



Skagit County's Historic Film, Education & Performing Arts Center
 Post Office Box 2312 712 South First Street
 Mount Vernon Washington 98273
 Business Office 360-419-7129 Facsimile 360-336-2408
 www.lincoltheatre.org

2017 Extended Run Booking Terms & Prices
Applies to events of 4 days or more

To All Prospective Extended Run 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.

STEP ONE

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

STEP TWO

- Theatre will send you a contract.

STEP THREE

- Sign & return contract
- Include non-refundable \$275 deposit check
- Include a copy of your insurance rider
- When received by theatre, your booking is **confirmed**. We will send you a signed copy for your files

**Rental Rates
 Non-Profit Organizations**

	Performance or Rehearsal or Dark Day during run		Audition	
	Up to 6 hours	Per Hour after 6 hours	Up to 4 hours	Per Hour after 4 hours
Tues -Thurs after 4:00pm	\$225	\$50		
Fri, Sat, Sun after 4:00pm	\$425	\$60		
Mon-Fri up to 4:00 pm	\$225	\$50	\$85	\$40
Sat & Sun up to 4:00 pm	\$350	\$50	\$135	\$50
Monday after 4:00pm	\$350	\$50	Not available	Not available

Notes:

1. Rental is not confirmed until theatre is in receipt of signed contract, \$275 non-refundable deposit and insurance rider
2. Proof of non-profit status must be submitted with booking request

Rental Rates Commercial Organizations

	Performance or Rehearsal or Dark Day during run		Audition	
	Up to 6 hours	Per Hour after 6 hours	Up to 4 hours	Per Hour after 4 hours
Tue-Thurs after 4:00pm	\$275	\$50	\$110	\$110
Fri, Sat, Sun after 4:00pm	\$475	\$60		
Mon-Fri up to 4:00 pm	\$275	\$50	\$110	\$40
Sat & Sun up to 4:00 pm	\$400	\$50	\$160	\$40
Monday after 4:00 pm	\$400	\$50	Not available	Not available

Note: Rental is not confirmed until theatre is in receipt of signed contract, \$275 non-refundable deposit and insurance rider

Labor & Equipment Services		
	Mandatory Service Minimum	Optional Service Minimum
House Manager for Performance @ \$22/hour	5 hours	
Assistant House Manager for Rehearsal or Audition @ \$18.00/hour	3 hours	
Technical/Stage Manager for Performance @ \$25/hour	3 hours	
Sound Technician @ \$25.00/hour		3 hours
Lighting Technician @ \$25/hour		3 hours
Film Projectionist – DCP/35mm @ \$25/hour		5 hours
Video Projector Technician @ \$20/hour		5 hours
Tech Assistant @ \$20 per hour		3 hours
Sound/Lighting/Video/DVD Projector Equipment Rental – No charge if using LT Technician		\$25/day
Security Lincoln Theatre will work with renter to contract with private security firm		3 hours
Ticket Seller @ \$22.00/hour (for hours above and beyond normal Theatre hours of noon-5pm Monday-Friday and 2 hours before each performance)		3 hours
Thrust Stage Set up or Tear down Technical Supervisor @ \$25/hour		3 hours
Thrust Stage Set up or Tear down Crew @ \$18.00/hour/person		3 hours each person 3-4 people required Volunteer help - okay

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 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.

Ticket Handling Fees	
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
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 will be added to the ticket price(s) you set and 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. Extended hours are possible at additional cost.
8. Held seating for LT 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. Box office is located at 712 S First St, adjacent to our lobby.

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 and image listing describing event
- 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
- News Release: An advisory on the event distributed to print and radio press in the area
- Social Media: Facebook and Twitter posts leading up to the event

OPTIONAL Marketing Services		
		Cost
Poster Skagit/Snohomish Counties	Theatre will print and place approximately 200 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.	\$200 plus up to 6 complimentary tickets to LT for event
Poster Skagit/Snohomish/Whatcom Counties	Theatre will print and place approximately 240 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.	\$250 plus up to 6 complimentary tickets to LT for event
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

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.

For a quote from National Trust Insurance Services, LLC, one of many options available, follow this link: http://nationaltrust-insurance.org/_events.html or by phone: 866-269-0944

Conditions

- Pre and/or post receptions are permitted with outside food and/or drink as long as service is complimentary. Sales of outside food and/or drink is not permitted except in special circumstances and only by prior consent.
- Sales of merchandise by prior consent. Theatre requires 15% of gross sales.
- Sale of liquor is not permitted.
- No open flame or animals.
- Rental rate on dark nights may be waived if theatre is able to show films or hold other events on those nights. This condition is dependent on ability to have clear line of sight to film screen or needed parts of the stage. The specific nights or the number of nights of the theatre's use, during renter's dark nights, are at discretion of theatre.