

# LOUISVILLE MEMORIAL AUDITORIUM

970 South Fourth Street  
Louisville, KY 40203  
502.584.4911

92ND ANNIVERSARY



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 APPLICATION**

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 application contains information to the best of my knowledge, information, or belief. 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 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



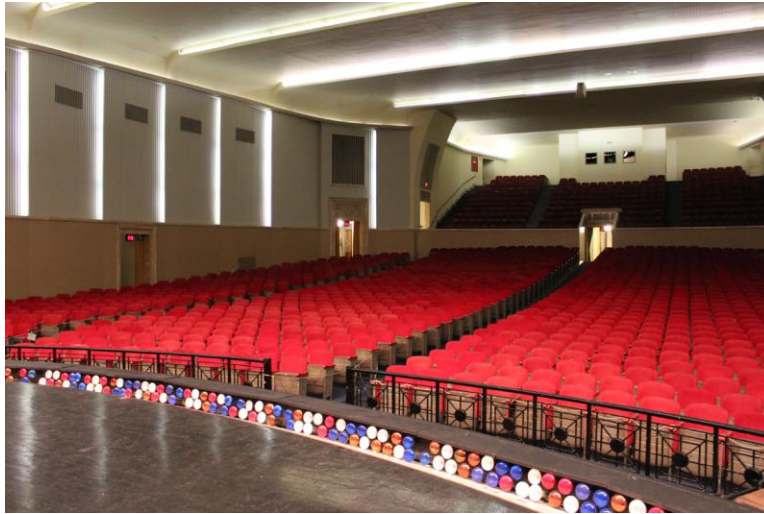
2,407 sq ft  
200 guest capacity

## 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 capacity

## Breakout/Conference Rooms



2,000 sq. ft.  
100 guest capacity

## Client Green Room



1,000 sq. ft.  
25 guest capacity

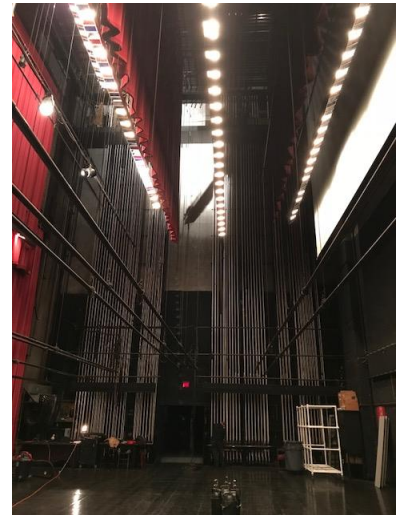


## Stage Information

**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 located in the auditorium's projection room for a variety of presentations, both visually 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:**

- 11 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'	

## QUESTIONS TO ASK CLIENTS AT THE HISTORIC LMA

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 hands 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 TD/Steward will always be on call all day to oversee the production and the safety of the cast and crew.

Note: When running light board and/or audio board, need 2 heads, and at all times the TD/Steward 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 in order 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**

## **GUEST SEATING INFORMATION**

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

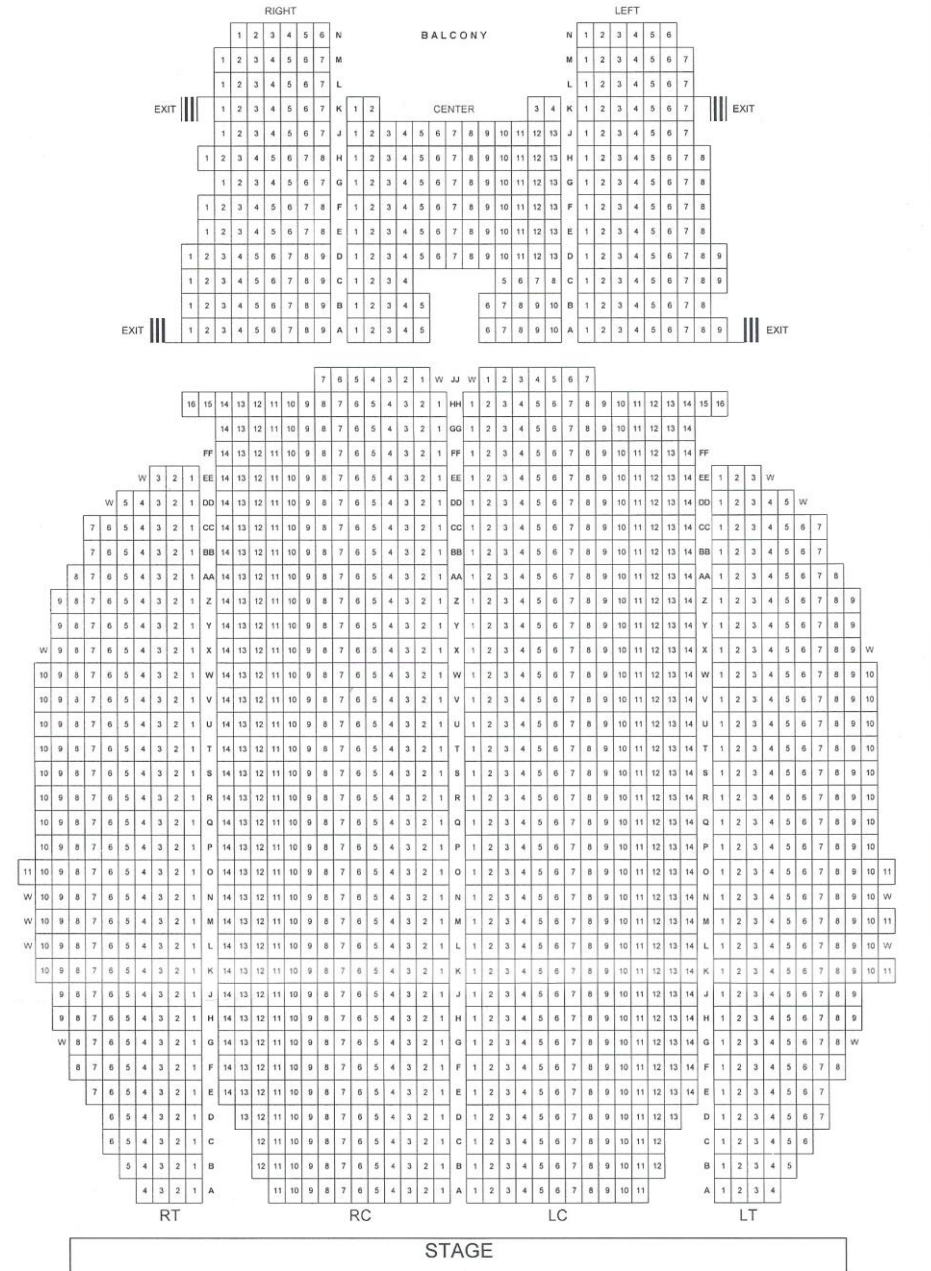
Approved Capacities:

- 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

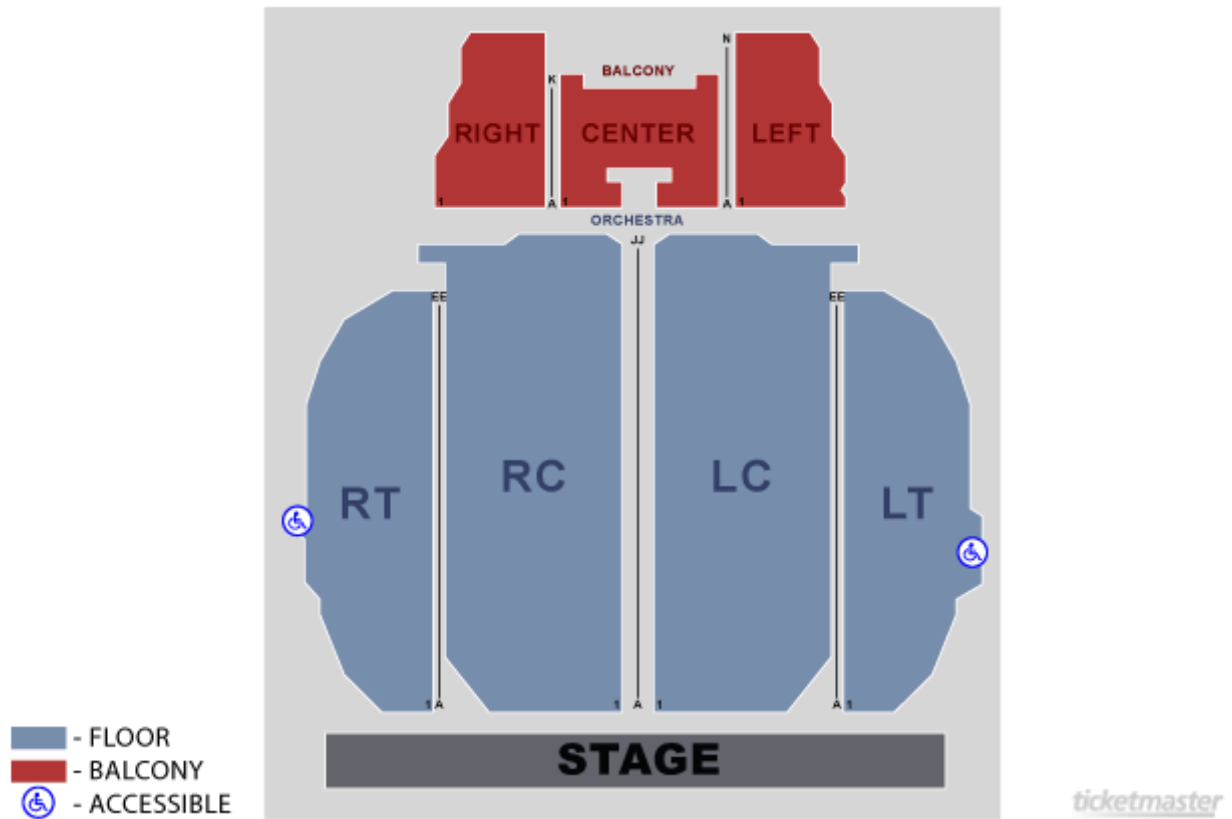
# Detailed Seating Chart

## MEMORIAL AUDITORIUM

970 South Fourth Street • Louisville, KY 40203

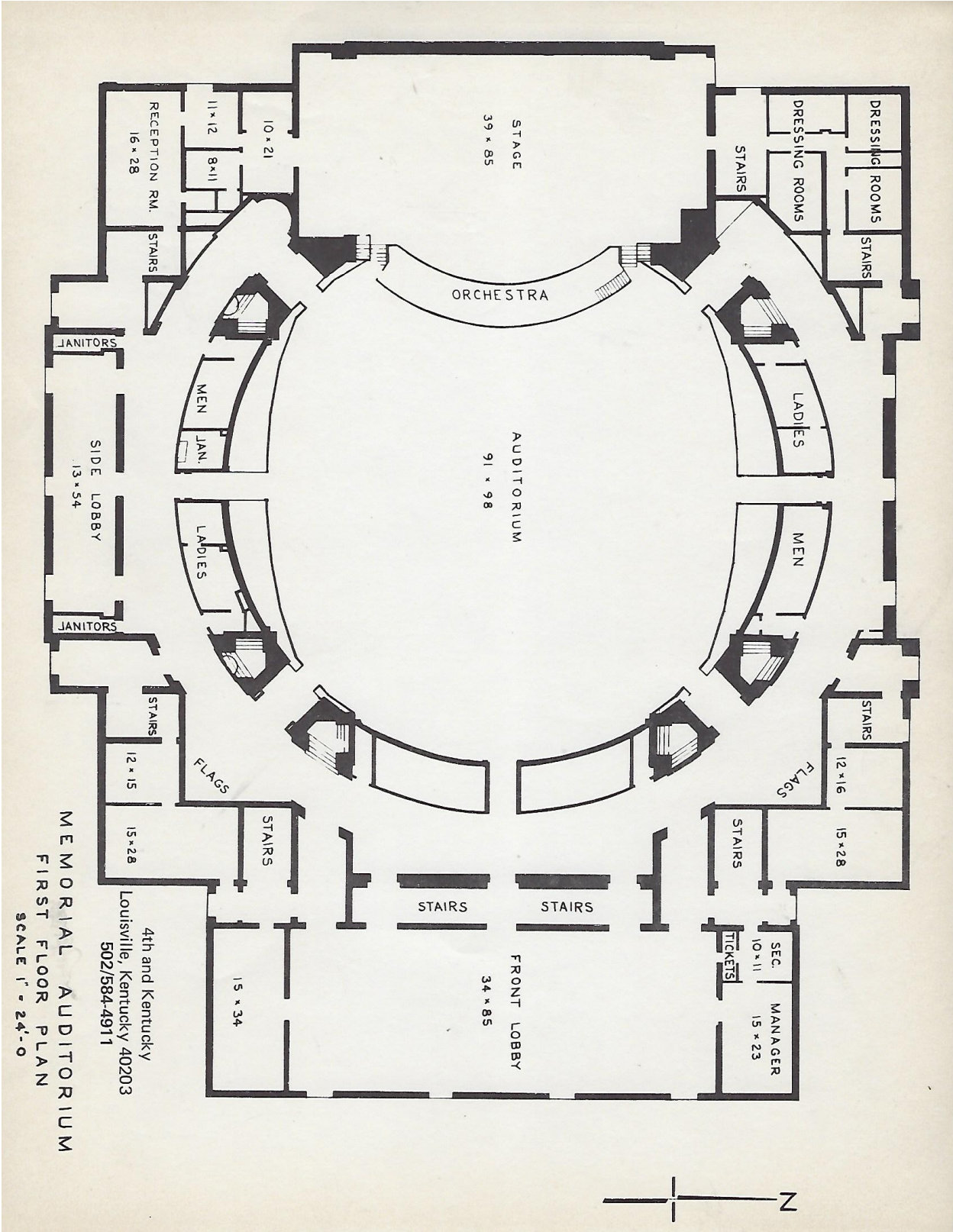


# Overview Seating Chart





**Floor Plan**



**MEMORIAL AUDITORIUM**  
**FIRST FLOOR PLAN**  
 SCALE 1" = 24'-0"

4th and Kentucky  
 Louisville, Kentucky 40203  
 502/584-4911