



2019 – 2020 Season

59 SW Flagler Avenue  
Stuart, FL 34994  
O: 772-220-1942  
F: 772-287-8693  
LyricTheatre.com

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Dear Potential Renter:

Thank you for your interest in The Lyric Theatre! Attached you will find a Rental Questionnaire and Rental Rates for the 2019 – 2020 season.

Please complete the Rental Questionnaire and return to the address listed above or via e-mail to [operations@lyrictheatre.com](mailto:operations@lyrictheatre.com) for review and consideration by the Friends of The Lyric, Inc. *(The completion of the questionnaire does not constitute an offer to lease any portion of The Lyric Theatre and any submitted event date(s) is not considered a guarantee.)*

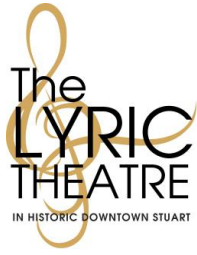
*Please also include:*

- Current W-9
- ASCAP & BMI License verification, if applicable
- Not-For-Profit Documentation, if applicable:
  - Internal Revenue Service 501(c)(3) Designation Letter
  - Florida Department of Revenue Sales Tax Exemption Certificate

Should you have any questions or concerns regarding rental requirements and/or rates, please feel free to contact Mike Barton at (772) 220-1942, Extension 223 or e-mail [Operations@lyrictheatre.com](mailto:Operations@lyrictheatre.com)

Sincerely,

Mike Barton  
Director of Operations



**MISSION STATEMENT:**

*To provide the community with a home for the performing arts that entertains, educates, and stimulates the growth of artistic integrity and experience for everyone.*

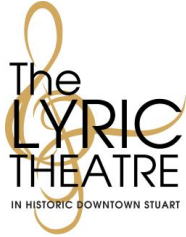
**ABOUT THE LYRIC THEATRE:**

The Lyric Theatre has played a leading role in bringing quality entertainment to the Treasure Coast since the facility opened its doors in 1926. Listed on the National Register of Historic Places, this cultural showpiece is a keystone of downtown Stuart. Few such theater landmarks remain, but thanks to the support of community members, The Lyric was rescued from a similar fate nearly two decades ago.

Today, tens of thousands of area residents come to The Lyric each year to enjoy a wide range of concerts and artistic performances in this intimate and acoustically superior venue. The Lyric is also a rental facility, hosting a variety of private, civic and charitable events annually.

The LYRIC THEATRE seats 500 and has a 22' X 30' stage and features whisper-perfect acoustics. This grand old theatre represents a colorful history in our community as a central gathering place for young and old alike.

Thanks to our supporters, the preservation of The Lyric Theatre continues for the cultural benefit of the Treasure Coast!



## **THE LYRIC THEATRE RENTAL APPLICATION**

The delivery of this Rental Application shall not constitute an offer to lease any part of the Theatre to you or your organization. All of the following questions must be answered in full before any lease or use of the facility will be considered. Friends of The Lyric, Inc. reserves the right to reject any Rental Application submitted. The Theatre, or any portion thereof, shall be leased to the applicant only after a formal Rental Agreement / Contract has been fully executed. Any dates held or submitted should not be considered guaranteed until the application has been completed in full, the contract has been executed and the deposit received.

Please legibly print or type all the information requested and submit application to [Operations@LyricTheatre.com](mailto:Operations@LyricTheatre.com). (please reference RENTAL APPLICATION in the subject line) or via mail at The Lyric Theatre, 59 SW Flagler Avenue, Stuart, FL 34994.

### **APPLICANT INFORMATION:**

Organization: \_\_\_\_\_

Status of Organization: \_\_\_\_\_

Taxpayer ID#: \_\_\_\_\_

ASCAP License #: \_\_\_\_\_ BMI License #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Event Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **EVENT DETAILS:**

Name of Proposed Event: \_\_\_\_\_

Dates and Times of Proposed Event: \_\_\_\_\_

Space Requested: 500 Seat Auditorium and/or Lobby? \_\_\_\_\_

Will you be using the lobby other than patron entry and exit (Reception, silent auction, etc.)? \_\_\_\_\_

Will you be serving any food in the lobby? \_\_\_\_\_

Is this a benefit event? \_\_\_\_\_

If yes, for whom? \_\_\_\_\_

Provide a description of event: \_\_\_\_\_  
\_\_\_\_\_

**PRODUCTION NEEDS:**

Are rehearsals intended? \_\_\_\_\_

If yes, please list the expected rehearsal dates and times: \_\_\_\_\_

\_\_\_\_\_

Will you be using Lyric Theatre equipment? \_\_\_\_\_

If yes, please list the equipment you intend to utilize: \_\_\_\_\_

Will you be using Lyric Theatre technicians and/or stage crew? \_\_\_\_\_

If yes, please list your technician and/or stage crew needs: \_\_\_\_\_

\_\_\_\_\_

**TICKETING:**

Tickets: General Admission or reserved seating? \_\_\_\_\_

Ticket Pricing: \_\_\_\_\_

**REFERENCES:**

Business References (*please list at least 3 – name, phone & email*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bank Reference(s): \_\_\_\_\_

List 3 events previously promoted (*regional information is preferred*):

Event Name: \_\_\_\_\_ Venue: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Venue: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

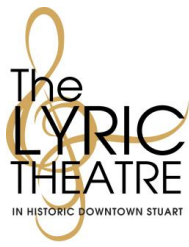
Event Name: \_\_\_\_\_ Venue: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How will this proposed event be advertised /promoted? \_\_\_\_\_

\_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## 2019-2020 LYRIC THEATRE RENTAL RATES

### Base Rental Fees

Monday Through Thursday - One Performance Only	\$ 800.00
Monday Through Thursday - Second Performance	\$ 400.00
Friday, Saturday & Sunday - One Performance Only	\$ 900.00
Friday, Saturday & Sunday - Second Performance	\$ 450.00
Rehearsal / Audition Base Fee / Load-in	\$ 450.00
Reception Fee (Lobby Rental for Reception)	\$ 100.00

\*10% discount available for not-for-profit 501 (c)3 organizations

**Please note: Any rental usage over 10 hours in a single day will be charged an additional \$100.00 per hour**

### Ancillary Fees:

<b>Technical Coordination - Mandatory</b>	\$ 250.00
<b>Cleaning Charges - Mandatory Per Performance</b>	\$ 300.00
<b>House Manager - Mandatory Per Performance</b>	\$ 125.00
Supplemental Cleaning for Use of Basement Dressing Rooms - Per Day	\$ 100.00
Lighting Technician - Per Performance	\$ 275.00
Lighting Equipment - Per Day	\$ 200.00
Lighting Equipment - Per Week	\$ 500.00
Spotlight - Per Spot	\$ 100.00
Sound Technician - Per Performance	\$ 275.00
Sound Equipment - Per Day	\$ 200.00
Sound Equipment - Per Week	\$ 500.00
Audio / Visual Technical Fee	TBD
Video Projector Rental - Per Day	\$ 75.00
Video Projector Rental - Per Week	\$ 200.00
Crew ** (spotlight operators, stagehands, etc.) - Per Performance	\$ 250.00
Security - Per Day	\$ 250.00
Storage fee at \$15.00 a day per object left after contracted date	TBD
ASCAP Licensing Fees - Based on Ticket Gross	0.80%
BMI Licensing Fees - Based on Ticket Gross	0.80%
Misc. Consumables (gaff tape, gel, tie line, etc.) - Per Day or Per Week	TBD

**\*\* \$50.00 per hour charge will be applied for each technician and/or crew retained after 11:00pm**

### Piano Rental:

9' Steinway Concert D Grand Piano - Per Day (includes one piano tuning)	\$450.00 ( \$700.00/wk)
Kawai (Upright) - Per Day (includes one piano tuning)	\$300.00 (\$450.00/wk)
Additional Concert Tuning (use of house piano tuner is mandatory)	\$ 175.00

### Box Office Ticketing Charges\*\*\*:

Non-ticketed Events Charge - Per Performance (For Presenters who choose NOT to use The Lyric Box Office)	\$ 750.00
Consigned Ticket Fee (Per Ticket Charge - for each ticket sold outside of Lyric Box Office)	\$ 3.00
Ticket Processing Fees - Per Ticket	\$ 1.35
Credit Card Transactions (based on total credit card sales): 4.5% of total c.c. charges	4.5%
Merchandising Commission (due to theatre on all merchandise sales)	20%
Rental Sales Tax - 6.5% of Total Rental Expense	6.5%
Ticket Sales Tax - 6.5% of Ticket Gross	6.5%

\*\*\*Please note that Box Office fees and any other ancillary needs marked TBD are additional costs to the rental fees listed above

\*\*\*\*\$500.00 Damage Deposit will be refunded at the time of settlement, via check following the event, provided there are no damages or extraordinary cleaning required.

## ADDITIONAL CONSIDERATIONS:

- A minimum of \$500.00 deposit, along with your signed contract, is required to secure a date.
- All NEW renters AND renters that are NOT USING THE LYRIC BOX OFFICE may be required to pay the **full estimated production cost, in addition to a refundable damage deposit of \$500, due FOUR WEEKS PRIOR to event date**. The damage deposit will be refunded via check within 7-10 business days following the event, provided there are no damages or extraordinary cleaning required.
- Security - Please be advised that security may be required at the discretion of Lyric Management and will be subject to a security fee of \$250.00 per performance. The Lyric will provide security personnel.
- **Ticket Sale Settlement (for those using Lyric Box Office):** All Box Office, Licensing and Production costs will be deducted from your ticket sale income following your event. These calculations will be sent to you for review & acceptance. Once approved by you, we will issue a check for the balance. **This whole process generally takes up to 10 business days.**

For more information: [Operations@LyricTheatre.com](mailto:Operations@LyricTheatre.com)

