Lincoln Theater

FACILITY RENTAL GUIDELINES, PROCEDURES, & RATES

Effective Feb 2025

- 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



2025 RENTAL RATES & SERVICES

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

THEATER RENTAL BASE RATES:

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

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

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

Base Theater Rental Includes:
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

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

(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:

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

Lincoln Theater Box Office - Ticket Processing	Free - open to the public	Ticketed/Private
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

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

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

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

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

Not provided by Lincoln Theater:

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.

Rentals are not confirmed until:

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.



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

OFFICE USE ON	VLY:	
Date App Received	d	
Approved	Yes	No
Date Applicant No	otified	

Today's Date:	
Proposed Event Title:	
(as you would like it to appear o	n the website and promotional materials)
Is applicant a 501(c)(3)organization? Yes No	oIf yes: Organization:
Organization Address:	
Person submitting the application	Second contact person (if applicable)
Name:	Name:
Email:	Email:
Phone:	Phone:
Proposed Event Date:	Proposed Event Start Time:
This is a private event - Lincoln Theater does not particle. Schedule Info:	Attendance Info:
Set-up/Arrival Time:	Lincoln Theater Capacity = 250 people
Doors Open:	Number of expected attendees:
Event Start Time:	Number of people involved in event:
	(performers, volunteers, sponsors, etc.) th advance notice, same day delivery and removal of extra equipment in designated Il be allowed unless extra time is paid for in advance. Lincoln Theater is not responsible
Please provide (or attach) a brief description of your	event:

	ing Info				
іт пске	ets are being sold for this even	If this is a ticketed event, please provide the ticket prices:			
L	Renter will handle ticket sa			the ticket prices.	
	Tickets will be sold through	n the Lincoln Theater E	Box Office - Additional rental fees apply		
If this	is a non-ticketed event, please	e check the appropria	te box below:		
	This is a FREE non-ticketed If this is a free event, will yo	•	oublic tions? YES NO		
	This is a PRIVATE event				
Promo	otion				
YES	(Additional rental fees a	npply) NO			
•	Please provide requested text d to 4 lines of 14 characters/e		ter will do their best to include you	r text as requested.	
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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

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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 cancelation. 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 cancelations 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

Please return the completed rental application to:

Lincoln Theater
PO Box 237
Damariscotta ME, 04543

or

email as a pdf to info@lincoIntheater.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

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WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A							•			
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If yes, describe under									E.L. DISEASE - EA EMPLOYEE			
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CE	RTIFICATE I	HOLDER					CANC	ELLATION				
Lincoln Theater 2 Theater Street Damariscotta, ME 04543					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
					AUTHORIZED REPRESENTATIVE							
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