



Lakewood Cultural Center Room Use Guide



470 S. Allison Parkway
Lakewood, CO 80226

For Inquiries, Phone: (303) 987-7976

LCCRentals@lakewood.org Fax: (303) 987-7250

Lakewood Cultural Center

City of Lakewood
Department of Community Resources
Heritage, Culture & the Arts Division
470 S. Allison Parkway
Lakewood, CO 80226

Tickets and General Information (303) 987-7845

www.Lakewood.org/CulturalCenter

www.Lakewood.org/Tickets

Facebook @LakewoodCulturalCenter

Rental Inquiries (303) 987-7976

Rentals Fax (303) 987-7250

LCCRentals@Lakewood.org

Facility's Regular Hours of Operation

Monday - Friday 8 a.m. - 5 p.m.

Saturday 10 a.m. - 2 p.m.

One hour prior to performances

STAFF DIRECTORY

Cultural Center Administrator Rita Sommers 303-987-7873 ritsom@lakewood.org

Facility Coordinator John Jungerberg 303-987-7976 johjun@lakewood.org

Box Office Manager Kim Husted 303-987-7846 kimhus@lakewood.org

Lakewood Cultural Center Venue Guide

Table of Contents

Lakewood Cultural Center Description	4
Map to Lakewood Cultural Center	5
Rental Space Photos	6-8
Meeting Space Description	9
Meeting Space Fees	10
Room Rental Checklist	11
Catering and Merchandise Sales Information	12
Marketing and Promotions	13
Meeting Space Diagrams	14-16





Located in the Lakewood City Commons across from the Belmar Shopping Area at Wadsworth and Alameda, the 38,000 square foot Lakewood Cultural Center offers a state-of-the-art 320-seat theater, rotating juried exhibits in multiple gallery spaces, meeting space, art and dance classrooms, lobby space and free, well-lit parking. The Lakewood

Cultural Center is close to shopping, restaurants, the Belmar Library, Belmar Park and Heritage Lakewood Belmar Park.

The Cultural Center presents regional, national and internationally recognized artists, and is host to community performances, presentations, and exhibits featuring work by local performing arts organizations, artists, and schools. Tickets for all Cultural Center performances are available through the box office and online at www.Lakewood.org/CulturalCenter.

The facility offers the community:

- Performing Arts Programs
- Visual Art and Historic Exhibits
- Community Events
- Cultural Arts Classes for Children and Adults
- Student Activities
- Facility Rentals



Please visit us at www.Lakewood.org/CulturalCenter for an up-to-date list of performances, art or recreation classes or find the latest news and happenings in *Bravo Lakewood*, a cultural events magazine, published three times a year.



**From the intersection of
South Wadsworth Boulevard & West Alameda Avenue:**

<ul style="list-style-type: none"> ◆ Go west on Alameda to first light. ◆ Turn left (south) on S. Allison Parkway to traffic circle. ◆ Go 2/3 around traffic circle and take the second exit to underground garage parking or the third exit from circle onto upper level parking (First exit from circle leads to separate parking for the Public Safety Center). 	<p>OR</p>	<ul style="list-style-type: none"> ◆ Go south on Wadsworth to first light. ◆ Turn right (west) on W. Virginia Avenue to traffic circle. ◆ Go 1/3 around traffic circle and take second exit from circle onto upper level parking or third exit to underground parking.
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COMMUNITY ROOM



Classroom-Style Setup



Theater-Style Setup

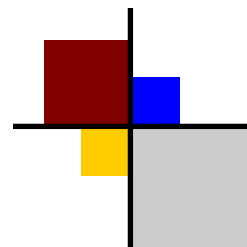
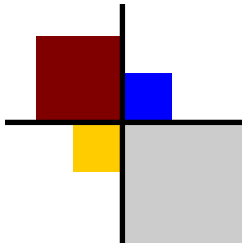
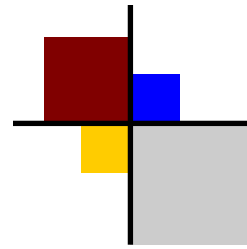


Conference-Style Setup

Banquet-Style Setup



LOBBY RECEPTION





Meeting Spaces

The Lakewood Cultural Center Theater provides a 320-seat graduated seating meeting space for seminars, trainings, meetings or workshops with an on-site technical person, multiple audio and visual capabilities, and a full size movie screen.

The Lakewood Cultural Center Lobby provides a unique space for receptions and parties surrounded by amazing rotating art exhibits.

Other meeting spaces in the Lakewood Cultural Center include the larger Community Room, available for meetings, seminars, workshops, receptions or banquet dinners. This includes a built-in projection screen and a dry erase white board. A podium, art display easels, and tables and chairs are available at no additional charge. The Community Room also contains a built-in handheld microphone and sound system for use at no additional charge. Larger events may require a House Manager at applicable labor rates. The Lakewood Cultural Center Lobby may be used for receptions, parties, and gatherings. Live-streaming is also available in both the theater and Community Room.

Please note: Table linens are not available through the Lakewood Cultural Center.

The rental and incidental fees are due at execution of the agreement. The City of Lakewood accepts Visa, MasterCard, Discover, money order and organizational check made out to the City of Lakewood.

If event is cancelled, Tenant must provide twenty-eight (28) days written notice in the event of cancellation. City will then refund 75% of the rental fee minus a \$10.00 administrative fee and 100% of incidental expense deposits already paid.

Community Room:
Maximum Occupancy:
 100 Theatre Style
 80 Banquet Style
 75 Classroom Style
 60 Conference Style

Heritage Room:
Maximum Occupancy:
 35 Theatre Style
 25 Conference Style
 20 Classroom Style

- Plentiful Free Parking
- ADA Accessible
- Close-By Restaurants
- Stimulating Environment

Equipment	Charge
<i>Items below available only in the Theater</i>	
Technician (Only required in theater)	\$33/hour
Theater Projector (Tenant must provide own laptop)	\$150/day
Theater Screen	\$50/day
Lapel Wireless Microphone (each)	\$25/day
<i>Items below available only in the Lobby or Community Room</i>	
Projector (Tenant must provide own laptop)	\$60/4 hours \$100/8 hours
Lapel Wireless Microphone (each)	\$15/4 hours \$25/8 hours
Flip Chart Stand & Paper	\$15/day
TV / VCR / DVD	\$25/day
Slide projector	\$35/day
Overhead projector	\$25/day
Portable projection screen (70"X70")	\$10/day


Facility rental fees normally include: heating, ventilation and air conditioning, building lights, routine custodial cleaning, and building supervisor.


<u>Community Room or Lobby</u>	<u>Standard</u>	<u>501(c)(3) Nonprofit</u>
Mon-Fri 8am-5pm	\$130	\$90 per hour
After 5pm, or weekends	\$150	\$110 per hour
<u>Lobby</u>	<u>Standard</u>	<u>501(c)(3) Nonprofit</u>
Mon-Fri 8am-5pm	\$150	\$105 per hour
After 5pm, or weekends	\$170	\$125 per hour
<u>Theater Seminar/Meeting*</u>	<u>Standard</u>	<u>501(c)(3) Nonprofit</u>
Mon	Not Available	Not Available
Tue-Thu	\$135	\$95 per hour
Fri-Sun – <i>Limited Availability</i>	\$135	\$95 per hour


* Does not include theater technician labor or equipment

Meeting Space Do's and Don'ts

Do's


 In Community and Heritage Rooms, enclose all candles in glass.

 In Community and Heritage Rooms, bring magnets to post items on dry erase board.

 When leaving, take all decorations and personal items with you from the facility.


15% discount of rental fees if you book 4 or more meetings at one time!

Don'ts

 **ABSOLUTELY NO CONFETTI, GLITTER, OR LOOSE LIVE FLOWER PETALS.**
Use will result in a minimum \$50 clean up fee.

 Block any designated exit with decorations, tables, stages, etc.

 Hang anything from the ceiling.

 Use scotch, masking or packing tape or nails. If something needs to be adhered to the wall, please speak with the facility supervisor.

 No 'Potluck' food service.

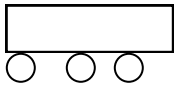


Room Rental Checklist

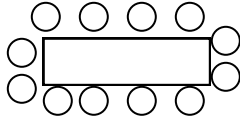
Notify the Cultural Center Specialist of the Following:

___ Number of persons attending

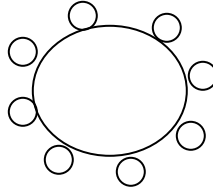
___ Room Set-up



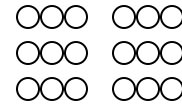
Classroom



Conference



Banquet



Theater

___ Audio/Visual Needs

___ Choose a Caterer, if applicable

___ Alcoholic Beverages, if applicable - Contact Village Roaster at (303) 238-8718

___ Decorations

___ Submit event schedule including caterer and/or liquor licensee arrival and departure times, rental company delivery times if applicable, Tenant staff and volunteer arrival and departure times, attendee arrival and departure times, set-up, tear-down, meeting breaks, etc.

Cultural Center Specialist
(303) 987-7976 Phone
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LCCRentals@lakewood.org

CATERING AND MERCHANDISE

The Lakewood Cultural Center reserves all concession rights for its own benefit including sale of food, beverages and merchandise at all times.

Catering



All Food and Beverage served in the Cultural Center must be provided by a licensed caterer. Caterer must be professional, licensed and in good standing with the Cultural Center. We retain the right to refuse caterers who violate Cultural Center policies. No 'potluck' food may be served. The Cultural Center has a kitchen for staging, but is not a catering kitchen or cooking facility. Tenant is liable for caterer at all times. No food may be sold within the Lakewood Cultural Center other than by the contracted concessionaire. Notification of chosen caterer must be provided to the Cultural Center no later than ten (10) business days prior to the event date. A 10% Food and Beverage Commission will be assessed on the Fair Market Value or purchase price of food and beverage served in the Cultural Center.

Liquor Service

State of Colorado regulations requires that no alcoholic beverages be brought into the facility by anyone except the licensed concessionaire. A guarantee or fee will be required payable to the liquor licensee for liquor sale and/or service. Special arrangements must be made with the licensed concessionaire for donated liquor. Please contact the facility liquor concessionaire, the Village Roaster, at (303) 238-8718 for reception liquor sales and service. Notification of plans for alcohol must be provided to the Cultural Center no later than thirty (30) business days prior to the event date.



Souvenirs



Souvenirs and merchandise are subject to state and local sales tax, and a negotiated commission after tax will be charged on all merchandise/souvenirs sold in the Cultural Center. Payment of commission and tax charges must be made the day of the event. Notification of plans for merchandise sales must be provided to the Cultural Center no later than ten (10) business days prior to the event date.

Silent and Live Auctions

Silent Auctions - If your organization would like to conduct a silent auction during your event, please discuss with the Cultural Center Specialist. No commission is required on silent auction items sold. Additional rental and labor charges may be assessed. Contact a tax professional regarding donor/patron tax write-off guidelines.



Raffles

Notify the Cultural Center of intentions to hold a raffle. The definition of a raffle is a competition where patrons purchase a ticket to possibly win a prize from a random drawing of tickets. The State of Colorado requires a Bingo/Raffle License to conduct this type of gambling.

Marketing and Promotions

The Tenant is responsible for all marketing and promotions for an event.

Website: The Lakewood Cultural Center requires Tenant websites to link to www.Lakewood.org for ticket purchases.

Please use this checklist to ensure that all necessary information (with correct facility name, address and telephone number) is listed in Tenant promotional materials. All marketing and promotional materials that reference the Lakewood Cultural Center must be reviewed and approved by Cultural Center staff for accuracy of information in advance of publication. Tenant retains artistic control over these documents.

Facility: Lakewood Cultural Center
470 S. Allison Parkway
(Wadsworth & Alameda)

Facility Contact: www.Lakewood.org/CulturalCenter
(303) 987-7845

Event Title:

Presenting organization:

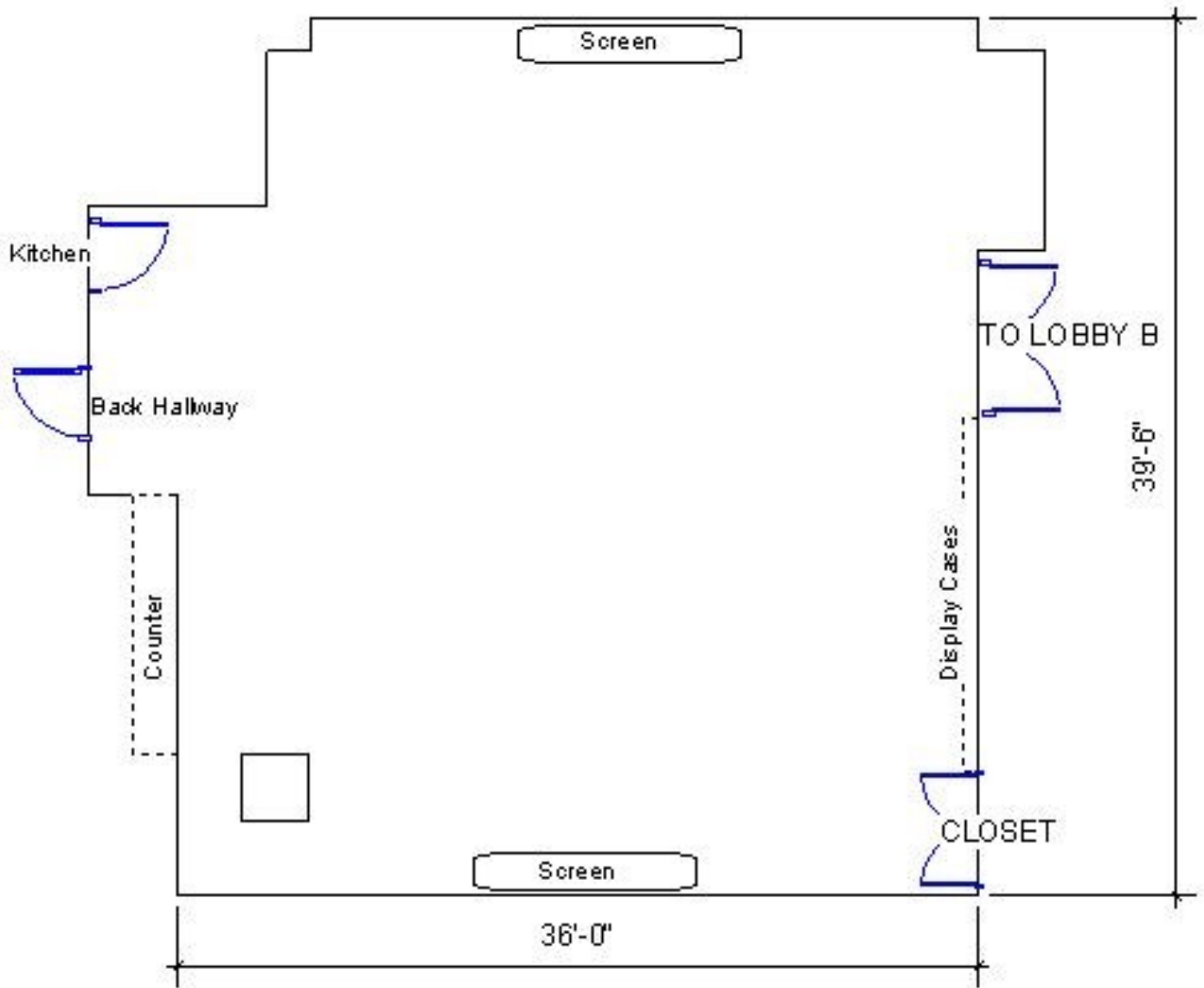
Date(s):

Time(s):

A brief description of the event:

Again, the LCC requires review of promotional items before they are distributed. Please fax material to (303) 987-7250, present a copy to the Cultural Center Specialist, or email LCCRentals@lakewood.org





Community Room

1/8" = 1'

39'6" x 36'0"

1422.00 S.F.

