

Arts Center Rental Packet



LONE TREE ARTS CENTER



Get a Standing Ovation for Your Next Event!

The Lone Tree Arts Center (LTAC) is a unique cultural venue that provides for events from casual to elegant. Hosting everything from intimate weddings to theatrical performances to monthly business meetings, LTAC has the ability to make your event stand out from the rest. Our complimentary parking lot ensures that over 200 vehicles have convenient access to your event.

Spaces for 80 to 480 include the Event Hall with a glass wall opening outside to the beautiful Terrace Theater, a magnificent Grand Entry Hall with floor to ceiling windows, and the Main Stage Theater – a state-of-the-art facility not to be missed.

Coordination with our expert technical staff ensures a polished and professional event. Our professional staff and attention to detail will ensure your next event will be one-of-a-kind! Call or email, Elaine Caras, LTAC Event Manager, to inquire about space availability and to start the rental process.



Photo: Bruce Ryman



Photo: Eric Wulfsberg Photography

The following chart details the maximum capacity of rentable spaces within the Lone Tree Arts Center:

Layout Style	Main Stage	Event Hall	Terrace Theater	Grand Entry Hall
Theater	480	200	350 (<i>inc. lawn seating</i>)	150
Banquet	n/a	160	n/a	80
Reception	n/a	225 (<i>standing</i>)	150	225
Exhibits Tables	n/a	16 – 6' X 30"	n/a	10 – 6' X 30"

- The rental application form must be completed either from this packet or online: www.lonetreeartscenter.org.
- In order to rent the Lone Tree Arts Center copies of the following are required:
W-9 form, certificate of insurance, and proof of 501(c)3 (if tax exempt).
- All facility rentals are subject to availability which will vary depending on LTAC programming.

SAFETY INFORMATION

- All equipment brought in and activity planned by the renter as it impacts the safety of anyone in the facility is subject to the approval of Lone Tree Arts Center.

Elaine Caras
Events Manager
720.509.1014
elaine.caras@cityoflonetree.com
cityoflonetree.com

CALL OR VISIT FOR RENTAL INFORMATION TODAY
720.509.1010 | www.LoneTreeArtsCenter.org

10075 Commons Street
Lone Tree CO 80124

RENT THE ARTS CENTER

RESERVE TODAY 720.509.1010

Rental Rates



LONE TREE ARTS CENTER

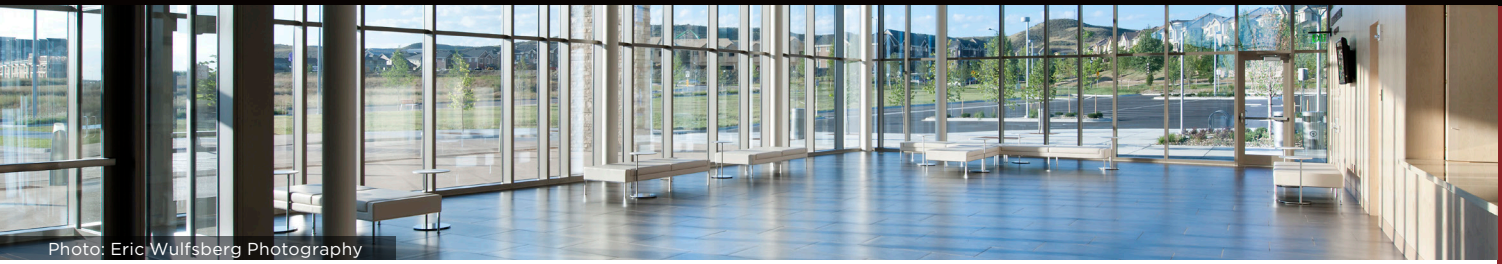


Photo: Eric Wulfsberg Photography

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		Main Stage Capacity 480	Event Hall Capacity 100 - 200	Grand Entry Hall Capacity 150
FOR PROFIT MARKET RATE	Monday - Thursday (6 hour Rate*)		\$600	
	Monday - Thursday (Daily Rate)	\$1,000	\$1,100	\$800
	Friday - Sunday (Daily Rate)	\$1,500	\$1,250	
	Set-up/Tech Rehearsals (Daily Rate)	\$700 M-Th		
	Weekly Rate	\$7,000		
NON-PROFIT RATE	Monday - Thursday (6 hour Rate*)		\$500	
	Monday - Thursday (Daily Rate)	\$800	\$900	\$700
	Friday - Sunday (Daily Rate)	\$1,200	\$1,100	
	Set-up/Tech Rehearsals (Daily Rate)	\$550 M-Th		
	Weekly Rate	\$6,000		
GOVT/ EDUCATION RATE	Monday - Thursday (6 hour Rate*)		\$400	
	Monday - Thursday (Daily Rate)	\$700	\$800	\$600
	Friday - Sunday (Daily Rate)	\$1,000	\$900	
	Set-up/Tech Rehearsals (Daily Rate)	\$500 M-Th		
	Weekly Rate	\$5,000		

- * This rate includes set up and break down by LTAC within this 6-hour window, otherwise rental becomes a full-day rental.
- Daily rate is from 6am - midnight, and hourly charges will apply outside of those hours.
- Rehearsal must be contiguous with performance, either the day before or the day of.
- All ticketed performances must be sold through the LTAC box office (*see box office section for details and fees*).
- A non-profit organization is one which holds an IRS 501(c)(3) designation.
- Rates subject to change without notice.

INCLUDED IN YOUR RENTAL

- Supervisory work of the LTAC Technical Director and/or the Rental Events Manager.
- Basic sound system package, A/V projector and screen, counterweight rigging system, and standard lighting plot (renter assumes the cost of labor for board operators, stagehands, and laborers).
- Tables and chairs: 6' rounds or 6' banquets tables with brown banquet or white plastic chairs.

NOT INCLUDED IN YOUR RENTAL

- Necessary staff required to service event (*see staffing section for details*)
- Ticket handling and set-up fees (*see box office section for details*)
- Bar/Beverage Services (*see concessions/bar section for details*)
- Catering Fees (*see catering section for details*)
- Piano rental, \$150
- Marley Flooring, \$100 (*no tap or rosin allowed*)
- Linen rental, \$11 each (*cloth or plastic*)
- Chair Sashes, \$1 each

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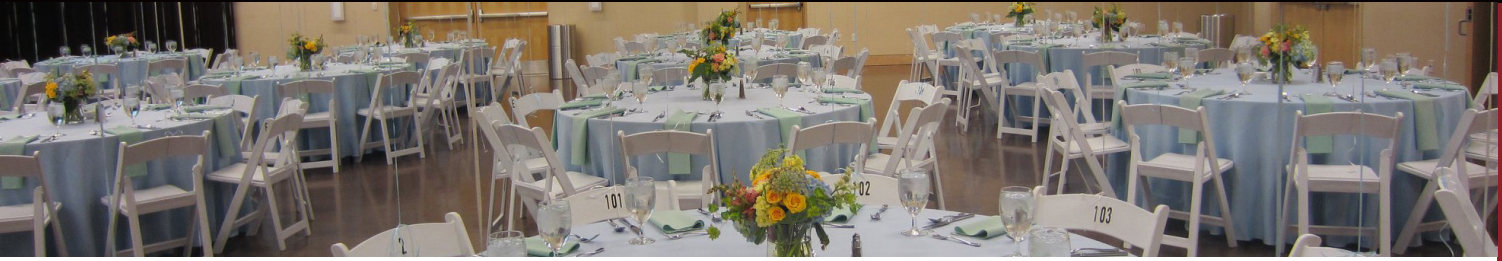
10075 Commons Street
Lone Tree CO 80124

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Staffing the Event



LONE TREE ARTS CENTER



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All rentals are required to use Lone Tree Arts Center staff at all functions and said staff must be onsite for set-up through clean-up and break-down.

	Minimum Time Allotment	Cost Per Staff Per Hour	Minimum Staffing Requirements		
			Main Stage	Event Hall	Entry Hall
Technical Staff (event labor, board operators, & stagehands)	4-hrs	\$30	3 Tech staff	1 Tech staff	1 Tech staff
House Manager(s)	4-hrs	\$30	1 HM staff if attendance is over 300, 2 HM staff req'd		
Box Office Staff	3-hrs	\$25	2 BO staff		
Bartender(s)**	4-hrs	\$25	1 Bar staff per 50 attendees	1 Bar staff per 50 attendees	1 Bar staff per 50 attendees
Front of House Staff	4-hrs	\$25		1 FOH staff	1 FOH staff
Security	4-hrs	\$30	1 Security staff		
Janitorial Staff (above & beyond standard service)		\$25			

- * Based on the complexity of the rental event, it will be determined if more staffing is needed by the LTAC Technical Director and/or the Rental Events Manager.
- ** If offering a hosted bar and the minimum is met, bartenders fees are waived. Hosted bars do include 20% gratuity. See *bar section for additional details regarding concessions*.
- For any events in the theater: a House Manager must be present throughout the time the public is in the facility as well as one hour before and after. For events with more than 300 expected patrons, two House Managers will be required.
- Ushers will be provided (at no additional cost) for all events to ensure public safety.
- Box Office personnel are required for all ticketed events. See *box office section for additional details regarding concessions*.
- Additional labor will be required for the following (please note all labor needs will be determined solely by LTAC staff):
 - special set-ups and rehearsals
 - special custodial service
 - any special security necessary
 - restoration of the facility to the basic condition needed to resume regular program activity
- Overtime expenses for all LTAC staff will be double the regular hourly rate pro-rated for each 30 minute time period after midnight.

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Box Office & Concessions



LONE TREE ARTS CENTER

Photo: Don Casper

BOX OFFICE/TICKET SALES

- Tickets are required for all public events. Tickets are required for private events with over 300 people in the Main Stage Theater, Event Hall, and Terrace Theater, regardless of space utilized. This includes general admission and free admission events.
- Any ticketed event must be sold through our box office (including free events that require tickets). Public events will be listed on the LTAC website. Tickets will be available for purchase online, over the phone, and in-person.
- A non-refundable per ticket handling fee of \$6 shall be added for all ticket orders including all complimentary tickets, VIP tickets, consignment tickets, and group orders — no exceptions. All advertised pricing for your event must include the following language “additional handling fee of \$6 per ticket applies to all sales.”
- A non-refundable ticket set-up fee of \$100 is required for ticketed events.

MERCHANDISE SALES

- All merchandise sales must go through the LTAC box office unless the renter has a valid Lone Tree sales tax license.
- A 20% commission on gross sales will be due to LTAC at the end of the rental period, if we handle merchandise sales or a 10% commission if the renter sells directly.
- Details for all merchandise being sold is due to our Box Office Manager seven days prior to the event.

CONCESSIONS/BAR SERVICE

- LTAC offers limited bar selections for rental events. LTAC’s knowledgeable staff can work with you to put together a bar menu that will meet the event’s needs.
- Host and cash bar options are available. LTAC will provide plasticware. Actual glassware would be arranged through your caterer. No outside alcohol allowed on the premises. LTAC only uses reusable cups at bars.
- All alcohol served must be ordered through the Facility Rentals and Events Manager. LTAC holds the liquor license for the facility. Donated liquor must follow the guidelines as set forth by Colorado Liquor Laws.
- The LTAC Host Bar minimum is \$200 for the first hour, and \$150 minimum for each additional hour. If total bar sales fall below that amount, the difference of the actual vs minimum will be charged. Additional fees include 20% gratuity divided among the bar staff. This includes 20% of all sold product at a cash bar, minus any gratuity accepted during the event, or 20% of the value on all product served at a hosted bar, minus any gratuity accepted during the event. Fees also include 7.8125% sales tax and 1.25% PIF tax on all LTAC purchased food and non-alcoholic beverages.
- The bar can open one hour before a performance and at intermission if applicable. The bar must close one-half hour before the end of the event.
- All cash bar proceeds remain with LTAC.
- Non-alcoholic beverage service is available, please inquire with the LTAC Rental Events Manager.
- No outside food or drink may be served to patrons unless it meets the requirements of LTAC’s catering policy.

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Catering



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CATERING REQUIREMENTS

- All facility rentals and their caterers are required to comply with the rules in LTAC's catering policy.
- Cooking and/or Action Stations ARE NOT allowed in the building at anytime.
- Caterer must provide a valid business and sales tax licenses, clean health inspection, and certificate of insurance with LTAC named as an additionally insured.

CATERING FEES

- A 10% catering commission will be due to LTAC at the end of the rental period for all catering within the venue unless the cater is only dropping off. Fees for a drop-off catering:
 - \$1 per person for under 50 guests
 - \$100 flat fee for groups of 51 to 150 guests
 - \$150 for groups of 151 plus guests

LONE TREE ARTS CENTER APPROVED CATERER LIST

Apple Spice Catering Co.

7346S Alton Way, Suite 10-G
Centennial, CO 80112
720-482-2775, c: 720-291-1784
tmiller@applespice.com
www.applespice.com

Biscuits & Berries

16027 W. 5th Ave
Golden, CO 80401
303-277-9677
www.biscuitsandberries.com

Catering by Design

11095 E. 45th Ave.
Denver, CO 80239
303-781-5335
www.cateringbd.com

Colorado Catering Company

10607 E. Dartmouth Avenue
Aurora, CO 80014
303-750-0707
www.coloradocatering.net

Cranelli's Italian restaurant

10047 Park Meadows Dr.
Lone Tree, CO 80124
303-799-3661
Eat@cranellis.com

Encore Catering

3139 S. Broadway
Englewood, CO 80113
303-707-0909
www.encorecatering.net

Epicurean Catering

6800 S. Xanthia St.
Centennial, CO 80112
303-770-0877
www.epicureancatering.com

ezCater

999 18th St
Denver, CO 80202
720-557-6187
www.ezcater.com

Fogo de Chão

8149 Park Meadows Dr.
Lone Tree, CO 80124
30-481-4001
lonetreeevents@fogo.com

Garnish Indian Fusion Cuisine

36585 Greenwood Plaza
Greenwood Village, CO 80111
303-762-1212
www.garnishfusiondenver.com

Kneaders Bakery & Café

9846 Zenith Meridian Dr.
Englewood, CO 80112
303-643-5941
www.kneaders.com

Newk's Catering

10012 Commons St.
Lone Tree, CO 80124
720.728.5776
www.newks.com

Occasions Catering

1789 W. Warren Ave.
Englewood, CO 80110
720-789-1867
www.occasionsdenver.com

Panera Bread

West Denver, Cherry Creek, DTC
& South Denver, East Aurora & CO
Springs Markets
C: 720-988-0815
Lori.parsons@panerabread.com

Relish Catering

7860 W. 16th Ave.
Lakewood, CO 80214
303-727-9200
www.relishcateringco.com

Rocky Mountain Catering

10525 El Diente Ct.
Englewood, CO 80112
303-216-0553
www.Rockymountaincatering.net

Silver Spoons Catering

9064 Forsstrom Dr.
Lone Tree, CO 80124
303-895-8467
julia@silverspoonscatering.com
www.silverspoonscatering.com

Three Tomatoes

2520 West 29th Ave.
Denver, CO 80211
303-433-3332
www.threetomatoes.com

Tony Rosacci's Fine Catering

12001 E. Caley Ave.
Centennial, CO 80111
303-662-9353
www.tonyrosaccicatering.com
tonyrosaccicatering.com

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Facility Use Application



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REQUESTED RENTAL SPACE *(check all that apply)*

ROOM: ☐ Main Stage Theater ☐ Event Hall ☐ Lobby
Capacity 480 seat proscenium flexible space up to 200 seats flexible space up to 150 seats

TODAY'S DATE: _____

APPLICATION INFORMATION

NAME: _____ NON-PROFIT: ☐ Yes ☐ No *If yes, IRS # _____*
 ORGANIZATION: _____ ACCREDITED EDUCATION ORG.: ☐ Yes ☐ No
 ADDRESS: _____ EMAIL: _____
 CITY/STATE/ZIP: _____ PHONE NUMBER: _____

EVENT INFORMATION

NAME OF EVENT: _____
 TYPE/PURPOSE OF EVENT: ☐ Meeting ☐ Fundraiser ☐ Performance - Concert ☐ Performance - Dance
☐ Performance - Comedian ☐ Other *(Wedding, Reception, Social Gathering, etc.)*
 TICKETED EVENT OR BY INVITATION ONLY: ☐ Ticketed ☐ Invitation *Tickets sold for all events at the LTAC must be sold through the LTAC box office. All public events and events with 300 or more attendees, must be ticketed.*
 PRIVATE/PUBLIC EVENT: ☐ Private Show ☐ Public Show ☐ Private Party
 CATERING TYPE: ☐ Plated ☐ Drop-Off ☐ Buffet ☐ None
Caterers must meet requirements of LTAC's catering policy
 BAR SERVICE DETAILS: ☐ Cash ☐ Hosted ☐ None SILENT AUCTION: ☐ Yes ☐ No
 3RD PARTY RENTALS: Will you be bringing in outside rentals of tables, chairs, and/or linens? ☐ Yes ☐ No
If yes, please provide details: _____

OF PERFORMERS/PRESENTERS: _____ # OF ANTICIPATED ATTENDEES: _____

EQUIPMENT NEEDED: ☐ Podium ☐ Screen/Projector ☐ Wireless Mic ☐ Lavalier Mic
Standard house equipment included in rental fee, select all that apply

PRESENTATION: ☐ PowerPoint ☐ Prezi ☐ Keynote ☐ Audio - HDMI/VGA

ROOM SET-UP REQUIREMENTS: ☐ Theater ☐ Rounds of 8 or 10 ☐ Crescent Rounds ☐ Reception Style
☐ Break Out Rooms ☐ Head Table ☐ Registration Table ☐ Material Table ☐ LTAC Linen ☐ Exhibit Tables
☐ Easels ☐ Sign Holders ☐ Piano ☐ Marley Flooring

EVENT SCHEDULE

PREFERRED RENTAL DATES: _____ ALTERNATE RENTAL DATES: _____

TIMELINE: Please provide load-in begin time, program start time, program end time, and load-out completed time. If the rental is for multiple days, provide a timeline for each day or attach a separate document.

Load-in begin time: _____ Program end time: _____

Program start time: _____ Load-out completed time: _____

PROGRAM DESCRIPTION

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