

## Lincoln Center Conference Rooms 2011 Rental Fees

*All rooms require a four hour minimum rental, additional hours may be purchased by the hour.  
Building hours are Sunday through Saturday, 7:00am to 11:00pm*

<b>Standard Room Fees</b>	<b>Hourly Rate</b>	<b>Four Hours</b>
Canyon West Ballroom	\$145.00	\$580.00
Columbine Room	\$95.00	\$380.00
Terrace	\$175.00	\$700.00
Rooftop Deck	\$200.00	\$800.00
Founder's Room - additional set up fees may apply	\$100.00	\$400.00
Art Gallery - receptions by special request only	Varies	Varies

**Discounts available for multiple bookings**

<b>Non-Profit Room Fees</b>	<b>501c3 or government</b>	<b>Hourly Rate</b>	<b>Four Hours</b>
Canyon West Ballroom		\$130.00	\$520.00
Columbine Room		\$85.00	\$340.00
Terrace		\$175.00	\$700.00
Rooftop Deck		\$200.00	\$800.00
Founder's Room - additional set up fees may apply		\$100.00	\$400.00
Art Gallery - receptions by special request only		Varies	Varies

**Discounts available for multiple bookings**

<b>Cancellation Fees</b>		
Meetings - no food service, no bar	More than 14 days in advance Less than 14 days in advance	Full Refund 50% Refund
Special Events, Receptions, Weddings	More than 120 days in advance Less than 120 days in advance	50% Refund Room Fee No Room Fee Refund

<b>Security Deposit</b>	
Required for all events with Food Service and Special Events <i>Returned less expenses after event</i>	\$500.00

<b>Liability Insurance</b>	
Required for Ticketed Events or Special Events <i>Customer's insurance certificate of liability or City policy</i>	Varies

<b>Security Guards</b>	
<i>For youth oriented events with bar service, or at Lincoln Center's discretion.</i>	\$25/hour/guard

<b>Included Amenities</b>	<b>Fee</b>
Tables and chairs	Set to your request Complimentary
Two wireless microphones	Canyon West Ballroom and Columbine Room Complimentary
Sound System	Canyon West Ballroom and Columbine Room Complimentary
Projection Screen	Canyon West Ballroom and Columbine Room Complimentary
Wifi	Throughout building Complimentary
Easel	Complimentary
Lectern	Complimentary
American Flag	Complimentary
Colorado Flag	Complimentary
Staging - one section available	6' x 8', 12" high Complimentary

<b>Equipment Available to Rent</b>	<b>Fee</b>
Flip chart Package	Flip chart/whiteboard, pad, markers \$15.00
Video Projector	with LC Blue Ray player or customer's laptop \$100.00
Blue Ray Player	with customer's video projector \$30.00
Portable Sound System	2 speakers, ipod jack, cd player, wireless microphone \$150.00
Self Powered Speaker	Includes ipod jack \$50.00
Staging - 6 sections available	Each section 4' x 8', 24" high \$25.00/each
Pipe and drape - 2 sections available	8' high, 6' - 10' wide, black drape \$25.00/each
Electric keyboard - Kurtzweill 88 keys	Connects to room sound system or speaker \$50.00
Large Oak Podium - two available	\$25.00
Ticket sales and service	Please ask for pricing Varies

**ALL PRICES SUBJECT TO CHANGE**

<b>Linens</b>		<b>Fee</b>
Skirting - Black	For display and serving tables	Complimentary
Tablecloths - white		\$7.00/each
Napkins - white		\$1.00/each
Special Order - colored linens	Additional	\$30.00/order

<b>Lincoln Center Beverages</b>		<b>Fee</b>
<i>All beverages in self serve containers with recyclable cups and creamer, sugar, sweeteners, stir sticks.</i>		
Dazbog Coffee - Regular or Decaffeinated	30 or 60 cup service	\$1.00/cup
Hot Tea - variety of black and herbal	30 or 60 cup service	\$.50/cup
Eileen's Colossal Cookies	Delivered on a tray - assorted flavors	\$10.00/dozen
Ice water		Complimentary
Ice - in bins		Complimentary

<b>Food Service</b>	<b>For all meals served at the Lincoln Center</b>	<b>Fee</b>
Food Service - Up to 99 guests	Includes kitchen use	\$60.00
Food Service - 100 - 199 guests	Includes kitchen use	\$120.00
Food Service - 200 - 299 guests	Includes kitchen use	\$180.00
Food Service - 300+ guests	Includes kitchen use	\$220.00
China Service - with Food Service only	50 guest minimum	\$2.00/guest
<i>*Includes dinner plate, two side plates, water goblet, cup and saucer and knife, spoon, dinner fork and salad or dessert fork</i>		

Snacks - brought in by customer	Cleaning fee	\$25 - \$100
<b><i>All food and meals must be provided by Approved Vendors, no self-serve catering.</i></b>		

### **Bar Service**

***All alcohol must be purchased through the Lincoln Center's bar service.***

<b>Bottled Beer</b>		<b>House Wine</b>	
Domestic beer	\$5.00	By the glass	\$8.00
Imported beer	\$6.00	750 ml bottle	\$28.00
Microbrew beer	\$6.00		
Non-alcoholic beer	\$4.00		
		<b>Champagne</b>	
		Domestic bottle	\$28.00
		Special order bottle	Varies
		Complete Toast Service	\$5.00/glass
		<i>Includes champagne, stemware, server</i>	
<b>Mixed Drinks</b>			
Well drinks	\$6.00		
Premium Brands	\$8.00		
Top shelf cocktails	\$9.00		
<b>Cash Bar</b>	\$200 sales minimum	\$150.00/deposit	
<b>Hosted Bar</b>	Deposit + 18% Gratuity	\$500.00/deposit	

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