



Lexington Auditorium Association  
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[www.thelexcenter.org](http://www.thelexcenter.org)

## The LEX Calculation of Fees

**Renter's Name/Organization:** \_\_\_\_\_

**Building Rental Fees:**

Auditorium: Hours: \_\_\_\_\_ \$ \_\_\_\_\_

Weekend Rate \$ \_\_\_\_\_

Lower Hall: Not available for rental at this time

Subtotal: \$ \_\_\_\_\_

**Staff Fees:**

Facility Manager: Hours: \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

Bartender: Hours: \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

Uniformed Security: Hours: \_\_\_\_\_ x \$35.00 = \$ \_\_\_\_\_

Light/Sound Tech: Hours: \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

White Rectangle Table Cloths # Needed \_\_\_\_\_ x \$9 = \$ \_\_\_\_\_

Off White Rectangle Table Cloths # Needed \_\_\_\_\_ x \$9 = \$ \_\_\_\_\_

Black Rectangle Table Cloths # Needed \_\_\_\_\_ x \$9 = \$ \_\_\_\_\_

White Round Table Cloths # Needed \_\_\_\_\_ x \$9 = \$ \_\_\_\_\_

Black Rectangle Table Cloths # Needed \_\_\_\_\_ x \$9 = \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Total Building Rental Amount Due: \$ \_\_\_\_\_

\_\_\_\_\_ Damage Deposit Enclosed: \$ \_\_\_\_\_ check # \_\_\_\_\_ Cash amount \$ \_\_\_\_\_

\_\_\_\_\_ Fifty percent (50%) Building Rental  
 Deposit Enclosed: \$ \_\_\_\_\_ check # \_\_\_\_\_ Cash amount \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ by (date) \_\_\_\_\_  
 (Full payment must be received at least five days before the event begins)

**OR**

\_\_\_\_\_ Full Building Rental  
 Payment Enclosed \$ \_\_\_\_\_ check # \_\_\_\_\_ Cash amount \$ \_\_\_\_\_

**TOTAL OF ALL PAYMENTS ENCLOSED: \$ \_\_\_\_\_**

**RECEIVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please return this form with the completed Building Use Rental Form, Liability Acknowledgement and Alcohol Policy and Release of Liability if applicable.