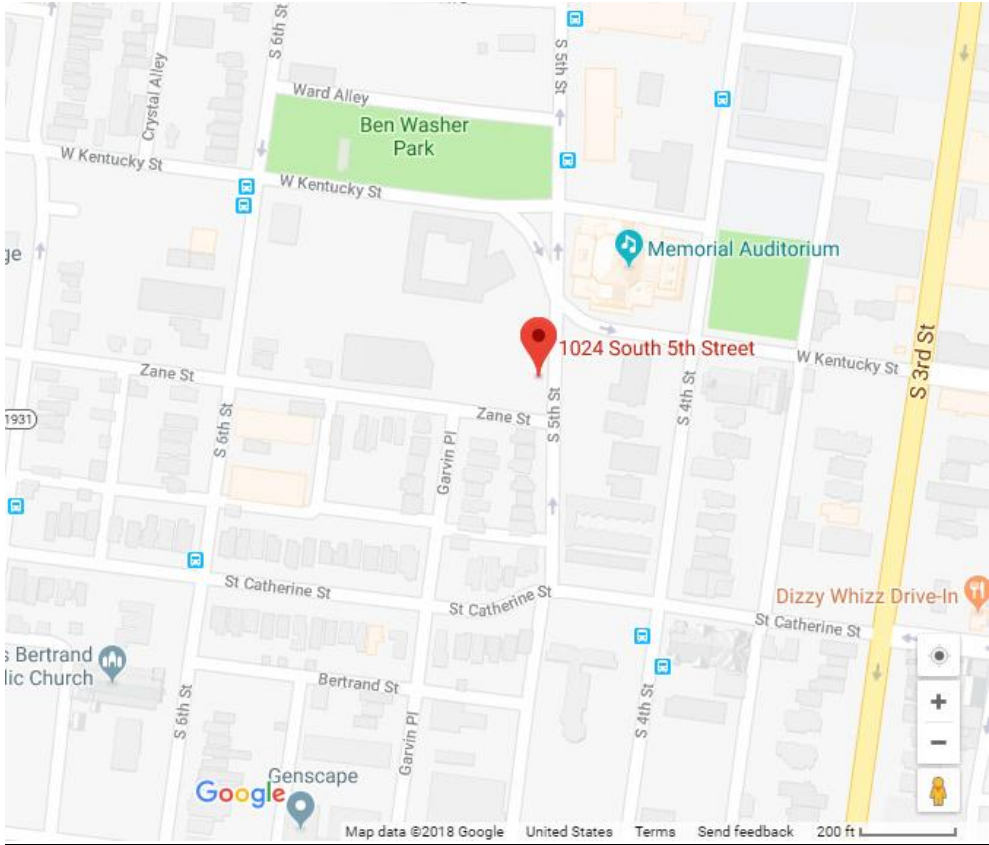
Kelly J. Gream, Executive Director
Louisville Memorial Auditorium
970 South Fourth Street
Louisville KY 40203
Email: Kelly@lmaky.com
Phone: 502-584-4911

Event Representative

Date

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.