



THE CARNEGIE

THE CARNEGIE VISUAL AND PERFORMING ARTS CENTER
THEATRE RENTAL GUIDE AND POLICIES



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ATTACHMENTS:

- COMPARATIVE RENTAL RATES AND SERVICES
- OTTO M. BUDIG THEATRE STAGE PLOT



INTRODUCTION

We appreciate your interest in renting the historic Otto M. Budig Theatre at The Carnegie Visual and Performing Center in Covington, Kentucky. Whether for a theatrical production, film screening, corporate meeting, or a myriad of other uses, the Otto M. Budig Theatre is a unique venue capable of meeting almost any event need.

This packet will provide an introduction to the theatre and the rental process, as well as the policies and rules that help us to better serve you.

OTTO M. BUDIG THEATRE OVERVIEW

Originally built in 1904 and fully restored in 2006, the Otto M. Budig Theatre is a unique venue for your event, featuring:

- Beautifully preserved, hand-crafted artisanship of the early 20th century
- Excellent acoustics
- Plush, comfortable seating with ample leg room
- Superb sound system and full complement of microphones
- Professional lighting equipment and inventory
- Dressing rooms and a green room

With few exceptions, **all of The Carnegie's technical equipment, including lighting and amplification, is available as part of our standard rental package.** A complete list of technical equipment is attached to this guide, though subject to change without notice.

The Carnegie Visual and Performing Arts Center is located at 1028 Scott Boulevard in Covington, KY, 41011.

EVENT SERVICES

The Carnegie's impressive range of event services distinguishes it from other venues. In order to give you the best possible experience, we offer the following services:

Technical Coordination- All rentals include the services of The Carnegie's Technical Coordinator, who provides master electrician services as well as, optionally, technical direction and light and / or sound board operations. Our Technical Coordinator will help oversee your event from planning to load-out.

Technicians- The Carnegie maintains an active roster of non-union contract technicians to accommodate your technical needs at minimal expense. Discuss your needs with the Theatre Manager and Technical Coordinator.

Ticketing Services- All ticketed performances at The Carnegie are routed through our professional box office, facilitating walk-up, phone, and internet sales customized to meet your needs.

House Management- Our professional house managers and volunteer ushers can graciously accommodate the needs of guests and patrons at your event.

Bar and Concessions Sales- The Carnegie offers fully-stocked bar and concessions area, including (optionally) soda, beer, wine, liquor, snacks, and popcorn. The bar and concessions are customizable to meet your specific needs and audience before, during, and after your event. Please see page 10 for applicable fees.

Valet Parking- Valet parking is available to accommodate your guests and event. Please see page 10 for applicable fees.

Security Services- The Carnegie offers security services upon request. Please see page 10 for applicable fees.

BOX OFFICE SERVICES

For ticketed events, The Carnegie requires that all clients utilize our box office. We offer customized operations to meet your ticketing needs, including:

- Multiple Ticket Pricing Options
 - Choose the ticketing prices and levels that best fit your event
 - Implement discounts as you see fit
- Subscription and multi-show package sales
- Consignment Sales
 - Consign and sell a limited number of tickets in any way you choose
- Complimentary Tickets

We use a [Ticket Setup Questionnaire](#) which allows you to explain to us how you'd like us to ticket your event, as well as to provide information about the event which we can share with your patrons. We'll send you this document when you're ready to sign a rental agreement. Within three box office business days after its submission, we can have your tickets available for sale.

TICKETING FEES

Credit Card Processing Fees- The Carnegie is assessed processing fees for credit card transactions through our various vendors. These expenses are passed on to the rental client at a fixed rate of 2.50% per transaction.

Convenience Charges- The Carnegie charges a flat \$1.00 fee per non-internet ticket sold to all rental events. This expense is passed on to ticket buyers.

Internet Processing Fees- The Carnegie charges a flat \$3.00 fee per internet ticket sold to all events. This expense is passed on to ticket buyers.

All ticket processing fees are subject to change without notice.

To insure an optimum event experience, all rental clients must adhere to the following policies when planning a ticketed event at The Carnegie:

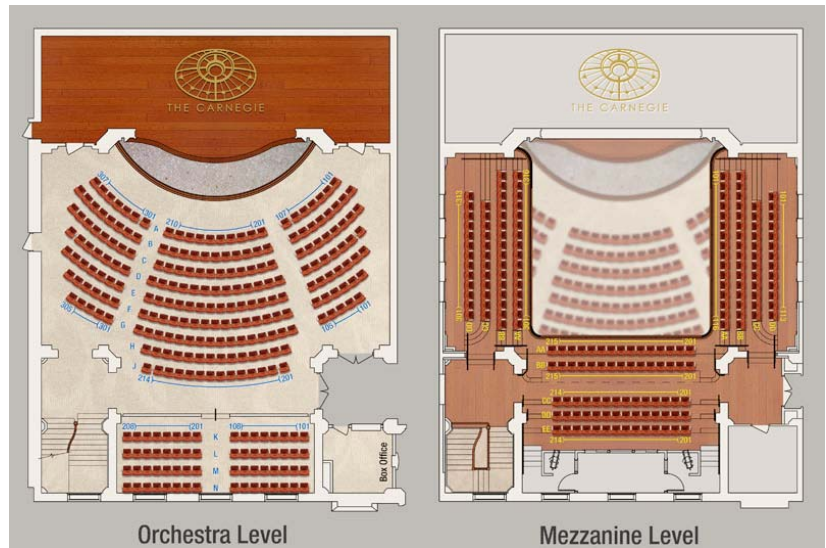
- All ticketed events must utilize The Carnegie box office. Rental clients are not permitted to print or utilize their own tickets for any event at The Carnegie.

- Consignment sales are at the discretion of the Theatre Manager and Box Office Manager. Consignment sales volume and deadlines for settlement are determined on a per-event basis.
- Complimentary ticket lists must be submitted to the box office one week in advance of the event in order for us to hold them for you.
- All box office sales are final.
- No non-complimentary tickets will be held without payment.
- Should inclement weather or an act of God cause the undue cancellation of a performance, the box office will either:
 - Exchange pre-sale tickets to the cancelled performance for another performance as part of the run
 - Offer refunds to pre-sale patrons, in the case that there are no additional performances.

Cancellation decisions will be made jointly by the client and the Theatre Manager.

THEATRE SEATING

Featuring a traditional proscenium alignment, the Otto M. Budig Theatre has two levels of seating and offers a maximum capacity of 465. The orchestra, or floor level, is fully handicapped accessible and includes 279 seats in four sections. The mezzanine level is NOT handicapped accessible, and includes 186 seats. Because of the unique design of the theatre, there are several seating areas that may not be desirable for all performances. A breakdown of seating capacity by area is as follows:



THEATRE SEATING COUNT

ORCHESTRA (FLOOR LEVEL)

Center (Front): 9 Rows, 119 Seats
 Center (Rear): 4 Rows, 64 Seats
 Left: 7 Rows, 48 Seats*
 Right: 7 Rows, 48 Seats

Total: 279 Seats

MEZZANINE (BALCONY LEVEL)

Center (Front): 2 Rows, 30 Seats
 Center (Rear): 3 Rows, 42 Seats*
 Left: 4 Rows, 57 Seats*
 Right: 4 Rows, 57 Seats*

Total: 186 Seats

TOTAL SEATING CAPACITY: 465

*Indicates limited or partially limited view. Speak with the Theatre Manager for further details and recommendations.

The front of the Otto M. Budig Theatre house features a traditional pit area for musicians. In order to extend the stage and performance area, during most events the pit remains covered by a tailor-made platform, which can support the full range of performance needs, including dance and movement. While it is possible to remove this platform to accommodate certain performances, this may incur extra labor and rental expense. Please speak with the Theatre Manager to determine if this is the right decision for your event.

FACILITIES AND PARKING

In addition to the Otto M. Budig Theatre, The Carnegie also houses the Carnegie Galleries, including the 2,400 sq. ft. Ohio National Financial Services Gallery, as well as the 875 sq. ft. Eva G. Farris Education Center. Both are available for inclusion in rental packages as follows:

The Carnegie Galleries- Operating ten months per year (closed during the summer), The Carnegie Galleries feature art exhibitions on a rotating basis in six galleries, crowned by the remarkable glass dome that is The Carnegie's trademark. The galleries feature a wide variety of art, including paintings, sculpture, fashion, installations, ceramics, glass, and textiles, each carrying their own requirements for protection and preservation.

The Carnegie Galleries may provide an excellent space for auxiliary activities related to your rental of the Otto M. Budig Theatre. Usage of the Ohio National Financial Services Gallery for pre-show and intermission concessions and bar sales comes standard with theatre rental, offering your guests and patrons a unique opportunity to experience beautiful visual art to complement your event. Other usage of The Carnegie Galleries may be available through special arrangement with the Theatre Manager and Gallery Director. These activities may carry extra expenses beyond the base theatre rental fee. Please also review the Gallery Usage Policies attached at the end of this document. Please note that inquiries regarding weddings and wedding receptions should be directed to the Special Events Coordinator. To explore your options for other special use of The Carnegie Galleries in conjunction with a theatre event, contact the Theatre Manager.

Eva G. Farris Education Center- A beehive of activity for children, the Eva G. Farris Education Center is a busy multi-purpose room which may augment your rental of the theatre. Large enough to accommodate a footprint of the Otto M. Budig Theatre stage, the Education Center may be used as a rehearsal space, providing a cost efficient alternative to renting the theatre for rehearsals. It is also often used as a greenroom or dressing room for productions with larger casts or costume storage needs. Adjacent to the theatre with direct backstage access, the Education Center includes separate restrooms and its own external entrance.

All clients must adhere to the following policies when using the Education Center:

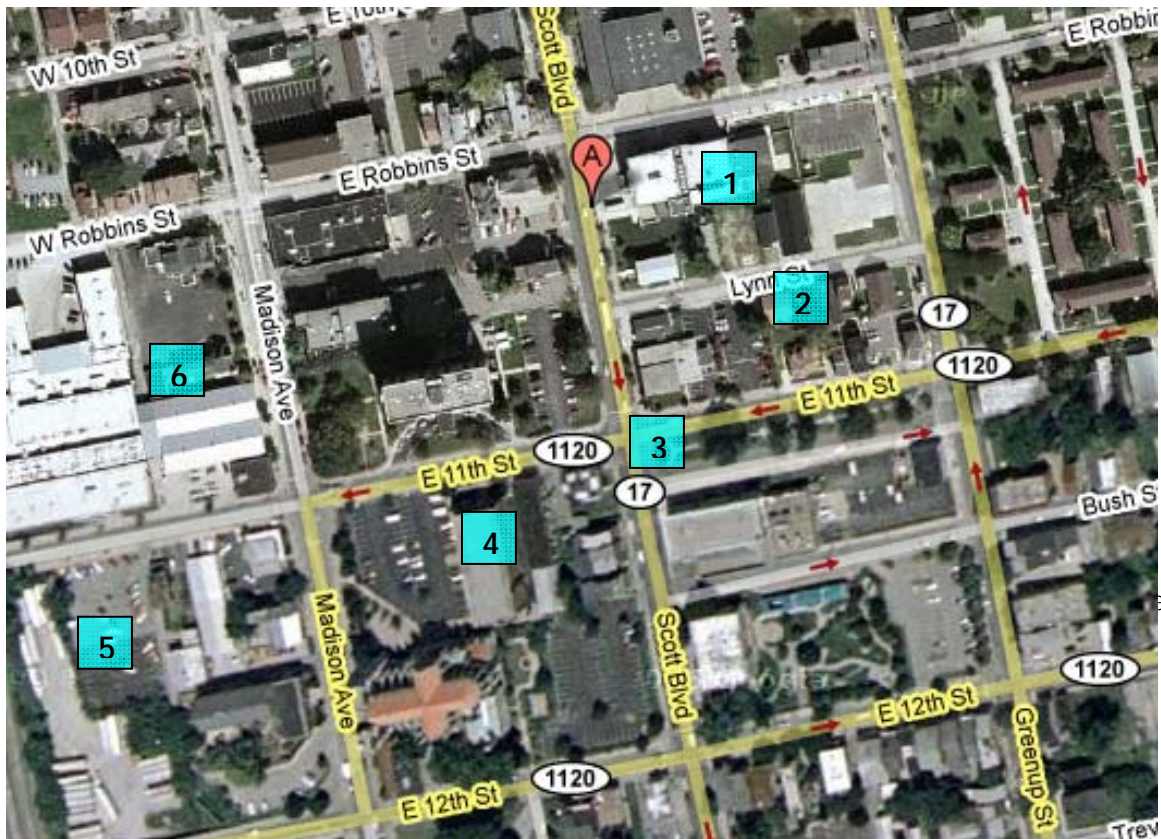
- 1) While all tables and chairs are able to be moved to accommodate rehearsal and performance usage of the space, the renter is responsible for resetting the room to its original condition upon vacating the space each day or night.

- 2) None of the supplies in the Education Center may be used by renter without permission from the Theatre Manager and Education Director.
- 3) Only theatrical spike tape is allowed to be applied to the floor.

PARKING

The Carnegie offers a number of parking solutions to accommodate your event and guests, including:

- 1** **The Carnegie Visual and Performing Arts Center Lot**- Located directly behind The Carnegie on the corner of Robbins and Greenup. Always open to patrons.
- 2** **AME Church Lot**- Located adjacent to The Carnegie on the corner of Lynn and Greenup. Always open to patrons, excepting Wednesday nights and Sunday mornings.
- 3** **Kentucky Savings and Loan Lot**- Located next to The Carnegie on the corner of Lynn and Scott. Open to patrons Monday through Saturday after 6:00pm
- 4** **Covington Latin School Lot**- Located two blocks from The Carnegie along 11th between Scott and Madison. Open to patrons weekday and Saturday evenings.
- 5** **Fabulous Furs Lot**- Located two-and-a-half blocks from The Carnegie on 11th near Madison, as well as along Robbins. Call the Theatre Manager for availability.
- 6** **Allison Rose Funeral Home**- Located two blocks from The Carnegie on the corner of Robbins and Madison. Call the Theatre Manager to ascertain availability.



RENTAL PROCESS AND POLICIES

Please use the rental process outlined below as a helpful guide for your rental of the Otto M. Budig Theatre:

- 1) Call or email The Carnegie Theatre Manager to introduce yourself, your business, and / or your organization and your rental interests.
 - a. Remember that it's best to initiate your rental search as early as possible in order to have the most flexibility with dates.
- 2) Schedule a time to tour the facility with the Theatre Manager or Technical Coordinator, keeping in mind your event needs.
- 3) If The Carnegie seems like the right venue for your event, contract the Theatre Manager to select dates and begin the rental contract process.
 - a. All events must be booked at least thirty days in advance
 - b. Prior to execution of the rental contract and submission of a deposit, unpaid dates may be held as a courtesy by the Theatre Manager, but THIS DOES NOT CONSTITUTE A FIRM RESERVATION. The Theatre Manager reserves the right to release any unpaid dates for other paying clients, though we will make our best effort to communicate the end of courtesy holds to clients who have not yet placed a deposit.
- 4) The Theatre Manager will provide a rental estimate. This estimate will provide the contract rental fee, but will not account for additional charges which may arise after signing, including added services, additional equipment rental, and other fees as outlined in the contract for your review.
- 5) When the rental terms are acceptable, the Theatre Manager will draft a rental contract. The contract will be accompanied by a Ticket Setup Questionnaire.
- 6) Return to the Theatre Manager the required deposit and one signed copy of the contract.
 - a. The required deposit is typically 25% of the total rental fee, though it may vary depending on the client and the contracted usage volume.
- 7) Complete and submit the Ticket Setup Questionnaire to the Theatre Manager. At this time, you may request to consign a number of tickets for remote sale, with the schedule for disbursement and return established by the Box Office Manager and Theatre Manager.
 - a. The Ticket Setup Questionnaire must be submitted at least three days prior to your desired opening sales date.
- 8) Provide the Theatre Manager with your company or organization's certificate of insurance, **including The Carnegie as named an insured facility**. This is typically a no-charge addition to existing policies.

- 9) The Theatre Manager will provide you with contact information for the Technical Coordinator. Contact the Technical Coordinator to schedule your required production meeting(s).
 - a. Production meetings must be schedule at least two weeks before the first day of facility usage. Lighting plots must also be submitted at least two weeks before the first day of facility usage.
 - b. Please see the Technical Policies and Procedures on page 13.
- 10) Submit any marketing documents or event programs for approval. This process is in place to verify that The Carnegie and its participation in the event is properly identified
- 11) Attend the scheduled production meeting with the Technical Coordinator, addressing any and all technical and logistical aspects of your event.
 - a. Inform the Technical Coordinator if you intend to record or broadcast your performance or event. If so, submit a written request to the Theatre Manager and coordinate any recording devices with the Technical Coordinator.
- 12) At least one week before the first event or performance, submit to the Box Office Manager your list of any complimentary tickets you wish for the box office to hold.
- 13) Return any consignment tickets or consignment sales revenue to the Box Office according to the plan you coordinated with the Box Office in Step 7.
- 14) Your rental fee balance must be received by the date indicated on the contract
 - a. If the rental fee is not paid in full prior by the required date, you will NOT be permitted to use the facility. This is a firm policy.
- 15) It's time for your event! According to the schedule outlined in the contract, load-in, execute your event or performances, and load-out, with adherence to the Technical Policies and Procedures on page 13

If your event is ticketed...

- 16) After the closing event or performance, a settlement report will be ready for your review. It will include a comprehensive list of revenues and expenses related to your event or performance. On the revenue side, all ticket sales volume and income will be listed, broken down by method of payment. The expense side will include the rent paid, credit card and internet processing fees, and any other fees which may have arisen during the production process. Review this report, and discuss any questions or concerns with the Theatre Manager.
- 17) Within two weeks of your load-out, The Carnegie will have a check prepared in the amount of your net revenue (gross ticket sales less remaining rent, processing fees, and other fees). Sign the settlement report and take your well-earned money!

PREFERRED RENTERS

The Carnegie rewards our faithful clients for their loyalty and continued business through Preferred Renter benefits. In order to be eligible for the program's benefits, the client must have produced at least two events or performances and be in good business standing with The Carnegie. Preferred Renters receive the following benefits:

- Greater flexibility with holding of unpaid dates, complimentary tickets, and consignment tickets
- Waiver of requirement for full payment prior to first facility usage. After the deposit, the remainder of your rent payment may be deducted from the settlement instead of being paid up-front.

OTTO M. BUDIG THEATRE RENTAL PRICING GUIDE

THEATRE RENTAL

Weekday Single Day Rental Rate <i>Monday - Thursday</i>	\$700
Half-Day Rehearsal Rate	\$380
Weekend Single Day Rental Rate	\$780
Full Week Rental <i>Monday - Sunday</i>	\$3,300

OTHER FACILITIES RENTAL

The Carnegie Galleries	Contact Special Events Coordinator
The Eva G. Farris Education Center	Contact Theatre Manager

ADDITIONAL SERVICES

Bartending	\$17 / hour
Additional Technicians <i>Technical Coordinator services included in rental</i>	\$12 / hour
Security Services	\$30 / hour / individual
Valet Parking Services	
Patrons Pay Per-Car	\$200
Service Fully Pre-Paid	\$500

EQUIPMENT INCLUDED IN RENT

Lighting Inventory

- 16- 19° Source Four Lekos
- 10- 26° Source Four Lekos
- 6- 36° Source Four Lekos
- 3- 5° Source Four Lekos
- 16-10° Source Four Lekos
- 30- Source Four pars
- 1- ETC expression 3 lighting console
- 1 ETC Sensor 96 rack

3- Electrics over stage, 36 circuits

1- Front of house position, 16 circuits

4- Under balcony positions, 2 center 1 left 1 right, 12 total circuits

2- Tormentor positions, 1 left 1 right in the balcony next to the proscenium, 4 circuits each

2- High side positions back of the balcony no pipe yet installed 4 circuits each

Sound and Video Inventory

- Yamaha M7CL 32 channel console
- 4 SLS 8695 Speakers
- 5 SLS 112R Speakers
- 1 SLS 218 Sub
- 7 Telex BP 2002 Belt packs w/ head sets
- 1 Telex MS 2002 master station
- 1 Audia solo 8x8 Biamp digital processor
- 1 Crown 975w amp
- 2 Crown 1800w amp
- 1 Crown 450w amp
- 1 Denon DNC635 CD player
- 1 JVC DR M100S DVD player
- 1 Sanyo PLC-XP55 Multimedia Projector
- 1 Edirol V-4 4 channel video mixer
- 2 Shure UA844 Antenna/ power distribution
- 2 Shure SM 81
- 5 Shure SM58

Rag Inventory

- 1- Grand Drape (red)
- 3- Sets of Legs
- 2- Borders
- 1- Back Black
- 1- Cyclorama
- 1- Projection Screen, 176" x 102"

Other Equipment

- Baby Grand Piano (6 ½"), Mason & Hamlin 1904 (Brown)
- 13 Music Stands
- Podium (Brown)
- Various Chairs

TECHNICAL SERVICES POLICIES AND PROCEDURES

1A. Access: All show personnel are required to check in with Technical Coordinator at the Stage Door. No equipment or show related materials may be delivered before the load-in or first scheduled date unless prior approval has been granted by the Carnegie Technical Coordinator. All equipment and show related materials must be removed immediately after the final performance unless approval has been obtained from the Carnegie Technical Coordinator prior to load-out. No activity will be allowed on the stage, grid, fly loft, loading galleries, pit, control booths, sound booths, dimmers rooms, amp rooms, or other technical support areas unless there is at least one member of the House stage crew present.

1B. Children: Any performance with children under the age of 13 will require chaperones one competent responsible adult for every 10 children, performers and/or crew cannot work as chaperones.

2. Alterations: Building structure alterations of any kind are not permitted without the written approval of the Carnegie Executive Director. Alterations include holes, traps, additional projection booths, and supports. The presenter, at the conclusion of the performance run, must restore any approved alterations to its original condition.

3. Booths: Audio transcription, follow spot, lighting and sound booths are for working personnel only. Due to the sensitive nature of the equipment food, drink and smoking is not permitted in these areas. Contact the Carnegie Technical Coordinator or any member of the house stage crew to gain access to the booths. These booths cannot be used for "dead case" storage. All empty cases must be stored back stage.

4. Clearance: At all times, aisles, hallways, doorways, and stairwells must remain clear of obstruction. Consult with the Carnegie Technical Coordinator or the House Crew for specific requirements.

5. Damage: Presenters are responsible for all damages to the facility and its equipment during the engagement.

6. Dressing Rooms: Dressing Rooms will be cleaned prior to performances. If you would like an alternate cleaning schedule or if you do not want the dressing rooms cleaned, please inform the Technical Coordinator, or the Theatre Manager of your preferred cleaning schedule. Backstage halls, stairways and public spaces are also cleaned regularly. Please let us know in advance of any special request regarding custodial services.

7. Equipment: All Carnegie equipment shall be operated in a safe manner by technicians trained in the proper and safe handling of said equipment. Technicians who operate Carnegie equipment in an unsafe or inappropriate manner will be asked to leave the facility and will not be allowed to work on future Carnegie stage crews.

8. Fire Pyrotechnics and Radiation: The use of fire, pyrotechnics, radiation (lasers) and other potentially dangerous effects must be approved in advance by the Carnegie Technical Coordinator. The Technical Coordinator or his designee must be in attendance during the Fire Marshal's inspection and Permit approval. It is the responsibility of the presenter to secure all applicable permits and schedule the inspection with the

Technical Coordinator. Liability for these effects is solely the presenter's responsibility. A copy of all permits pertaining to the Pyrotechnics or Radiation effects must be provided to the Carnegie Technical Coordinator before the effects can be used.

9. Food and Drink: No food or drink is allowed on the Carnegie Stage unless it is specifically used as part of a Theatrical Presentation. All food products used in a Theatrical Presentation must be approved by the Technical Coordinator and proper cleaning supplies must be provided by the presenter in case damage is done to the stage/floor. Bottled water will be allowed in a sealed container such as a travel cup or sports bottle. Food and drink is permitted at "Tech Table" locations provided it is removed prior to house opening for an audience. Trash receptacles are provided throughout the venue.

10. Personnel: All crew positions will be filled by Carnegie Technical Coordinator unless approved by Carnegie Theatre Manager and/or Carnegie Technical Coordinator. **The number of Crew positions will be determined by Carnegie Technical Coordinator.** All presenters reimburse the Carnegie for all personnel expenses related to their event in The Carnegie. All events or activities on stage in The Carnegie require at least one Carnegie House Crew member. If any equipment, such as the house curtain or electrics are needed; additional personnel may be required. Only Carnegie Center personnel or an approved fully insured contractor are permitted to operate Carnegie equipment. Minimum calls for Carnegie Stage Personnel are 4 hours per call. Personnel will be paid time and a half of the prevailing rate after 8 hours in a day; time-and-a-half for all hours worked over 40 regular rate hours per week; double time for all hours between 12:00am (midnight) and 8:00am and double time for approved Carnegie holidays;. Should the Carnegie Crew be required to work longer than 5 hours without a one-hour break, the presenter will be liable for additional compensation as follows:

- A. The presenter may pay the crew double the prevailing wage until they are given a 1-hour break. or
- B. The presenter may give the crew a ½ hour paid break and provide each crew member with a hot palatable meal.

It is the responsibility of the Presenter to inform the crew of all break times. A break begins when the theater is dark and locked, and concludes one hour later, when the work lights are turned on and the doors unlocked. There can be no activity on stage or in the technical areas while the entire crew is on break. Split breaks are available, if the presenter is unable to schedule a dark hour into their day. Should the House Stage Crew be required to return to work without an 8-hour break or "forced call", from one work call into another work call, they will be compensated at the same rate of pay at the conclusion of first call and will remain at that rate on the second call until they are given an eight-hour break. The work week begins on Monday and concludes the following Sunday.

Overtime charges are cumulative and capped at 30.00 per hour.

Should the billable hours of the Technical Coordinator as committed to the Event described herein exceed sixty-five (65) hours in any given seven (7) day period, Lessor retains the exclusive right to relieve the Technical Coordinator with a capably trained Substitute Technician for any and all subsequent hours in the theatre within the period for which the hourly limit was exceeded. The Substitute Technician will receive 150% of the

hourly salary allocation of the Technical Coordinator, to be added to the Rent as part of the Settlement.

11. Restore: All Users of Carnegie are responsible for restoring the Theater and its equipment to the same location and condition in which the equipment was found, unless prior arrangements have been made with the Carnegie Technical Coordinator.

12. Safety: It is the responsibility of everyone to ensure a safe work environment. The Carnegie House Crew will not allow activity that they deem to be unsafe.

13. Scheduling: It is the responsibility of the Presenter or his agent to provide the Carnegie Technical Coordinator of the production schedule and other important show related information.

14. Smoking: Smoking is prohibited throughout the Carnegie, except in those areas designated as a smoking area.

15. Painting and Set Construction. The Carnegie does not have a scene or paint shop available to renters. Lessee's sets must be built and painted offsite and broken into sizes that will fit into the Carnegie's Loading Dock (6' wide 8' tall) before loading into the Carnegie Theater. The Carnegie has tools available for renters but the tools must be used under the supervision of the Technical Coordinator. For an inventory of tools available please contact the Technical Coordinator. Exemptions to this policy are allowed with permission by the Technical Coordinator.

16. Tools Usage: All Carnegie Tools are available for use at the discretion of the Technical Coordinator.

17. Waiver Request: Any waiver requests to the above rules should be addressed in writing to the Carnegie Theatre Coordinator.

GALLERY USAGE POLICIES

- 1) Alcoholic beverages consumed anywhere on Premises must be purchased through The Carnegie, served by licensed alcoholic-beverage servers and end by 1:00 a.m. Alcoholic beverage service must cease fifteen minutes before the scheduled end of Event. All alcoholic beverages purchased on Premises must be consumed on Premises.
- 2) Any and all decorations and set-up plans must be submitted to Lessor four weeks prior to the Event and approved in writing prior to the Event thereby. Lessee is to abide by the following decoration policies:
 - Helium balloons are not permitted.
 - Live animals are not permitted.
 - Hanging signs on the outside of Premises is not permitted, except with written permission from Lessor.
 - Candles and open flames are not permitted.
 - Smoke effects, fog machines, explosives or pyrotechnics are not permitted.
 - Confetti, rice, glitter, and birdseed are not permitted.
 - Live plants and trees are not permitted inside The Carnegie. Cut flower arrangements, silk greenery and silk plants are permitted.
 - All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions are not permitted
- 3) **The Carnegie Galleries are not air conditioned.** Events booked in the galleries during warm weather months are done so at the sole risk of Lessee.
- 4) Any and all food distributed or sold at the event must be prepared and provided by a Carnegie Preferred Caterer:

Jeff Thomas Catering
815 Oak Street
Ludlow, KY 41016
859.291.0286

Eat Well Catering
316 W. Sixth Street
Covington, KY 41011
513.515.0998

Should neither Preferred Caterer be available for the Event, an alternative vendor may be engaged by Lessee with written permission of Lessor. Should Lessee proceed with another caterer despite the availability of a preferred caterer, Lessor will assess a 15% fee against the total catering bill.

CARNEGIE CONTACT SHEET

Contact the Theatre and Facilities Manager FIRST for all theatre rental inquiries.

JOSHUA STEELE, THEATRE AND FACILITIES MANAGER
jsteele@thecarnegie.com
859.957.1933

Contact the Special Events Coordinator for wedding and non-theatre rental inquiries.

MERILEE LUKE-EBBELER, SPECIAL EVENTS COORDINATOR
mlukeebbeler@thecarnegie.com
859.957.1934

Contact the Technical Coordinator to arrange your production meetings and to coordinate technical and logistical aspects of your event.

BLEU PELLMAN, TECHNICAL COORDINATOR
bpellman@thecarnegie.com
859.957.1932

Contact the Box Office Manager to coordinate ticketing for your event, including complimentary and consignment tickets.

BRENDA BERGER, BOX OFFICE MANAGER
bberger@thecarnegie.com
859.957.1943

The Carnegie is open Monday through Friday from 10:00am – 5:00pm. The Carnegie Box Office is open Tuesday through Friday from 12:00pm – 5:00pm.