



Extraordinary
Happens
Here

the LINC4OLN center
RENTAL GUIDE



Welcome to the Lincoln Center!

We're delighted you are considering the Lincoln Center for your event. Let the culture and community that surrounds the Lincoln Center help you create memories that will last a lifetime.

As one of Northern Colorado's premier venues for performances, corporate events, special events, and weddings, our 40-year history speaks for itself. Experienced event planners, affordable rates, and a convenient location — Lincoln Center is a unique blend of elegance, functionality and exceptional service all in the heart of beautiful Fort Collins.

No matter what your needs are, we will help you create a special event which is truly extraordinary!

"The Lincoln Center is a beautiful, state-of-the-art performing arts facility in an easily accessible location in Fort Collins. I've seen all manner of concerts, presentations, and performances there, and I always look forward to it. The staff are friendly and helpful, too."

—Nathan Gismot





Standard Rates

Performance Hall

Event Rate	\$1,575
Additional performance on same day	\$750
Rehearsal/Set in — Friday and Saturday	\$1,575
Rehearsal/Set in — Sunday–Thursday	\$750
Founder’s Room — optional with same day rental of PH for presenter’s use	\$150/day

Magnolia Theatre

Event Rate	\$425
Additional performance on same day	\$250
Rehearsal/Set in	\$215
Meeting — Four hour minimum	\$100/hr \$400/4 hrs

Nonprofit Rates

Performance Hall

Event Rate — Friday and Saturday	\$1,280
Event Rate — Sunday–Thursday	\$1,180
Additional performance on same day	\$650
Rehearsal/Set in — Friday and Saturday, if available.	\$1,280
Rehearsal/Set in — Sunday–Thursday	\$650
Founder’s Room — optional with same day rental of PH for presenter’s use	\$150/day

Magnolia Theatre

Event Rate	\$325
Additional consecutive performance	\$250
Additional performance on same day	\$200
Rehearsal/Set in	\$150
Meeting — Four hour minimum	\$90/hr \$360/ 4 hrs

“We get season tickets each year, and are perpetually amazed at the quality of performance brought to Fort Collins by the Lincoln Center.”

—Steve Wolf

THEATRE EXPENSES AND FEES



Administrative Fees

Commission on Total Gross Ticket Sales	Performance Hall only, 5% Commission
Liability Insurance	Presenter's policy or City policy, varies
Security	\$30/hour per guard
Contract Change Fee	\$25
Event Cancellation Fee	Performance Hall, \$100 + \$.50/ticket Magnolia Theatre, \$50 + \$.50/ticket

Ticketing Fees

On Site Event Set up	Complimentary
Ticket Printing Fee	\$.50/ticket
Ticket Printing - All Seats Free, General Admission	Performance Hall, \$120 Magnolia Theatre, \$40
Credit Card Charge Back Fee	2.50%
Season Ticket	Fees Vary
Donation Processing Fee	3.50%
Other Services	Dynamic pricing, \$30-\$300
Off-site Ticketing Fees	Please inquire

Front of House

House Manager	Complimentary
Ushers	Complimentary
Merchandise Sales	25% of total gross sales (standard) 15% of gross sales (nonprofit)
Cash Bar	Complimentary
Lobby Reception Cleaning	\$50 minimum
Table Linens	\$7-\$12/each
Food Services	Fee Varies

Technical Services

Labor - Minimums Apply	\$21-\$23/hour (standard) \$18-\$20/hour (nonprofit)
------------------------	---

Equipment - Please inquire or see technical specifications for included systems and additional equipment available. Additional fees and labor costs may apply.
ALL RATES AND PRICES ARE SUBJECT TO CHANGE.



Spaces

Canyon West Ballroom	This elegant ballroom features six chandeliers, coffered ceilings, beautiful wood accents, earth tone carpeting and LED accent lighting.
Columbine Room	The Columbine Room is decorated in warm earth tones and dynamic LED accent lighting providing a modern and professional setting.
Founder's Room	The Founder's Room features warm neutral colors and elegant décor that creates a unique and appealing atmosphere for you and your guests.
Rooftop Deck	This sophisticated space features stone pavers, treetop views, sparkling Tivoli lights at night and built-in bar located just inside the lobby.
The Terrace	Surrounded by trees, garden greenery and a beautiful fountain, the Terrace offers a quaint and ideal setting for your outdoor event.
Magnolia Theatre	The Magnolia Theatre is a proscenium theatre with ample production and support space and top of the line audience amenities.
Performance Hall	This 1,187 seat theatre features large private dressing rooms as well as a spacious lobby with a built-in bar for pre and post event gatherings.

Capacity

Standard Rates

Nonprofit Rates

Space	Capacity	Hourly	4 Hr. Min.	Hourly	4 Hr. Min.
Canyon West Ballroom	150–450	\$190/hr	\$760	\$175/hr	\$700
Columbine Room	90–250	\$105/hr	\$420	\$95/hr	\$380
Founder's Room	40–100	\$100/hr	\$400	\$90/hr	\$360
Rooftop Deck	90–250	\$210/hr	\$840	\$210/hr	\$840
The Terrace	100–250	\$100/hr	\$400	\$100/hr	\$400
Magnolia Theatre	226 seats	\$425 flat	N/A	\$325 flat	N/A
Performance Hall	1,187 seats	\$1,575 flat	N/A	\$1,280 flat	N/A

“We were very pleased with our meeting space. The room was in pristine condition, the perfect size, and had a functional layout. The water/coffee station was always full. It was a very relaxed and comfortable meeting. Thanks for helping us pull off a terrific two-day meeting!”

—Time Warner Cable

SPECIAL/CORPORATE EVENT EXPENSES AND FEES



Complimentary Equipment

Tables (Varying Sizes)
Wireless Internet
A/V Cart
Coat Racks
Easels
Flag (US & Colorado)
Podium or Lectern
Stage (6' x 8', 12" high)
Projection Screen
In-Room Sound System
Silver Chargers (13 in.)

Rental Equipment

Flip Chart Package	\$15
Video Projector	\$100
Portable Sound System	\$100
Portable Keyboard	\$50
Dance Floor	\$600
LED Uplighting Package	\$75
55" LED Flatscreen TV Package	\$100
Self-Powered Speakers	\$25 each
24" Staging (up to 8 - 4'x8' sections)	\$50 each
Special Event Linens and Napkins	Cost + 15%
Conference Linens (White, Black, Ivory)	\$12 each
Conference Napkins (White, Black, Ivory)	\$1 each

Bar Service and Catering

Bar service provided by Sapphire Events, LLC, 970-221-2025. Outside alcohol or bar services are not permitted. Non-alcoholic beverages must be provided through Sapphire Events when bar service is requested. Non-alcoholic beverages may be provided by an outside caterer. All youth oriented events will be limited to a maximum of a four-hour bar service.

All food service must be provided by a licensed and Lincoln Center approved caterer. Self-service catering is not permitted. Caterers may be added pending venue approval. At the Lincoln Center's discretion a snack fee for pre-packaged items may be assessed. Self-service use of Lincoln Center's china is not permitted. In the event a caterer is unable to take responsibility for dish use, the client may pre-arrange outside staffing for an added cost or opt to provide a compostable/recyclable option. Additionally, for events over 100 guests the caterer will be required to provide staffing for any drop-off style food service.

Food Service and Kitchen Fees

Up to 99 Guests	\$65
100-199 Guests	\$125
200-299 Guests	\$185
300-399 Guests	\$245
400-499 Guests*	\$305
Snacks Only	\$25 Minimum

*Additional \$60 per each 100 guest count over 500

Hospitality Services

Dazbog Coffee	\$1/cup
Hot Tea/Cocoa/Cider	\$.50/cup
Ice Water-Full Service	\$.75/guest
Ice Water-Self Service	Complimentary
Bins of Ice	Complimentary
Eileen's Cookies	Cost + 15%

China Service

\$3/guest — includes white dinner plate, dessert plate, salad plate, cup & saucer, water goblet, and 5-piece flatware setting.

Additional service items such as salt & pepper shakers, china tea services sets, sugar caddies, and butter knives/soup spoons available upon request.

Fees, Payments, and Insurance

Advance payment (1/2 room charges & fees) and signed contract required to secure all dates. Prepaid security deposit required (\$200–\$750). Liability insurance (\$100–\$150 approx.) required and varies based on event type, vendor usage, and/or other operational requirements. Security guards at a rate of cost + 15% are required for all youth oriented events with bar service and at the Lincoln Center's discretion. Theatre rates do not include technical labor, ticketing or other administrative fees where applicable. ALL RATES AND PRICES ARE SUBJECT TO CHANGE.

Weddings at The Lincoln Center

It's your special day and you deserve nothing less than the best. That's why the Lincoln Center is the perfect choice for your traditional or non-traditional wedding and celebration.

Offering nearly 17,000 square feet of indoor and outdoor space, the Lincoln Center is an ideal location to host engagement parties, bridal showers, elegant rehearsal dinners, wedding ceremonies, post wedding brunches and elaborate wedding receptions.

Picture your ceremony on the dramatic and breathtaking Rooftop Deck and your reception in the elegant and grand Canyon West Ballroom. Or imagine The Terrace with its beautiful fountain as the backdrop for your ceremony, with an intimate reception in the Columbine Room.

With unparalleled service to help you plan every detail, beautiful grounds, and an array of amenities always included, we can make your day just what you've dreamed of.

"We chose the Lincoln Center for our wedding because we wanted a place that could accommodate 200 people near Old Town Fort Collins. We loved the contemporary look and feel of the venue and the staff was great...On the day of the wedding the main event coordinator and all of the venue staff was fabulous. We didn't worry about a thing and everything was set to our plan and expectations...They were amazing to work with and we had a perfect day!"

—Allison Adler Penfield



WEDDING RATES, EXPENSES AND FEES



Rental Space	Capacity	Half Day 6 Hr.	Full Day 12 Hr.	Features
Canyon West Ballroom	150–450	\$1,050	\$1,700	This elegant ballroom features six chandeliers, coffered ceilings, beautiful wood accents, earth tone carpeting and LED accent lighting.
Columbine Room	90–250	\$625	\$975	The Columbine Room is decorated in warm earth tones and dynamic LED accent lighting providing a modern and professional setting.
Founder's Room	40–100	\$600	\$1,000	The Founder's Room features warm neutral colors and elegant décor that creates a unique and appealing atmosphere.
Rooftop Deck	90–250	\$1,000	\$2,000	This sophisticated space features stone pavers, treetop views, sparkling Tivoli lights at night and built-in bar located just inside the lobby.
The Terrace	100–250	\$600	\$1,000	Surrounded by trees, garden greenery and a beautiful fountain, the Terrace offers a quaint and ideal setting for your outdoor event.
Magnolia Theatre	226 seats	N/A	\$425 flat	The Magnolia Theatre is a proscenium theatre with ample production and support space and top of the line audience amenities.
Performance Hall	1,187 seats	N/A	\$1,575 flat	This dramatic space features large private dressing rooms as well as a spacious lobby with a built-in bar for pre and post event gatherings.

Complimentary Equipment

Tables (Varying Sizes)
Wireless Internet
A/V Cart
Coat Racks
Easels
Flag (US & Colorado)
Podium or Lectern
Stage (6' x 8', 12" high)
Projection Screen
In-Room Sound System
Silver Chargers (13 in.)

Rental Equipment

Flip Chart Package	\$15
Video Projector	\$100
Portable Sound System	\$100
Portable Keyboard	\$50
Dance Floor	\$600
LED Uplighting Package	\$75
55" LED Flatscreen TV Package	\$100
Self-Powered Speakers	\$25 each
24" Staging (up to 8 - 4'x 8' sections)	\$50 each
Special Event Linens & Napkins	Cost + 15%
Conference Linens (White, Blk, Ivory)	\$12 each
Conference Napkins (White, Blk, Ivory)	\$1 each

Food Service and Kitchen Fees

Up to 99 Guests	\$65
100-199 Guests	\$125
200-299 Guests	\$185
300-399 Guests	\$245
400-499 Guests*	\$305
Snacks Only	\$25 Minimum

*Additional \$60 per each 100 guest count over 500

Hospitality Services

Dazbog Coffee	\$1/cup
Hot Tea/Cocoa/Cider	\$.50/cup
Ice Water-Full Service	\$.75/guest
Ice Water-Self Service	Complimentary
Bins of Ice	Complimentary
Eileen's Cookies	Cost + 15%

China Service

\$3/guest — includes white dinner plate, dessert plate, salad plate, cup & saucer, water goblet, and 5-piece flatware setting.

Additional service items such as salt & pepper shakers, china tea services sets, sugar caddies, and butter knives/soup spoons available upon request.

Bar Service and Catering

Bar service provided by Sapphire Events, LLC, 970-221-2025. Outside alcohol or bar services are not permitted. Non-alcoholic beverages must be provided through Sapphire Events when bar service is requested. Non-alcoholic beverages may be provided by an outside caterer. All youth oriented events will be limited to a maximum of a four-hour bar service.

All food service must be provided by a licensed and Lincoln Center approved caterer. Self-service catering is not permitted. Caterers may be added pending venue approval. At the Lincoln Center's discretion a snack fee for pre-packaged items may be assessed. Self-service use of Lincoln Center's china is not permitted. In the event a caterer is unable to take responsibility for dish use, the client may pre-arrange outside staffing for an added cost or opt to provide a compostable/recyclable option. Additionally, for events over 100 guests the caterer will be required to provide staffing for any drop-off style food service.

Fees, Payments, and Insurance

Advance payment (1/2 room charges & fees) and signed contract required to secure all dates. Prepaid \$1,000 security deposit required. Liability insurance (\$100–\$150 approx.) required and varies based on event type, vendor usage, and/or other operational requirements. Security guards at a rate of cost + 15% are required for all youth oriented events with bar service and at the Lincoln Center's discretion. Theatre rates do not include technical labor, ticketing, or other administrative fees where applicable. ALL RATES AND PRICES ARE SUBJECT TO CHANGE.

APPROVED SERVICE PROVIDERS



Caterers

A Catered Affair with Connie
(970) 215-0296
acateredaffairwithconnie@yahoo.com

A Spice of Life Catering
(303) 443-4049
lroberts@aspiceoflife.com

Canino's Italian Restaurant
(970) 493-7205
clyde@caninositalianrestaurant.com

Cowgirl Catering
(970) 286-8430
cowgirlupincolorado@yahoo.com

Famous Dave's Bar-B-Q
(970) 282-8227
info@fdcatering.com

Fiona's Delicatessen and Catering
(970) 530-2120
catering@fionasdeli.com

Food for Thought
(970) 231-3018
vclark-chef@msn.com

Greens Point Catering
(303) 772-2247
contact@greenspointcatering.com

Illegal Pete's
(970) 999-3051

Jason's Deli
(970) 204-9203

Nordy's BBQ & Grill
(970) 576-1119
jaimie@nordysbbq.com

Northern Colorado Catering
(970) 224-5643
catering@all-occasions-catering.com

Nothing Bundt Cakes
(970) 229-6161
fortcollins@nothingbundtcakes.com

Panera Bread
(970) 204-4500

Qdoba Mexican Eats
(970) 416-6930

Rainbow Catering & Restaurant
(970) 221-2664
steverainbowcooking@hotmail.com

Spoons-Soups, Salads & Sandwiches
(970) 420-3062

Sugar Mill Treats
(970) 226-4515
sugarmilltreatscolorado@gmail.com

The Gourment Kitchen
(303) 601-6680
sales@thegourmentkitchen.biz

Vendors

DJ's

Byers Entertainment
(970) 221-0228
byerset@msn.com

Elite DJ Entertainment
(303) 422-3218
matt.kenfield@me.com

Jammin' DJs
(303) 308-9700
michael.waldron@myjammindjs.com

Sounds of the Rockies
(970) 613-1886
company@soundsoftherockies.com

Too Much Fun! DJ Service
(970) 302-0747
toomuchfundj@yahoo.com

Event Design/Rental

Caldera Event Group
(970) 672-8388
jmalara@calderaeventgroup.com

Cherished Events
(970) 590-4088
cherishedeventsdecor@yahoo.com

FLEXX Productions
(970) 223-1195
info@flexxproductions.com

Front Range Event Rental
(970) 221-3159
claire@frontrangeeventrental.com

Colorado Event Productions
(970) 613-1886
company@soundsoftherockies.com

RC Special Events
(970) 224-4774
info@rcspecialevents.com

Florists

Finishing Touches
(970) 221-5419
linda@finishingtouches1.net

Lace and Lilies
(815) 739-4106
laceandliliesllc@gmail.com

Palmer Flowers
(970) 226-0200
comments@palmerflowers.com

Paul Wood Florist
(970) 482-9121
orders@paulwoodflorist.com

Photographers

DeFiore Photography
(970) 556-4317
danielle@defioreart.com

Harper Point Photography
(970) 692-4725
hello@harperpoint.com

Kimball Nelson Photography
(970) 472-1661
kimball@kimballnelson.com

Transportation

A1A TLC Limosine
(970) 227-5590
a1atclimos@gmail.com

Colorado Carriage & Wagon
(970) 490-1958
tammy@coloradocarriageandwagon.com

Wedding Planners

Jolly Events
(970) 420-1478
emily@jollyevents.org

Pink Diamond Events
(970) 692-1645
casey@apinkdiamondevent.com

The Perfect Touch
(970) 443-3415
nicolewhitcomb.perfecttouch@gmail.com

Specialty Vendors

Airbound Colorado
(970) 613-1886
company@soundsoftherockies.com

Colorado Casino Nights
(970) 613-1886
company@soundsoftherockies.com

Go Nuts! Photo Booth
(970) 613-1886
company@soundsoftherockies.com

Live Music

Howl at the Moon - Dueling Pianos
(303) 291-0880
corporate@howlatthemoon.com

String Quartet Con Brio
(970) 482-1647
sue@quartetconbrio.com

Wedding Attire

Dora Grace Bridal Boutique
(970) 449-4088
info@doragrace.com

Encore Bridal
(970) 224-4776
encorebridal@gmail.com



Sapphire Events LLC

Exclusive Alcohol Service Provider

Sapphire Events, LLC is the Lincoln Center's exclusive alcohol provider. Outside alcohol is prohibited. Nonalcoholic beverages must be served through Sapphire Events when bar service is requested. Nonalcoholic beverages may be provided by an outside caterer. Clients requesting bar service are solely responsible for contacting Sapphire Events after contracting with the Lincoln Center.

For inquiries please contact Sapphire Events directly at (970) 221-2025 or by email at sapphireeventsllc@gmail.com.

FREQUENTLY ASKED QUESTIONS



What is included in the rental fee? The rental fee includes a dedicated event concierge at your event, customized room set-up, round tables (6ft and 3ft), rectangle tables (6ft x 2ft), cocktail tables, chairs, limited audio/visual equipment (microphones, CD players, projection screen), and WiFi.

I noticed some rental items have an additional 15% added to the cost, why is that? This surcharge is Lincoln Center's fee for arranging these rentals with outside companies. However, our good standing and frequent use has allowed rental companies to give us a significant discount, which ultimately saves you money.

What is required in order to confirm a reservation? A non-refundable/non-transferable deposit of 50% of the total of all room charges and rental fees (plus full security deposit), including any upfront equipment or labor costs, is required to secure any and all booking dates. This payment serves to hold and confirm the venue and is due with the signed contract no later than 48 hours after the date signed by the Lincoln Center. The remaining balance will be due at least 30 days prior to the date of the event. If a booking date is within 30 days of contract, then 100% of the total of all room charges and rental fees, including any upfront equipment or labor costs will be due with the signed contract no later than 48 hours after the date signed by the Lincoln Center.*

Is a security deposit required when booking an event? An advance security deposit (schedule based on event type) is due in full with the signed contract. At the Lincoln Center's discretion certain events may require an additional or adjusted security deposit. The security deposit may be applied to any remaining contract balance due after the event, as payment for damages sustained to the facilities or equipment, rescheduling charges, or for charges associated with a cancellation. In the event the security deposit is applied and exceeded after the event any additional balance will be due fourteen (14) days after the final invoice date. Any portion of the security deposit remaining in excess of the final charges will be refunded to the client within thirty (30) days after the event.

When does event/layout information need to be submitted to Lincoln Center? The customer is required to finalize their event at least thirty (30) days prior to the event date. After that, any changes to the event contract can be subject to an additional charge.

Do I need to rent additional time for decorating, set-up and/or clean-up? Yes. Please include all time needed before and/or after your event in your total reserved time slot.

What is the latest time that an event must end? Lincoln Center requires all customers and their guests to be out of the building at midnight (12:00am). Most events must end at 11:00pm in order to complete clean up and exit by midnight. Exceptions to this may be permitted with the approval of Lincoln Center Management; and may require additional charges or fees.

If I am renting the Terrace or Rooftop Deck, what happens if it rains or snows? The Lincoln Center highly recommends that all clients booking an outdoor event space also book an indoor backup location at the time of contracting. The backup space will be charged at 30% off the regular room charges. Lincoln Center cannot guarantee the availability of a backup space in the event of inclement weather without the advance contracting of the space.

Does Lincoln Center permit outside catering? Yes. Lincoln Center does not have an in-house provider, though we do offer an extensive list of pre-approved caterers. Other caterers may be approved following a required application and review process.

Does Lincoln Center permit clients to provide alcohol for their events? No. All events must use the Lincoln Center's exclusive bar service provider, Sapphire Events. No outside alcohol may be brought into the venue.

What happens if I need to cancel my event? Cancellations must be submitted in writing via letter, fax or email and received by Lincoln Center no later than 48 hours prior to contracted date. Cancellation requests will result in the forfeiture of previous payments up to an amount equal to the room charge plus any additional hard expenses incurred by Lincoln Center as a direct result of the booking, including but not limited to orders placed to outside vendors on the client's behalf.

Is there a charge for parking? No. All parking around the Lincoln Center is free. Public parking is available in the Lincoln Center lot at the corner of Mulberry and Meldrum as well as the Mulberry Pool lot just west of the Lincoln Center. Nearly 462 on-street parking spots are available north of Mulberry Street within a two-block walk. Please note that signed lots East of the Lincoln Center that are posted as NO PARKING are strongly enforced and those in violation will be towed. We encourage you to carefully review signage and hourly restrictions.

**Please note that the term "contract" will together constitute a signed booking confirmation and the facility rules and regulations.*



the LINCOLN center

Culture | Connection | Creativity | Celebration

417 W. Magnolia, Fort Collins, CO 80521

970.221.6733 | Lctix.com