

- Potential lessees or user groups should contact Lincoln Theater 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, 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 the lessees are working with a caterer, contractor, and/or sub-contractor (sound company, etc.), lessees must provide a copy of these guidelines to the caterer, contractor, and/or sub-contractor. They must also abide by these guidelines.

### **Here are the basics:**

1. 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.
2. Lincoln Theater may provide 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.
3. Lincoln Theater does not provide ice or table linens.
4. A Certificate of Liability Insurance 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.
5. 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, helium balloons, fireworks or any open flame devices, or confetti are NOT allowed. Fresh flower arrangements are OK.
6. Rental Rates are listed on page 2 of the Application for renting the auditorium.
7. Lessees 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.
8. Only Lincoln Theater staff may operate Theater-owned audio and visual equipment unless prior approval has been given.
9. 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.
10. Lincoln Theater reserves the right to review all event publicity materials prior to distribution.
11. If a film, video, or Powerpoint presentation is to be used at the event, delivery arrangements of the content need to be made with Lincoln Theater at least 2 weeks in advance of the event to allow staff time to test the media and 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@LincolnTheater.org](mailto:info@LincolnTheater.org)*

## 2025 RENTAL RATES & SERVICES

For more information please contact: 207-563-3424 or info@LincolnTheater.org

### THEATER RENTAL BASE RATES:

<b>PARTIAL DAY RATES: 4 hours of time</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Monday - Thursday	\$300	\$600
Sunday	\$400	\$700
Friday, Saturday (Limited Availability)	\$500	\$800

<b>FULL DAY RATES: 9 hours of time</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Monday - Thursday	\$600	\$1,000
Sunday	\$800	\$1,200
Friday, Saturday (Limited Availability)	\$1,000	\$1,500

<b>Additional Hours</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Fee for ea. additional hour - up to 2 hours	\$75	\$100
Need to rent for more than one day? Multi-Day discounts are available	TBD	TBD

<b>Base Theater Rental Includes:</b>
Theater Access
Auditorium Lights, Heat, A/C
Projectionist/House Manager
Use of standard PA System and microphones
Use of standard house lights, rep. lighting plot, static stage wash
Use of backstage and dressing rooms
Use of lobby for ticket sales and tables for display/promotion/sales
Standard Concessions offerings
Event listing on the LT website and monthly calendar
Promotion in e-blasts, and weekly news column (digital marquees not included)

### FILM SCREENING RENTALS

<b>Media Licensing/Rights</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
"Content must be owned by renter OR Lincoln Theater will obtain rights to screen. Renter is responsible for the cost of obtaining rights."	Varies	Varies

*(This is required by Federal Copyright Law – Certification of having secured the rights will be required when a contract is executed and documentation may be required.)*

**Additional Options & Charges:**

<b>Digital Marquee Rental</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
No. of days varies	\$50	\$75

<b>Lincoln Theater Box Office - Ticket Processing</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Administrative Fee for Online Box Office	n/a	\$100
Fee for In-Person Box Office Staff	\$25/hour	\$25/hour
Processing Fee - applied to ticket revenue	6% Revenue	6% Revenue

<b>Additional Equipment/Presentation Rental Charges</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Professional Sound Engineer	\$300	\$300
Professional Lighting Technician/Board Operator	\$300	\$300
Non-Standard Video	TBD	TBD

<b>Additional Labor Charges</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Lincoln Theater Technical or Executive Director	TBD	TBD

<b>Non-Standard Bar Service</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Bartender	\$75	\$75
Special Order Beer & Wine	Cost TBD + \$25 fee	Cost TBD + \$25 fee

<b>Overtime Fees (staying beyond contracted rental time)</b>	<b>Free - open to the public</b>	<b>Ticketed/Private</b>
Applies to all rentals	\$100/hour	\$150/hour

<b>Not provided by Lincoln Theater:</b>
Parking, Security Personnel/Law Enforcement, Food Catering (excluding alcohol), Non-Standard Equipment
Lincoln Theater is happy to provide guidance/suggestions on obtaining anything needed for the rental.

<b>Rentals are not confirmed until:</b>
Application has been submitted - may take up to 2 weeks for approval.
Once application has been approved, Lincoln Theater will issue a contract.
Renter must sign contract, return with 50% rental deposit, and required insurance.
Once Lincoln Theater has the contract, deposit, and insurance certificate in hand, the rental is confirmed.



**OFFICE USE ONLY:**

Date App Received \_\_\_\_\_

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Date Applicant Notified \_\_\_\_\_

**APPLICATION FOR FACILITY RENTAL**

Return to: Lincoln Theater, PO Box 237, Damariscotta ME 04543  
 or email to info@lincolntheater.org  
 Questions? Call the theater office at 207-563-3424

Today's Date: \_\_\_\_\_

Proposed Event Title: \_\_\_\_\_  
*(as you would like it to appear on the website and promotional materials)*

Is applicant a 501(c)(3) organization? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes: Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

**Person submitting the application**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Second contact person (if applicable)**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_

Proposed Event Start Time: \_\_\_\_\_

This event is **open to the public** - *Would you like Lincoln Theater to post information on our website, calendar, and in our weekly news column? Yes \_\_\_\_\_ No \_\_\_\_\_*

This is a **private event** - *Lincoln Theater does not promote private events.*

**Schedule Info:**

Set-up/Arrival Time: \_\_\_\_\_

Doors Open: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End/Load Out: \_\_\_\_\_

*Base rates based on: Partial day = 4 hours, Full Day = 9 hours*

*(Rates include time necessary for set-up, clean-up and load-out. With advance notice, same day delivery and removal of extra equipment in designated storage area is allowed, but no early set-up or storage overnight will be allowed unless extra time is paid for in advance. Lincoln Theater is not responsible for damage to or loss of stored equipment.)*

**Attendance Info:**

*Lincoln Theater Capacity = 250 people*

Number of expected attendees: \_\_\_\_\_

Number of people involved in event: \_\_\_\_\_  
*(performers, volunteers, sponsors, etc.)*

**Please provide (or attach) a brief description of your event:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ticketing Info**

If tickets are being sold for this event, please check the appropriate box below:

- Renter will handle ticket sales
- Tickets will be sold through the Lincoln Theater Box Office - *Additional rental fees apply*

*If this is a ticketed event, please provide the ticket prices:*

If this is a non-ticketed event, please check the appropriate box below:

- This is a FREE non-ticketed event – open to the public  
*If this is a free event, will you be asking for donations? YES \_\_\_\_\_ NO \_\_\_\_\_*
- This is a PRIVATE event

**Promotion**

Do you want to rent the Lincoln Theater’s Main Street electronic marquees for your event?

YES \_\_\_\_\_ (*Additional rental fees apply*)      NO \_\_\_\_\_

If yes - Please provide requested text below. Lincoln Theater will do their best to include your text as requested. Limited to 4 lines of 14 characters/ea.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Technical Details**

**Sound Needs**

Live Presenter: YES \_\_\_\_\_ NO \_\_\_\_\_

Live Music: YES \_\_\_\_\_ NO \_\_\_\_\_

Recorded Music: YES \_\_\_\_\_ NO \_\_\_\_\_

**Projection Needs**

DVD/BLURAY: YES \_\_\_\_\_ NO \_\_\_\_\_

DCP: YES \_\_\_\_\_ NO \_\_\_\_\_

Other: \_\_\_\_\_

*Please note – use of audio/visual equipment requires operation by Lincoln Theater staff*

Film Title (if applicable): \_\_\_\_\_

Year of release: \_\_\_\_\_ Rating: \_\_\_\_\_ Running Time: \_\_\_\_\_

*If your event includes a film screening, the rights for a theatrical screening of the film must be secured from the copyright owner. There could be a fee in addition to the facility rental charge. (This is required by Federal Copyright Law – Certification of having secured the rights will be required when a contract is executed, and documentation may be required.)*

**All media must be sent in advance of show to setup and test.**  
**Please note – use of audio/visual equipment requires operation by Lincoln Theater staff.**

Please provide (or attach) specific information/requirements regarding your event’s technical needs:

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### **Concessions Needs**

Lincoln Theater **MAY** sell concessions at our event: YES \_\_\_\_\_ NO \_\_\_\_\_

*(Lincoln Theater requires 2 employees present for all rentals. If no concessions, additional rental fees apply)*

Special Requests (e.g. no popcorn, no alcohol): \_\_\_\_\_

### **IMPORTANT INFO ON RENTALS AT LINCOLN THEATER**

**Rentals are not automatically confirmed after submission of application.**

1. Lincoln Theater will review your application and notify you if we will be able to move forward with your rental. This may take up to 2 weeks.
2. Lincoln Theater reserves the right to deny rental applications at our discretion.
3. Once a rental is confirmed, Lincoln Theater will be in touch with a contract. Rentals are not confirmed until the signed contract has been returned with 50% deposit and a certificate of insurance, naming Lincoln Theater as additional insured for \$500,000 to \$1,000,000.
4. Should you need to cancel your contracted rental event, Lincoln Theater must be notified as soon as possible. Renter is responsible for any expenses incurred by Lincoln Theater up to the point of cancellation. Canceled rentals may be eligible for a refund of up to 50% of the deposit paid upon submission of signed contract. Exceptions may be made for cancellations due to extenuating circumstances such as weather, etc.

**Lincoln Theater reserves the right to review any film or group rental request.**

The following disclaimer will be placed on the website listing for all rental events at Lincoln Theater:

*"This is a Lincoln Theater rental event. The views or opinions expressed or presented in this program do not necessarily represent or reflect the views or the positions of Lincoln Theater."*

**Have additional questions?**

Please contact the theater office by phone at 207-563-3424 or by email at [info@LincolnTheater.org](mailto:info@LincolnTheater.org)

**Please return the completed rental application to:**

**Lincoln Theater  
PO Box 237  
Damariscotta ME, 04543**

or

email as a pdf to [info@lincolntheater.org](mailto:info@lincolntheater.org)

