



LINCOLN AMPHITHEATRE FACILITY RENTAL INFORMATION (2012)

Occasionally, Lincoln Amphitheatre receives inquiries regarding rental of the amphitheatre and surrounding facilities. Unfortunately, we cannot accommodate every request and those that are received must not conflict with other events and activities at the amphitheatre. This document will provide you with general information regarding requirements, fees, and availability.

GENERAL AVAILABILITY

In general, Lincoln Amphitheatre is not available for private events from May 15th to September 15th as this is our busy season when we are in production of our signature events at the theatre. Requests during this time period will only be considered on a case-by-case basis and will be extremely limited due to the need to protect sets and props and to accommodate necessary rehearsal and set construction schedules. Requests during the periods of April 1-May 15 and September 15-October 31 will generally be looked upon more favorably; however all requests must not conflict with previously scheduled activities at the theatre. The management of Lincoln Amphitheatre has been granted the exclusive right to manage use of the Lincoln Amphitheatre facility by contract with the State of Indiana and the Indiana Department of Natural Resources and decisions with regard to rental requests are final.

GENERAL RULES APPLICABLE TO ALL RENTERS

1. Requests must be submitted in writing on the provided application form a **minimum of 60 days** prior to your scheduled event.
2. Securing and holding a specific date requires a signed contract and a **non-refundable** deposit equal to the greater of \$500 or 50% of the base rental which will be applied to rental fees. **All fees and deposits must be paid in full at least 45 days prior to the rental date or your event may be cancelled.**
3. Only requests for appropriate uses will be approved. Lincoln Amphitheatre reserves the right to reject any request that is deemed inappropriate or inconsistent with the missions and philosophies of Lincoln Amphitheatre and Lincoln State Park.
4. If your request is granted you must schedule a meeting (either by telephone or in person) with a member of the Lincoln Amphitheatre staff to discuss the specific details of your request.

5. **All persons entering Lincoln State Park are subject to the park entrance fee.** Lincoln Amphitheatre does not have the ability or authority to waive the park entrance fee. Indiana vehicles are charged an entrance fee of \$5 and non-Indiana vehicles are charged a fee of \$7. You may arrange to pay a negotiated fee in advance based upon the number of guests expected to attend your event (usually around \$1 per person). You may also choose to personally reimburse the entrance fee to your guests once they arrive at the amphitheatre. Of course, you may also choose to simply allow your guests to be responsible for paying the fee themselves. Entrance fees are charged by the Indiana Department of Natural Resources and therefore Lincoln Amphitheatre cannot and will not issue refunds for park entrance fees.
6. If you advertise your event, such advertising must contain the gate fee information.
7. The Division of State Parks does not allow signs to be erected on state property.
8. Requests to sell concessions will require a separate agreement. Contact a staff member at (812) 937-9730 for more information on selling concessions.
9. Unless otherwise specified in your rental agreement, the rental area consists of the amphitheatre complex and parking lot. Excluded areas include the administrative/box office, Lincoln Exhibit, control building, concession building, set shop, cast house. One restroom building will be made accessible.
10. Hours of access to the facility will be specified in the rental agreement and will be subject to other scheduled uses of the facility as well as the nature of your specific event; however you will be permitted use of the facilities for a minimum of 4 total hours or 1 day depending on the type of rental.
11. Any technicians required to operate sound and lighting equipment must have the prior approval of Lincoln Amphitheatre and/or the Property Manager of Lincoln State Park. Any use of Lincoln Amphitheatre sound or lighting equipment will require at least one Lincoln Amphitheatre technician at a minimum rate of \$20.00 per hour per technician.
12. All renters are solely responsible for returning the premises to clean and good repair following their event. All renters will be required to pay a security deposit which will only be refunded in full if all of the following requirements are met:
 - a. No physical damage occurs to the buildings, equipment, and property of Lincoln Amphitheatre.
 - b. The Lincoln Amphitheatre facility is left in clean and good repair and no excessive cleaning is required as a result of the event.
 - c. All decorations and personal property are removed immediately following the event.
 - d. All trash is cleaned up and placed in designated trash receptacles.

- e. All rules and regulations are followed.
13. In the case of large events, the renter may be required to provide adequate qualified security and/or traffic control personnel as deemed necessary by Lincoln Amphitheatre and/or Lincoln State Park.
 14. In the case of large events, the renter may also be required to obtain and provide proof of adequate insurance coverage for the event.
 15. Any time the facility is in use, the renter must have at least one person present on site with knowledge of the event details and ability to exercise authority over those participating in the event.
 16. All renters are responsible for obtaining qualified personnel to administer first aid both during set-up and during the event itself. For larger events, renters are also responsible for notifying local Emergency Medical Services of the event if necessary.
 17. All rules and regulations of the Indiana Department of Natural Resources and Lincoln State Park must be observed at all times.
 18. Smoking is not permitted inside Lincoln Amphitheatre and is only permitted in designated smoking areas.
 19. Under no circumstances will the number of event guests/attendees be permitted to exceed the maximum capacity of Lincoln Amphitheatre which is 1,500 people.
 20. Lincoln State Park is closed from 11:00 PM to 7:00 AM and no access to the Lincoln Amphitheatre will be permitted during that period. All persons must leave the State Park by 11:00 PM, therefore all clean-up, trash removal, and personal property removal must be completed prior to 11:00 PM.
 21. Under no circumstances are any alterations to be made to the stage or set. Use of nails, tacks, staples, tape, or any other materials that would cause damage to any of the facilities are strictly prohibited.
 22. **INDIANA DEPARTMENT OF NAURAL RESOURCES REGULATIONS PROHIBIT THE POSSESSION OF ALL ALCOHOLIC BEVERAGES AT THE AMPHITHEATRE COMPLEX.**

PRIVATE WEDDINGS

Lincoln Amphitheatre receives many requests from members of the public wishing to use the facility for private weddings. Because most weddings are scheduled on weekends and most Lincoln Amphitheatre events and productions occur on weekends, it can be difficult if not impossible to accommodate such requests especially during the height

of the tourist season in June, July, and early August. Your request is more likely to be granted for dates earlier or later in the season. Factors such as the length of time you wish to use the facility, how much of the facility you wish to use, and staffing requirements can determine whether or not your request can be accommodated. Please be aware that everyone entering Lincoln State Park is subject to paying the park entrance fee. You may wish to pay this fee for your guests in advance (usually \$1 per person), otherwise each vehicle will be charged at the gatehouse \$5 for Indiana motorists and \$7 for out-of-state motorists.

Lincoln Amphitheatre does not provide decorations. Under no circumstances are any alterations to be made to the stage or set. Use of nails, tacks, staples, tape, or any other materials that would cause damage to any of the facilities is strictly prohibited. It is the responsibility of the renters to insure that all rented areas of the facility are cleaned and left in substantially the same condition as they were found. Lincoln Amphitheatre reserves the right to retain the full amount of any security deposit in the event of any damage to the facilities or in the event the facility is left in a condition requiring excessive cleaning by the staff. Costs of repairs or cleaning in excess of the security deposit are the responsibility of the renters. Renters will be billed for such amounts and renters agree to immediately pay such amounts.

Lincoln Amphitheatre does not provide staff or advance set-up such as tables and chairs. Special requests will be considered, but not likely granted. In the event special requests are granted, additional fees will be required.

RENTAL FEES—PRIVATE WEDDINGS ONLY		
Mandatory Fees	Includes 1 hour for rehearsal and 3 hours for set-up and ceremony	
Base rental	\$ 500.00	includes access to stage, one restroom facility, no lighting or sound, no set-up;
Security Deposit	\$ 200.00	This deposit will be returned by First Class US Mail only if specified conditions are met
Park Entrance Fee <i>Option 1</i>	\$ 1.00	per guest-- paid in advance; estimated <u>guest count and payment must be provided at least 72 hours in advance</u> to avoid charge at the gate
Park Entrance Fee <i>Option 2</i>	\$ 5.00 \$ 7.00	per Indiana vehicle paid by guests at park entrance gate per non-Indiana vehicle paid by guests at park entrance gate
Additional Options		
Standard sound/ lighting set-up	\$ 100.00	Maximum 2 microphones and basic lighting inside the theatre
Dressing Rooms	\$ 100.00	Dressing areas for bride and groom will be provided inside the cast house
Additional hourly rental	\$ 100.00	

NON-PROFIT ORGANIZATIONS

As a non-profit organization ourselves, we know that budgets are tight and charitable organizations must work hard to raise the funds they need to survive and carry

out their important charity work. While we are unable to make the amphitheatre available free of charge, we have implemented lower pricing options for non-profit organizations. In order to receive the non-profit rates, we may require you to provide a copy of your IRS 501(c)(3) Determination Letter. The amount of the base rental rate is determined by whether or not an admission fee is charged for your event.

Rentals by non-profits are subject to the same rules and regulations that apply to all other rentals. Requests by non-profits are also subject to the same availability restrictions as all other rental requests. Unusually large events that require Lincoln Amphitheatre to incur substantial expenses or staff time may be required to pay additional fees. If additional fees are required you will be notified prior to acceptance of any deposits or signed contracts.

RENTAL FEES—NON-PROFIT ORGANIZATIONS		
Mandatory Fees	Daily rental = 7 AM to 11 PM	
Base rental daily rate For events without admission charge	\$ 300.00	includes access to stage, one restroom facility, no lighting or sound, no set-up;
Base rental daily rate For events with admission charge	\$ 500.00	includes access to stage, one restroom facility, no lighting or sound, no set-up;
Security Deposit	\$ 200.00	This deposit will be returned by First Class US Mail only if specified conditions are met
Park Entrance Fee <i>Option 1</i>	\$ 1.00	per guest-- paid in advance; estimated <u>guest count and payment must be provided at least 72 hours in advance</u> to avoid charge at the gate
Park Entrance Fee <i>Option 2</i>	\$ 5.00 \$ 7.00	per Indiana vehicle paid by guests at park entrance gate per non-Indiana vehicle paid by guests at park entrance gate
Additional Options		
Standard sound/ lighting set-up	\$ 100.00	Maximum 2 microphones and basic lighting inside the theatre
Dressing Rooms	\$ 100.00	Dressing areas will be provided inside the cast house
Technicians hourly rate	\$ 20.00	Price is per required technician; use of outside technicians must be approved by Lincoln Amphitheatre management and/or Lincoln State Park

ALL OTHER ORGANIZATIONS

Any individual or organization that does not fall within one of the above two categories is subject to the rates and fees outlined in this section. All of the general rules and requirements outlined above generally and for non-profits also apply to rentals under this category. If you feel that you have a unique request or special circumstance that is not covered by this booklet, please contact the executive director for Lincoln Amphitheatre by calling (812) 937-9730.

All rules, regulations, limitations, and exceptions that have been outlined above also apply to rentals in this category.

RENTAL FEES—ALL OTHER ORGANIZATIONS		
Mandatory Fees	Daily rental = 7 AM to 11 PM	
Base rental daily rate For events without admission charge	\$ 1,500.00	includes access to stage, both restroom facilities, no lighting or sound, no set-up;
Base rental daily rate For events with admission charge	\$ 3,000.00	includes access to stage, both restroom facilities, no lighting or sound, no set-up;
Security Deposit	\$ 500.00	This deposit will be returned by First Class US Mail only if specified conditions are met
Park Entrance Fee <i>Option 1</i>	\$ 1.00	per guest-- paid in advance; <u>estimated guest count and payment must be provided at least 72 hours in advance</u> to avoid charge at the gate
Park Entrance Fee <i>Option 2</i>	\$ 5.00 \$ 7.00	per Indiana vehicle paid by guests at park entrance gate per non-Indiana vehicle paid by guests at park entrance gate
Additional Options		
Standard sound/ lighting set-up	\$ 200.00	Maximum 2 microphones and basic lighting inside the theatre
Dressing Rooms	\$ 200.00	Dressing areas will be provided inside the cast house
Technicians hourly rate	\$ 20.00	Price is per required technician; use of outside technicians must be approved by Lincoln Amphitheatre management and/or Lincoln State Park

CANCELLATIONS

Cancellations made 45 days or more prior to the event date will forfeit the initial deposit. Cancellations made within 45 days of the event will forfeit the full rental amount including any event rentals or additional charges that have been confirmed at the point of cancellation. All cancellations must be made in writing.

SMALL MEETINGS

If you would like to use our cry room area, covered picnic area, or theatre seats for a small business or club meeting please contact us and we will make every effort to accommodate your request. No security deposits are required, just a one-time rental fee of \$175.

2012 DATES

The following dates are not available in 2012 due to previously scheduled events:

April 27, 28, 29

May 4, 5, 26

June 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30

July 1, 20, 21, 25, 26, 27, 28

August 1, 2, 3, 4, 5

September 14, 15, 21, 22

October 13, 20, 27

This schedule is subject to change and additional dates may not be available as events are added. Other dates may not be available depending on rehearsal schedules and set construction schedules.

FOR MORE INFORMATION

Please contact us:

Lincoln Amphitheatre

P.O. Box 7-21

Lincoln City, Indiana 47552

Phone: (812) 937-9730

FAX: (812) 937-9762

Email: info@LincolnAmphitheatre.com



FACILITY RENTAL APPLICATION

Office Use	Date Rec'd:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By: _____	Date: ___/___/20___

Please Print Legibly *indicates required information

Organization Name*			
Contact Person*			
Address*			
City, State, Zip*			
Phone Number*			
E-mail*			
Organization Website	http://www. _____		
Check one:*	<input type="checkbox"/> Wedding <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other/For-Profit		
Admission Charge:*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Guests:*	_____ (1,500 max.)
Date(s) Requested*:	___/___/20___	Rehearsal Date	___/___/20___
Alternate Date:	___/___/20___		
Event Times*	Arrival ___:___ .M.	Departure ___:___ .M.	
Time of Event*	___:___ .M. to ___:___ .M.		
Entrance Fee* (choose one)	<input type="checkbox"/> I will pay \$1.00 per person at least 72 hours prior to my event <input type="checkbox"/> My guests will pay the full entrance fee at the gate		
Additional Options (check all that apply)	<input type="checkbox"/> Standard sound and lighting set-up (additional fee) <input type="checkbox"/> Dressing Rooms (additional fee) <input type="checkbox"/> My event will require technicians (additional fees) <input type="checkbox"/> I will need to rent the amphitheatre for additional hours or days <input type="checkbox"/> I have the following additional special needs (specify): _____		

Rental Fees

	Weddings	Non-Profits	Others
Base Rental <i>without admission charge</i>	\$500 (4 hrs)	\$300/day	\$1,500/day
Base Rental <i>with admission charge</i>	N/A	\$500/day	\$3,000/day
Security Deposit	\$200	\$200	\$500
Park Entrance Fees	\$1/person or \$5-\$7 per vehicle	\$1/person or \$5-\$7 per vehicle	\$1/person or \$5-\$7 per vehicle
Standard Sound/ Lighting Set-up	\$100	\$100	\$200
Dressing Rooms	\$100	\$100	\$200
Technicians	\$20/hr. ea.	\$20/hr. ea.	\$20/hr. ea.

ALL RENTERS MUST PAY AN INITIAL NON-REFUNDABLE DEPOSIT OF \$500 OR 50% OF THE BASE RENTAL RATE (WHICHEVER IS GREATER) TO BE APPLIED TOWARD ALL FEES AND DEPOSITS.

I understand that this application is merely a request and does not guarantee that my request will be approved. I further understand that if my request is approved, the date of my event will not be reserved until the required non-refundable deposit has been submitted with a signed rental agreement and that my event is not guaranteed unless all fees are paid by the required deadlines. If my request is approved, I agree to pay all required fees and comply with all rules and regulations. I am also fully aware of the cancellation and date transfer policies.

Signature: _____

Date: ___/___/20___