



Cardinal Health Ballroom at the Lincoln

- 4500 sq. feet reception, meeting, theatre overflow, classes/workshop/rehearsal and party space with restrooms and bar services
- The Ballroom accommodates up to 200 seated and 250 standing or variation thereof
- A discounted rental rate of \$250 (for up to 3 hours) is offered for access to the space the day before the scheduled event
- Weekday rental between 9a – 5p, \$35.00/hr.
- Ballroom inventory includes 200 chairs, twenty (20) 72” round tables and (12) 6’ banquet tables, (4) 8ft tables and(8) cabaret tables. We do not provide linens
- Any licensed caterer is welcome in the facility with current food license and insurance on file two (2) weeks prior to the event
- All beverages must be provided by CAPA with no proceeds to the user
- A preferred caterer list and beverage costs can be provided upon inquiry.
- Equipment available upon request (screen & projector, PA system, lighting and tech staff, plasma TV) with usage fee

Ballroom Rental Costs

Cardinal Health Ballroom Rent	\$1250 for 5 hours add’l hours \$125/hr.
Columbus Police (required)	\$54.00 per event hour
Screen & Projector	\$175.00
PA system	\$150.00
Staffing fee	Applicable to all events – Please ask for estimate

**Other technical costs may apply depending on the equipment used.*

Tables & Chair rental

Up to 50 guests	\$50
51-100	\$100
101-150	\$150
151-200	\$200

For date availability of the Lincoln Theatre Ballroom and for any questions, please contact: Elena Perantoni, Sales and Programming Assistant, 614-719-6696, eperantoni@capa.com

rev 12/19