



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

Facility Rental Rates & Policies

UPDATED JANUARY 10, 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 & sound*

Monday-Friday

HALF DAY (2-4 hours, 9 am-5 pm)	\$225
FULL DAY (Up to 8 hours, 9 am-5pm)	\$330
After hours charge	\$25/hour
Elizabethan Room (adjoining stage)	\$50

Saturday-Sunday

HALF DAY (2-4 hours, 9 am-5 pm)	\$330
FULL DAY (Up to 8 hours, 9 am-5pm)	\$485
After hours charge	\$25/hour
Elizabethan Room (adjoining stage)	\$80

Additional charges

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

MARGARET'S MEETING ROOM (seats 24 at tables/40 theatre style)

*660 sq. feet (30' x 22') * Wipe-off board * Projection Screen * Sink & Counter*

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

VENDOR FAIRS

*Auditorium * Hallways * Elizabethan Room * Conference 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 & 5pm)	\$70
FULL DAY (Up to 8 hours, between 9am & 5pm)	\$105
After hours charge	\$25/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, 9am-5pm)	\$425
After hours charge	\$50/hour
Cleaning & damage deposit (refundable)	\$100
Use of Center "spiders" and north power	\$50 per unit (2 available, 8 outlets each)

EVENT AMENITIES

Included in rental fee (based on availability)

- 12 ROUND tables (5' diameter, lightweight white plastic)
- 20 RECTANGULAR tables (6' long, lightweight white plastic)
- 20 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 black/blue

Other amenities

Projector	\$15
Sound/Light System	\$30
Tablecloths (Black or Ivory)	\$4
Banquet skirts (Ivory) each	\$2, or \$4 installed
Chair Covers (Ivory) each	\$2, or \$4 installed
Microphone for announcements	\$15
Beer/Wine Server	\$ 20 per hour
Wine Glasses	50 cents each
Coffee & water service	\$2 per person
Credit card purchases	6% of total charged

RENTAL POLICIES

- 1) The LCCC requires a 50% deposit and a signed contract in order to hold a room reservation. The remainder of the rental fee and additional charges are due on, or before, the first day of the rental period.
- 2) If the rental or event is cancelled prior to two weeks (14 days) in advance, the full amount of the deposit will be refunded. If the rental is cancelled within the two-week window, the LCCC shall return half of the deposit, or 25 percent of the agreed rental amount.
- 3) A refundable cleaning deposit will be charged for all events. In order to receive the cleaning deposit refund, the customer must leave the room with:
 - A) floors that have been swept and mopped, or vacuumed;
 - B) tables, chairs and counters clean;
 - C) recyclables collected and deposited in the proper containers;
 - D) all garbage removed to the outside dumpster; and liner bags replaced; and
 - E) all chairs and tables are returned to their proper place (unless the setup/teardown fee has been paid).The LCCC will provide cleaning supplies and equipment.
- 4) Any damage to furniture, equipment, event supplies or the room itself, resulting from the customer's use of the room, will be the financial responsibility of the person signing the contract. The customer will be invoiced for all such damages.
- 5) Event Insurance is required for rentals with parties of 50 people or more. A liability certificate with the Lincoln City Cultural Center as an additional insured is required before your event.

HOUSE RULES

- 1) Beer and wine may be served, provided that all licensing requirements are met and the customer takes full legal responsibility as host of the event. The customer agrees to indemnify the LCCC and to hold the center harmless from any and all liability arising from the serving or sale of alcohol on the premises. There must be a dedicated person(s) to dispense the alcoholic beverages, and that person must possess a valid OLCC's Servers Permit. No alcohol may be consumed outside the building. Liquor Liability Event Insurance is required if you are serving your own alcohol. A liability certificate with the Lincoln City Cultural Center as an additional insured is required before your event. If you would like to forgo this, you may request an LCCC bar tender be provided at an additional charge.
- 2) If food items are to be served, it is the responsibility of the customer to meet all health codes and licensing requirements, and the customer takes full responsibility as the host of the event. The customer agrees to indemnify the LCCC, and hold the center harmless from any and all liability arising from the serving or sale of food items on the premises.
- 3) Children are to be supervised at all times, and are not allowed in areas that are not included in the rental agreement. Customers are responsible for any damages done by children and/or minors who attend their events.
- 4) No tape, nails or adhesives are to be used on the walls or ceilings, anywhere in the center, without the express permission of the LCCC management.
- 5) All activity, including tear-down and clean-up, must be completed by 1 am.
- 6) No vehicles may remain in the parking lot overnight, without permission from the LCCC management. Overnight camping is not allowed, in accordance with city ordinance.
- 7) All marked exit doors, throughout the building, must remain unobstructed by tables or booths. Hallways must maintain a 43" walkway at all times.

NON-PROFIT & LOCAL GOVERNMENT DISCOUNT

The LCCC, a 501(c)3 non-profit itself, welcomes business from fellow non-profit groups, and from north Lincoln County schools and governments. These entities are extended a 25% discount on all rental rates, event amenities, and associated fees. The LCCC management may also choose to make other

payment arrangements, such as ticket splits or goods/services in trade, in lieu of the full rental price and on the discretion of the executive director.