



**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.lincoltheatre.org

**2023/24 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 the 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 the 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 deposit (\$350 for returning Renters, \$600 for first time Renters)
- Include copy of your certificate of insurance
- When received by the Theatre, your booking is **confirmed**. We will send you a copy of your signed contract.

<b>Rental Rates</b>						
<b>Non-Profit Organizations (.org, .gov, .edu)</b>						
	<b>Performance or Public/Private Meeting</b>		<b>Rehearsal</b>		<b>Audition</b>	
	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	\$375	\$75	\$200	\$50	\$150	\$50
Monday thru Thursday after 4:00 pm	\$450	\$75	\$300	\$75	\$200	\$60
Saturday and Sunday up to 4:00 pm	\$500	\$85	\$300	\$75	\$250	\$50
Fri, Sat, Sun after 4:00 pm	\$600	\$95	Not available	Not available	Not available	Not available
Once-per-Year Community Rate Tues, Wed, Thurs after 4:00 pm	\$350	\$65				

**Notes:**

1. Rental is not confirmed until the Theatre is in receipt of signed contract, non-refundable deposit and certificate of insurance.
2. The 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.

<b>Rental Rates Commercial Organizations</b>						
	<b>Performance or Public/Private Meeting</b>		<b>Rehearsal</b>		<b>Audition</b>	
	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	\$425	\$75	\$250	\$50	\$200	\$60
Monday thru Thursday after 4:00 pm	\$475	\$75	\$325	\$75	\$250	\$65
Sat & Sun up to 4:00 pm	\$575	\$85	\$350	\$75	\$300	\$75
Fri, Sat, Sun after 4:00 pm	\$675	\$95	Not available	Not available	Not available	Not available

**Note:** Rental is not confirmed until the Theatre is in receipt of signed contract, non-refundable deposit, and certificate of insurance.

<b>Labor &amp; Equipment Services</b>		
	<b>Mandatory Service Minimum</b>	<b>Optional Service Minimum</b>
House Manager for Performance or Public/Private Event @ \$30/hour	5 hours	
Box Office Manager prior to performance @ \$32/hour	2 hours	
Technical Director for Consultation, Performance or Public/Private Meeting @ \$39.00/hour	3 hours	
Audio Production Company @ 50.00/hour (plan on set up time as well as performance)		6 hours
Sound Technician @ \$39.00/hour (plan on set up time as well as performance)		3 hours
Lighting Technician @ \$39.00/hour (plan on set up time as well as performance)		3 hours
Film Projectionist – DCP/35mm/PPT @ \$30/hour (plan on review time as well as performance)		3 hours
Tech Assistant @ \$25 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 @ \$39.00/hour		3 hours
Thrust Stage Set up or Tear down Crew @ \$25/hour/person		3 hours each person 3-4 people required Renter provided - okay
Security Market Rate		

**Notes:**

1. Security Personnel is at the Theatre’s discretion and based on the nature of event.
2. If an 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. A Theatre-supplied supervisor is mandatory.
3. A replacement fee will be charged to the Renter for any damaged Theatre sound and lighting equipment.
4. All Theatre sound and lighting equipment must be returned to our standard repertory setting following the 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	\$2.00/ticket

**Notes**

1. All tickets must be issued through the Theatre’s ticketing system.
2. **The Preservation fee is collected specifically for preservation and restoration of the historic Theatre facility; this fee is included in the ticket price and is deducted from the gross sales at time of settlement. For non-ticketed events, the Licensee will pay \$2.00 per patron in attendance.**
3. A \$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. The Renter must submit a list of those to receive complimentary tickets 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. Tickets are available 24/7 online. The Theatre’s box office hours are Monday-Friday noon to 5 pm and immediately prior to event.
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: A promotional write-up and image in the guide covering the dates of the event. Available as a hard copy or online.
- Screen & video monitors promotion: A listing in the theater events slideshow on our cinema screen and monitors in Concessions, Lobby, and Art Bar.
- Website Posting: A 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 photo/text/video listing describing the event with appropriate links in our weekly newsletter mailed to 12k + subscribers.
- Social Media: Facebook and Instagram posts leading up to the event.

<b>OPTIONAL Marketing Services</b>		
		<b>Cost</b>
Poster Skagit/Snohomish/Whatcom Counties	The Theatre will print and distribute approximately 300 color posters in Skagit, Snohomish, and Whatcom Counties. Renter to supply finished PDF artwork in 11"x17" & 8."x11" sizes. Posters are distributed to pre-approved outlets as determined by Theatre.	\$300 plus up to 6 complimentary tickets for distributors
One-Sheet Poster	27" x 40" poster for foyer/window display - recommended	\$40
E-Blast Feature	An E-Blast Feature direct mailed to our subscribers: A prominent text, image, and video (if available) describing event and links to Licensee’s website and online ticketing for announce, pre-sale, boost, etc.	\$100

Social Media boost	Social Media event boosts with a budget of your choice	TBD
Printing Services	Posters, Flyers, Programs etc.	Rate Sheet Available upon request

**Insurance Requirements**

The 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**

- The Lincoln Theatre reserves the sole right to provide for sale all concessions, including, but not limited to, confections, all beverages, all food, souvenirs, programs, articles of clothing, novelties, books, pennants and the like. All sales of concessions at the Lincoln Theatre shall be conducted under the sole and exclusive control of the Lincoln Theatre Center Foundation, which shall receive all revenue associated with such sales. LTCF’s discretion regarding times and location of sales of food and drink, or where in the Theatre food and drink may be taken during performances, shall be absolute.
- For events where the Licensee requests no food or beverage service, the Licensee will pay \_\_\_\_ per patron to compensate for the loss in revenue.
- 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 are not permitted except in special circumstances and only by prior consent.
- Theatre shall have the right to approve any printed materials, of any kind, distributed or collected.
- Renter and/or the artist(s) or their representatives, agents, pursuant to this agreement, shall be permitted to sell items, approved PRIOR to day of activity, performance, event, etc., and the Lincoln shall receive a commission of fifteen (15) percent, for such approved vending or sale, computed on the GROSS AMOUNT of said sales.
- Sale of liquor is not permitted.
- No open flames of any kind
- No animals (except service animals).
- EXTRAORDINARY CLEAN-UP: Removal of excessive material, debris, such as cases, cartons, decorations and the like is considered "extraordinary". If the Renter does not remove and clean up to the satisfaction of Lincoln management, Lincoln will use Lincoln personnel to perform this work at the rate of \$30.00 per hour, per person, and this fee will be charged to Renter upon settlement.