



Lincoln Theatre

Est. 1928
769 E Long Street
Columbus, OH 43203
Capacity: 582

Rental Rates 2021-2022

For Profit

Performance Day: \$1658
2 or More Performance Day: \$2681
Rehearsal/Load-In day: \$1007

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

Performance Day: \$1013
2 or More Performance Day: \$1505
Rehearsal/Load-In day: \$643

Additional Rental Costs

Sound: Starting at \$175 and based on equipment used
Lights: Starting at \$175 and based on equipment used

Stagehand Labor: CAPA costs (The Lincoln Theatre is a non-union house). Labor is specific to the nature and schedule of each rental. An estimate will be provided based on your specific needs.

Piano Rental: \$200/week
Piano Tuning: \$200

Box Office: \$200/performance
Front of House: \$200/performance

Security (Police): \$56/hr
Security (T-Shirt): \$29/hr

Facility Fee: \$2.00 per ticket

To maintain, preserve, and enhance the beauty and working condition of the theatre, a \$2.00 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**.

Marketing

CAPA does not provide marketing or PR resources for renters. Please ask for available marketing resources.

Event Ticketing

CAPA uses CBus Arts/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. Use of the Ballroom is not guaranteed with rental of the theatre. 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.