



59 S.W. Flagler Avenue
Stuart, Florida 34994

Dear Potential Renter:

Thank you for your interest in The Lyric Theatre! Attached you will find a Rental Questionnaire and Rental Rates.

Please complete the Rental Questionnaire and return via e-mail to 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 Brandon McAllister at (772) 220-1942, Extension 223 or e-mail Operations@lyrictheatre.com.

Sincerely,

Brandon McAllister
General Manager



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 (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: _____

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Phone: _____ Email: _____

Event Name: _____ Venue: _____ Contact Person: _____

Phone: _____ Email: _____

How will this proposed event be advertised /promoted? _____

Signature of applicant: _____ Date: _____

LYRIC THEATRE RENTAL RATES

Base Rental Fees

Monday Through Thursday - First Performance Only	\$800.00
Monday Through Thursday - Second Performance	\$400.00
Friday, Saturday & Sunday - First 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% base rental 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:

Technical Coordination - Mandatory	\$250.00
Cleaning Charges - Mandatory Per Performance/Rehearsal	\$375.00
House Manager - Mandatory Per Performance	\$175.00
Supplemental Cleaning for Use of Basement Dressing Rooms - Per Day	\$100.00
Lighting Technician - Per Performance	\$375.00
Lighting Equipment - Per Day	\$200.00
Lighting Equipment - Per Week	\$500.00
Spotlight - Per Spot	\$100.00
Sound Technician - Per Performance	\$375.00
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	\$375.00
Security - Mandatory [@ \$250/Performance]	\$250.00
4ft x 8ft Platform Rental [@ \$10 Each Platform Per Day]	\$10.00
Storage fee at \$15.00 a day per object left after contracted date	TBD
ASCAP Licensing Fees - Based on Ticket Gross [0.80%]	TBD
BMI Licensing Fees - Based on Ticket Gross [0.80%]	TBD
Misc. Consumables (gaff tape, gel, tie line, etc.) - Per Day or Per Week	TBD

\$100.00 per hour charge will be applied for each technician and/or crew retained after 11:00pm labor rates subject to change

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) [@ \$5 per ticket]	\$5.00
Ticket Processing Fees - Per Ticket [@\$2.00 per ticket processed]	\$2.00
Credit Card Transactions (based on total credit card sales): [4.5% of total c.c. charges based on total credit card sales]	4.50%
Merchandising Commission [@ 20% due to theatre on all merchandise sales]	20%
Rental Sales Tax - 6.5% of Total Rental Expense	6.50%
Ticket Sales Tax - 6.5% of Ticket Gross	6.50%

*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 is required. 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.**

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.

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!

For more information: Operations@LyricTheatre.com

