



540 NE Hwy 101/PO Box 752
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www.lincolncity-culturalcenter.org

Facility Rental Rates & Policies

UPDATED November 1, 2018



AUDITORIUM (Seats 112 at tables, 220 theatre style)
2200 sq. feet (55' x 40') plus 384 sq. feet stage (24' x 16')
*Handicapped accessible *- Theatrical light and sound*

Monday-Friday

HALF DAY (2-4 hours, 9am – 5pm)	\$225
FULL DAY (up to 8 hours, 9am – 5 pm)	\$330
Before/After hours charge	\$ 25 per hour
Elizabethan Room- Green Room adjoin stage	\$ 50

Saturday-Sunday

HALF DAY (2-4 hours, 9am – 5pm)	\$330
FULL DAY (up to 8 hours, 9am – 5 pm)	\$485
Before/After hours charge	\$ 25 per hour
Elizabethan Room- Green Room adjoin stage	\$ 50

Additional Charges

Setup & Teardown	\$100
Cleaning & damage deposit (refundable)	\$100
Security after midnight	\$ 50



MARGARETS MEETING ROOM (seats 24 at tables/40 theatre style)
660 sq. feet (30' x 22') * Wipe-off board *Projector Screen * Sink & Counter

HALF DAY (2-4 hours, between 9am – 5pm)	\$ 75
FULL DAY (Up to 8 hours, 9am – 5 pm)	\$110
Before/After hours charge	\$ 25 per hour
Setup & Teardown	\$ 25
Cleaning & damage deposit (refundable)	\$25

VENDOR FAIRS

Auditorium * Hallways * Elizabethan Room* Margarets Meeting Room
\$15 fee per 64 sq ft space, per day

DANCE STUDIO

726 sq. feet (33' x 22') *Wooden floors * Mirrored walls * Barre * Window bench

HALF DAY (2-4 hours between 9am & 5 pm)	\$ 70
FULL DAY (Up to 8 hours between 9am – 5pm)	\$105
Before /After hours charge	\$ 25 per hour
Cleaning deposit (refundable)	\$25

WEST & NORTH LAWNS

"Festival Style" grass with adjacent parking * Access to center bathrooms* water and power available

HALF DAY (2-4 hours, between 9am-5pm)	\$330	
FULL DAY (up to 8 hours, between 9am-5pm)	\$425	
Before/After hours charge	\$ 50 per hour	
Cleaning & Damage deposit (refundable)	\$100	Use
of Center "spiders" and north power (2 available, 8 outlets each	\$ 50 per unit	

EVENT AMENITIES

Included in rental fee (based on availability)

- 12 ROUND tables (5' diameter, lightweight white plastic)
- 19 RECTANGULAR tables (6' long, lightweight white plastic)
- 19 SMALL RECTANGULAR tables (20" x 48", black and gray)
- 10 SMALL RECTANGULAR tables (24" x 45", gray plastic)
- 75 Burgundy banquet chairs
- 45 Red leatherette chairs
- 64 White plastic folding chairs
- 64 Molded plastic chairs in blue and black

Other Amenities

Projector	\$15	Sound/Light System	\$ 30
Microphone for announcements	\$15	Piano Tuning	\$125
Tablecloths (Black or Ivory) each	\$ 4	Wine Glasses (each)	\$.50
Banquet Skirts (ivory) each	\$ 4		
Chair Covers (ivory) each	\$ 2 or \$4 installed		
Coffee & Water Service	\$ 2 per person		
Beer/Wine Server	\$20 per hour		
Credit Card purchases	6% of total charged		