

The

Lincoln Theatre

Est. 1928

769 E Long Street

Columbus, OH 43203

Capacity: 582

Rental Rates 2019-2020

For Profit

Performance Day: \$1579

2 or More Performance Day: \$2553

Rehearsal/Load-In day: \$959

Non-profit (Valid for 501(c) 3)

Performance Day: \$983

2 or More Performance Day: \$1461

Rehearsal/Load-In day: \$624

Additional Rental Costs

Sound: Starting at \$150 and based on equipment used

Lights: Starting at \$150 and based on equipment used

Stagehand Labor: CAPA costs (The Lincoln Theatre is a non-union house)

Piano Rental: \$175/week

Piano Tuning: \$175

Box Office: \$150/performance

Front of House: \$150/performance

Security (Police): \$54/hr

Security (T-Shirt): \$22/hr

Tables: \$5 each

Chairs: \$.50 each

Facility Fee: \$1.50 per ticket

To maintain, preserve, and enhance the beauty and working condition of the theatre, a \$1.50 per ticket "Restoration Charge" is added to the base ticket price of each event at the Lincoln.

Deposit

The **non-refundable** deposit amount is the full amount of basic rent.

Insurance

To be obtained by presenter/renter. The presenter/renter is required to obtain liability insurance as provided in the rental agreement. Certificate is due 60 days prior to your event. If we do not receive a certificate of insurance, your date will be cancelled. A list of providers can be supplied upon request.

Merchandise

CAPA shall receive 20% of gross receipts from any and all merchandise sales. CAPA shall receive its percentage at the end of each performance.

Promoter is responsible for paying **ASCAP, BMI** and **SESAC**.

Tessitura

CAPA has a contract with Tessitura for all events at the Ohio, Palace, Southern, Riffe Center, and Lincoln Theatres. CAPA sets up and supervises each event on the system. The Tessitura commissions are as follows:

\$.25 per ticket for outlet sales

4% of cost of each ticket purchased with a credit card

\$.08 per ticket sold at a CAPA ticket office

\$.05 per complimentary ticket pulled

Tickets purchased at the CAPA ticket offices are subject to credit card commissions of 4% for VISA, MasterCard, Discover, and American Express (subject to change without notice). CAPA must handle all ticket sales.

Placing a hold

Holds may be placed and held for up to two weeks. After that time, your hold will be released if you have not communicated with CAPA in writing. If you do not check in, your date may be released without further notice from CAPA. To confirm a date you will need to sign a contract and send in a deposit. A certificate of insurance is required two (2) months before the performance.

Before you sign a contract

In addition to the basic rental charge, **you will have charges for sound, lights, labor, ticketing, front of house, and security.** These are the basic charges incurred for every rental. Depending on the nature of your event, additional fees may apply. An estimate of all expenses must be obtained prior to booking.

Paying your Bill

Your full estimate must be paid in full one (1) month prior to your event. If you have enough money in your ticket sales to cover your estimated expenses the show can proceed. If you have not sold enough tickets to cover your expenses, remaining expenses must be paid to CAPA in the form of cash or a certified check. CAPA will provide all renters with a full settlement of expenses following the event.

Cardinal Health Ballroom

The 2nd floor reception area is a separate space that can be rented at an additional cost. The Ballroom rents for \$1250 for the first five (5) hours of use, and an additional \$125/hr after 5. The space can be rented Monday through Thursday 8am-5pm for \$35/hr. Any licensed caterer is welcome. All beverages must be provided by CAPA. A list of preferred caterers and beverage pricing is available upon request. To confirm a date a signed confirmation and deposit are required.