



The Historic State Theater Complex

Rental Information

The Historic State Theater

209 West Dixie Avenue, Elizabethtown, KY 42701
Phone: 270-234-8258 Fax: 270-234-8259
www.historicstatetheater.org

First Federal Gallery

Reservation Fee:	\$300	Tables:	\$2 per table
Rental Rate (5pm Fri.-Sun.):	\$75 per hour*	Chairs:	\$.50 per chair
Rental Rate (Mon.-5pm Fri.):	\$50 per hour	50 Cup Coffee Urn:	\$25/day
PA System & Podium:	\$25/day	12'X16' Stage:	\$50/day
Dressing Rooms:	\$25/day each	Tablecloths:	\$7 each

*A minimum of 4 hours required on Friday, Saturday and Sunday.
-There are 166 parking spaces near the facility.

First Federal Gallery: The gallery is joined directly with a lobby area and a catering kitchen. Seating capacity is 232 with tables and chairs or 496 with chairs only. The room is 3,480 square feet or 60' by 58'.

Catering Kitchen: Includes use of refrigerator, range, microwave, dishwasher and garbage disposal.

Dressing Rooms: Ladies' and gentlemen's dressing rooms include lighted vanities, chairs, lockers, garment racks, restroom facilities and showers. Check with staff for availability.

Tables and Chairs: The tables are 60" round and seat six to eight comfortably. Also available are 6' long tables. All chairs have padded seats and backs. White tablecloths (81" round and 54" x 90" long) are available to rent for \$7.00 each.

DSL Internet and Drop Screen: A drop screen is available at no charge in the Gallery. The screen is 8' by 9.5'. DSL Internet access is also available in the Gallery.

Decorating Policy: Please remember you will need to incorporate decorating into your rental time. Candles are allowed if in a votive or hurricane glass. Glitter, confetti, rose petals, etc. are prohibited. Nothing is to be hung on walls without prior approval. **NO TAPE IS TO BE USED ON THE WALLS.**

General Rules

1. No smoking shall be permitted inside the complex.
2. Alcoholic beverages shall be permitted **ONLY by caterers licensed by the City of Elizabethtown to serve.** A list is available upon request.
3. Lessee is responsible for any damages to the leased areas during rental period.
4. State Theater is not responsible for any lost or stolen property.
5. State Theater Complex is not responsible for accidents or injuries sustained by Lessee, its employees, patrons or anyone else using the leased properties during the function being held.
6. If Lessee has employees working during the function, Lessee must provide proof of Worker's Compensation Insurance on those employees to the State Theater.
7. Use of premises shall not be a nuisance nor disrupt or interfere with other uses in the Theater Complex or its neighbors.
8. Lessee is responsible for the cleanliness of the premises and removal of trash to the dumpster upon conclusion of the event.

Payment and Cancellation Policy: Reservation Fee must be received when contract is signed. Full payment of the estimate must be received one week prior to the date of the event. The reservation deposit will be returned or additional rental fees will be billed within two (2) weeks of the event. Reservations may be cancelled with a full refund if done so in person or in writing four (4) weeks prior to the event. If cancellation is less than four (4) weeks prior to the event, the State Theater retains the deposit.