

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

OFFICE USE ONLY:

Date App Received _____

Approved _____ Yes _____ No _____

Applicant Notified _____



APPLICATION FOR FACILITY RENTAL

Date Submitted: _____

Event Title: _____

Applicant's Name: _____

☐ Check here if applicant is a 501(c)(3) organization

Mailing/billing address: _____

Person Submitting Application:

2nd Contact Person:

Name _____

Name _____

Email _____

Email _____

Phone _____

Phone _____

Phone 2 _____

Phone 2 _____

Please mark the areas you are interested in using:

☐ Lobby

☐ Backstage/Dressing Rooms

☐ Auditorium

Projecting DCP, DVD, Blu-Ray, laptop computer, HD digital cable TV,
Dolby digital surround sound

Date & day of the week you are requesting _____ **Number of guests** _____

(Please refer to our Rental Rates on page 2 for pricing. Rates include time necessary for set-up, clean-up and load-out; additional hours will be extra. Events must end by 10 pm Sunday-Thursday and by 11 PM on Friday & Saturday. 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. Excessive labor or custodial service required of Lincoln Theater staff for your event will result in additional charges of \$25/hr.)

Please insert requested times:

1. Set-up starts _____ **2. Guests start arriving** _____

3. Event starts _____ **4. Event ends** _____

Please give a brief description of your event. *If it is a public event, it may be possible to post information on our website calendar or disseminate information in another form of promotion. If it is open to the public, do you want us to help promote?* _____ Yes _____ No

Is this event free to the public? _____ Yes _____ No If Yes, will you be asking for donations? _____ Yes _____ No

Please attached a Certificate of Additional Insured for \$500,000 to \$1,000,000 naming Lincoln Theater as the Additional Insured.

Lincoln Theater Concessions (please check one of the following as applicable to your event)

- ☐ Lincoln Theater may sell concessions.
☐ No concession sales, please.

✓ **REQUESTS**

<input type="radio"/> Lectern	Will you be hiring a food caterer? ____ Yes ____ No Caterer's name and phone: _____ _____	If your event includes a public screening of a film, you must secure the licensing rights for a theatrical screening of the film from the copyright owner and there could be a fee in addition to the facility rental charge. Do you need assistance with this? ____ Yes ____ No <i>(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.)</i>
<input type="radio"/> Microphone – on stand		
<input type="radio"/> Microphone – cordless handheld		
<input type="radio"/> DVD player		
<input type="radio"/> Blu-Ray player		
<input type="radio"/> PowerPoint	Will you be serving alcohol? ____ Yes (note requirements below) ____ Complimentary or ____ Cash Bar ____ No <i>Please note:</i> --Complimentary wine, champagne, bottled/canned beer may be offered to invited guests if served by licensed server. Donation boxes, tip jars, or selling drink tickets is NOT allowed unless the server is working through a caterer or business that is licensed to sell alcohol. ---A cash bar is allowed as long as it is operated by a caterer or business that is licensed to sell alcohol and a copy of the license is posted during the event. --If alcohol is served it must be designated for invited guests/event attendees & not open to the public. Bar area must be partitioned off from public access areas. --No one under 21 years of age shall be served. A Certificate of Liability with the Lincoln Theater as a named insured is also required.	What is the title, release year and run time of the film? _____ _____
<input type="radio"/> CD player		
Will you be selling tickets to the event? ____ Yes ____ No Would you like to have tickets sold prior to the event through the Lincoln Theater Box office? ____ Yes ____ No	Licensed alcoholic beverage server or bar caterer's name, phone and license #: _____ _____ _____	What is the format of your media? DCP DVD Blu-Ray laptop computer <i>*Please note: Use of audio/video equipment requires operation by a Lincoln Theater projectionist (included in rental fee).</i> Are you planning to play music before/ during the event? ____ Yes ____ No

Rental Rates: For rentals that (A) generate revenue (tickets or donations) for the renter, the fee is \$500. For rentals that (B) offer something free to the public, the fee \$300. Rental includes up to 4 hours of usage, including set-up and clean-up time. Each additional hour is \$75. All rentals are subject to availability. Other restrictions may apply. 50% deposit required when contract executed. Balance due in full 30 days before the event.

Do you want to rent The Lincoln Theater marquee sign during your event? ____ Yes ____ No

(List copy for marquee below. Fee is \$50)

****Lincoln Theater must approve application before rental is confirmed.**

Please DO NOT announce your event or consider it confirmed until a contract is signed and a deposit is paid.

Review may take up to two weeks.

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