



**Skagit County's Historic Performing & Cinematic Arts Center**

Post Office Box 2312 • 712 South First Street  
Mount Vernon, Washington 98273  
Office 360-419-7129 • [www.lincolntheatre.org](http://www.lincolntheatre.org)

## 2019-20 Single Day Booking Terms & Prices

*Applies to events of 3 days or less*

### To All Prospective Single Day Renters:

Rentals are booked on a first come, first served basis and are subject to approval by theatre management.

The final, signed contract, with deposit, must be on file at the theatre **at least 90 days in advance of the event.**

For these reasons, renters are encouraged to place booking requests as far in advance as possible.

- Fill out and return booking request form. This constitutes a tentative reservation.
- Proof of non-profit status must be sent with request if application is for non-profit rental rates.

### Step Two

- Theatre will send you a contract.

### Step Three

- Sign & return contract
- Include non-refundable \$350 deposit check
- Include copy of your certificate of insurance
- When received by theatre, your booking is **confirmed**. We will send you a copy of your signed contract.

### Step One

Rental Rates Non-Profit Organizations						
	Performance or Public/Private Meeting		Rehearsal		Audition	
	Up to 6 hours	Per Hour after 6 hours	Up to 6 hours	Per Hour after 6 hours	Up to 4 hours	Per Hour after 4 hours
Mon-Fri up to 4:00 pm	\$300	\$60	\$160	\$40	\$85	\$40
Monday after 4:00 pm	\$410	\$60	\$310	\$60	Not available	Not available
Tues, Wed, Thurs after 4:00 pm	\$325	\$60	\$185	\$50	\$135	\$40
Sat and Sun up to 4:00 pm	\$410	\$60	\$185	\$50	\$135	\$40
Fri, Sat, Sun after 4:00 pm	\$500	\$70	Not available	Not available	Not available	Not available
Once-per-Year Community Rate Tues, Wed, Thurs after 4:00 pm	\$275	\$50				

Notes:

1. Rental is not confirmed until theatre is in receipt of signed contract, \$350 non-refundable deposit and insurance rider
2. Once-per-year community rate is available to non-profit or other groups (at discretion of executive director) in Skagit County only
3. Proof of non-profit status must be submitted with booking request

**Rental Rates**  
**Commercial Organizations**

	Performance or Public/Private Meeting		Rehearsal		Audition	
	Up to 6 hours	Per Hour after 6 hours	Up to 6 hours	Per Hour after 6 hours	Up to 4 hours	Per Hour after 4 hours
Mon-Fri up to 4:00 pm	\$350	\$60	\$185	\$40	\$110	\$40
Monday after 4:00 pm	\$460	\$60	\$335	\$60	Not available	Not available
Tues, Wed, Thurs after 4:00 pm	\$375	\$60	\$210	\$50	\$160	\$40
Sat & Sun up to 4:00 pm	\$460	\$60	\$210	\$50	\$160	\$40
Fri, Sat, Sun after 4:00 pm	\$550	\$70	Not available	Not available	Not available	Not available

Note: Rental is not confirmed until theatre is in receipt of signed contract, \$350 non-refundable deposit and insurance rider

**Labor & Equipment Services**

	Mandatory Service Minimum	Optional Service Minimum
House Manager for Performance or Public/Private Event @ \$25.00/hour	5 hours	
Theater Assistant for Rehearsal or Audition @ \$20.00/hour	3 hours	
Technical Manager/Stage Manager for Consultation, Performance or Public/Private Meeting @ \$30.00/hour	3 hours	
Audio Production Company @ 50.00/hour (plan on set up time as well as performance)		8 hours
Sound Technician @ \$30.00/hour (plan on set up time as well as performance)		3 hours
Lighting Technician @ \$30.00/hour (plan on set up time as well as performance)		3 hours
Film Projectionist – DCP/35mm @ \$30.00/hour (plan on review time as well as performance)		3 hours
Tech Assistant @ \$20 per hour		3 hours
Sound/Lighting/Video/DVD Projector Equipment Rental – No charge if using LT Technician		\$25/day
Thrust Stage Set up or Tear down Technical Supervisor @ \$30.00/hour		3 hours
Thrust Stage Set up or Tear down Crew @ \$20.00/hour/person		3 hours each person 3-4 people required Renter provided - okay
Security Market Rate		

Notes:

1. Security Personnel is at theatre's discretion and based on nature of event.
2. If event requires set up of thrust stage, technical supervisor and crew rates will apply. If crew is supplied by renter instead of theatre, crew rates are waived. Theatre-supplied supervisor is mandatory.
3. All theatre sound and lighting equipment must be returned to our standard repertory setting following event.

<b>Ticket Handling Fees</b>	
Reserved Seating	\$1.00/ticket
Festival Seating	\$0.50/ticket
Outside sales by renter	\$0.25/ticket
Credit Card Fee	4% of gross ticket price sold via credit card
Preservation Fee	\$1.50/ticket

#### Notes

1. All tickets must be issued through the theatre's ticketing system
2. **Preservation fee is collected specifically for preservation and restoration of the historic theatre facility; this fee is part of the ticket price and is deducted from the gross sales at time of settlement**
3. \$0.25 ticket rate for outside sale is available only for festival seating events
4. Tickets supplied to renter for outside sale cannot be returned for ticket handling credit
5. Any unsold tickets for outside sale must be returned or the renter will be charged the full ticket price.
6. A list of those to receive complimentary tickets must be submitted by renter 48 hours prior to each event. Complimentary tickets cannot be sold. Complimentary tickets will be assessed above ticket handling fees. Preservation fee is waived.
7. Theatre's normal ticket office hours are Monday-Friday noon to 5 pm.
8. Held seating for Lincoln Theatre Volunteers (12) will be released in case of a sell-out performance.
9. Ticket buyers will incur fees when purchasing tickets through our ticketing vendor, Arts-People, of \$1.00 per ticket and \$1.00 per order with a maximum of \$5.00 on a single order. These fees will be waived if purchased in-person during our regular box office hours of noon-5:00pm Monday through Friday.

#### Marketing Benefits

The Lincoln Theatre agrees to promote each rental event in the following manner as part of the rental fee:

- Monthly Theatre Program Guide  
Promotional write-up and image in the guide covering the dates of the event.
- Pre-Film Promotion  
Listing in the theater events slideshow shown prior to films.
- Website Posting  
Text, image, and video listing describing event.
- Press Release and Public Service Announcements  
Theatre will issue advisory of event to local newspapers and radio stations.
- Weekly E-Newsletter Posting: A text listing describing event with appropriate links as soon as booking is confirmed in our weekly newsletter.
- E-newsletter feature: A text, image, and video (if available) describing event and links to Licensee's website and online ticketing in our weekly newsletter the week of the event.
- Social Media: Facebook, Instagram and Twitter posts leading up to the event.

<b>OPTIONAL Marketing Services</b>		
		<b>Cost</b>
Poster Skagit/Snohomish Counties	Theatre will print and place approximately 275 color posters in Skagit and Snohomish Counties. Renter to supply finished artwork in 11"x17" size. Posters are put up in pre-approved retail outlets as determined by theatre.	\$275 plus up to 6 complimentary tickets to LT for event
Poster Skagit/Snohomish/Whatcom Counties	Theatre will print and place approximately 300 color posters in Skagit and Snohomish Counties and Bellingham. Renter to supply finished artwork in 11"x17" size. Posters are put up in pre-approved retail outlets as determined by theatre.	\$300 plus up to 6 complimentary tickets to LT for even
E-Newsletter Feature	An E-Newsletter Feature under upcoming events: A prominent text, image, and video (if available) describing event and links to Licensee's website and online ticketing in our weekly newsletter at a cost of \$50 per issue	\$50 per issue
Facebook boost	Facebook event boosts with a budget of your choice	TBD
Printing Services	Posters, Flyers, etc.	Rate Sheet Available

## **Insurance Requirements**

Renter is required to carry liability insurance in the amount of no less than \$1,000,000 of combined Property Damage, Public Liability and Compensation Insurance with an approved company. The certificate shall name as additional insured "The Lincoln Theatre, The Lincoln Theatre Center Foundation, its officers, employees and agents." Coverage shall include contractual liability for property damage.

## **Conditions**

- Pre and/or post receptions are permitted with outside food and/or drink as long as food service is complimentary. Banquet License must be obtained from the WSLCB for alcohol. Sales of outside food and/or drink is not permitted except in special circumstances and only by prior consent.
- Sales of merchandise only by prior consent. Theatre requires 15% of gross sales.
- Sale of liquor is not permitted.
- No open flames of any kind or animals (except service animals.)

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