



FACILITY RENTAL GUIDELINES, PROCEDURES, & RATES

Effective March 2016

- Potential lessees or user groups should contact the Lincoln Theater office to receive an Application for Facility Rental, Rental Rates, and Guidelines and Procedures. After the application information is reviewed, the applicant is notified and informed of the rental fee, if applicable. We ask for two weeks to review application but many times we are able to respond quicker.
- If the Event is approved, the Lincoln Theater then sends a contract to the potential lessee. Lessee signs contract and submits a deposit of 50% of the applicable rental fee. The balance is due 30 days before the event.
- The Event is not considered CONFIRMED until both the signed contract and the deposit are submitted. Both the application and the contract contain detailed information about guidelines concerning catering, decorations, equipment, furniture and film viewing.
- If user group is working with a caterer, user group should provide a copy of these guidelines to the caterer.

Here are the basics:

- ❑ Lincoln Theater does not have a kitchen, food prep area, food warming or refrigeration facilities, so caterers and user groups need to be made aware so that all preparation is done offsite and storage is planned.
- ❑ Lincoln Theater provides use of up to four 6' banquet tables. If furniture in the lobby is to be set up differently than normal, lessee or user group is responsible for rearranging furniture for its event and then returning furniture to its original place. Lessee/user is expected to leave the premises, including the floor, in the same condition as they found it.
- ❑ Lincoln Theater does not provide ice or table linens.
- ❑ Wine, champagne and bottled/canned beer are allowed to be served complimentary to invited guests but must be served by a licensed server. A cash bar is allowed as long as it is operated by a caterer or business that is licensed to sell alcohol. The license must be posted during the event. Donation box, tip jar or drink tickets are allowed if a cash bar is being offered.
- ❑ A Certificate of Liability must also be provided in the amount of \$500,000 to \$1,000,000 for each user group with the Lincoln Theater as a Named Additional Insured.

6. No alcohol is permitted outside the building.
7. Nothing should be hung or taped to the walls, floor, windows or ceiling without advance approval. Burning candles, loose fresh flower petals, silly string, glitter, bubbles, fireworks or confetti are NOT allowed. Fresh flower arrangements are OK. If balloons are used for decoration, they must be removed at the conclusion of the event.
8. Rental rates generally are for a four-hour period which includes set-up and clean-up time. If more time is needed, there is a charge for each additional hour.
9. Please refer to the Rental Rates on page 2 of the Rental Application for information on renting the auditorium.
10. Lessees/users are expected to provide their own labor for set-up and clean-up. Lincoln Theater staff labor may be available to help for an additional cost. Generally, set-up for events may not start in advance of the specified rental time.
11. Only Lincoln Theater staff may operate Theater-owned audio and visual equipment.
12. If a commercial film is to be shown to the public at the lessee/user's event, it is necessary for the lessee/user to secure the rights/license for a theatrical screening of the film from the copyright owner. This applies to free or paid events.
13. Lincoln Theater reserves the right to review all event publicity materials prior to distribution.
14. If a film, video or Powerpoint presentation is to be used at the event, arrangements need to be made to deliver the media to Lincoln Theater a week in advance of the event so that staff can test the media to ensure it will show properly.

Additional guidelines or restrictions may apply. Please inquire at the time of application. Questions?? Please call 207-563-3424 or email: info@lcct.org