



THE LINCOLN CENTER STANDARD RENTAL INFORMATION



CORPORATE EVENTS
CONFERENCES
MEETINGS
SPECIAL EVENTS
SEMINARS
FUNDRAISERS
RECEPTIONS

THE LINCOLN CENTER

417 W. Magnolia
Fort Collins, CO 80521
970.221.6735
lctix.com

the LINCOLN center

MEETING ROOMS · THEATRES · OUTDOOR SPACES

Newly renovated in 2011, Fort Collins Lincoln Center is Northern Colorado's premier venue for corporate, private and special events. With our experienced staff, reasonable rates and convenient location, Lincoln Center is the perfect option for a wide range of events. Boasting eight rental facilities, including two lovely outdoor spaces, two conference rooms and two theatres, Fort Collins Lincoln Center is extraordinary and in the heart of it all!

Hours of Availability: Monday - Sunday 8 a.m. to Midnight

THE LINCOLN CENTER



COMPLIMENTARY EQUIPMENT

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

RENTAL EQUIPMENT

Flip Chart Package	\$15	55" LED Flatscreen TV Package	\$100
Video Projector	\$100	Self-Powered Speakers	\$25/each
Portable Sound System	\$150	24" Staging (8 sections)	\$50/each
Portable Keyboard	\$50	Special Event Linens & Napkins	Cost + 15%
Dance Floor	\$600	Conference Linens (White, Black, Ivory)	\$11/each
LED Uplighting Package	\$75	Conference Napkins (White, Black, Ivory)	\$1/each

CAPACITY AND RATE CHART

Rental Space	Capacity	Hourly Rate	4 Hour Minimum	Features
Canyon West Ballroom	150-450	\$165/hr	\$660	This elegant ballroom features six chandeliers, coffered ceilings, beautiful wood accents, earth tone carpeting and LED accent lighting.
Columbine Room	90-250	\$95/hr	\$380	The Columbine Room is decorated in warm earth tones providing a modern and professional setting.
Founder's Room	40-100	\$100/hr	\$400	The Founders Room features warm neutral colors and elegant décor that creates a unique and appealing atmosphere for you and your guests.
Rooftop Deck	90-250	\$200/hr	\$800	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	\$100/hr	\$400	Surrounded by trees, garden greenery and a beautiful fountain, the Terrace offers a quaint and ideal setting for your outdoor event.
Magnolia Theatre	225 seats	\$375 flat	N/A	The Magnolia Theatre is a proscenium theatre with ample production and support space and top of the line audience amenities.
Performance Hall	1,180 seats	\$1,475 flat	N/A	This 1,180 seat theatre features large private dressing rooms as well as a spacious lobby with a built-in bar for pre and post event gatherings.

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 four hour bar service. All food service must be provided by a licensed & 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 & KITCHEN FEES

Up to 99 Guests	\$65	400-499 Guests*	\$305
100-199 Guests	\$125	China Service	\$3/guest
200-299 Guests	\$185	Snacks Only	\$25 Minimum
300-399 Guests	\$245	*Additional \$60 per 100 guest count range over 500	

HOSPITALITY SERVICES

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

FEES, PAYMENT, AND INSURANCE

Advance payment required to secure any & all dates. Incidentals Deposit Required-Amount Varies. Facility Service Fee (\$25-\$100) Required. Prepaid liability insurance (\$150-\$300 approx.) required & 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.