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*All rental spaces require a four hour minimum rental, additional hours may be purchased by the hour.
 Ask about discounts available for multiple bookings!*

Standard Room Rates	4 Hour Minimum	Additional Hours
Canyon West Ballroom	\$580	\$145/each
Columbine Room	\$380	\$95/each
Founder's Room	\$400	\$100/each
Rooftop Deck	\$800	\$200/each
Terrace	\$700	\$175/each
Art Gallery	Varies	Varies

Non-Profit Rates	4 Hour Minimum	Additional Hours
Canyon West Ballroom	\$520	\$130/each
Columbine Room	\$340	\$85/each
Founder's Room	\$400	\$100/each
Rooftop Deck	\$800	\$200/each
Terrace	\$700	\$175/each
Art Gallery	Vares	Varies

Cancellation Policy:

Meetings with no food service or bar must cancel *more than 14 days* in advance to receive a full refund. Less than 14 days notice will result in a **50% refund**.

Special Events, Weddings, and Receptions must cancel *more than 120 days* in advance to receive a 50% refund. Less than 120 days notice will result in **NO REFUND**.

Visit our website for more information!



Incidentals Deposit:

A \$500.00 incidentals deposit is required for all events with food service and all special events. Payment will be held until after the event and will be applied as credit towards additional charges.

Liability Insurance:

Liability Insurance is required for all ticketed events and some special events. Customer may provide insurance certificate of liability or use the policy provided by Lincoln Center.

Security Guards:

Security guards are required for youth oriented events or at Lincoln Center's discretion. Security guards will be provided by Lincoln Center at a rate of \$25/hour per guard.

Complimentary Equipment	Equipment for Rent	
Round Tables (3' and 5')	Flip Chart Package	\$15
Rectangular Tables (6' x 3')	Video Projector	\$100
Cocktail Tables	Blu-ray Player	\$30
Chairs	Portable Sound System	\$150
Black Table Skirting	Self-Powered Speaker (2)	\$50
Wifi	Staging - 6 sections	\$25/each
Sound System	Dancefloor	Varies
<i>Speakers</i>	Oak Podium	\$25
<i>Microphones</i>	Ticket sales/services	Varies
<i>iPod Hookup</i>	Special Event Linens	Cost + 15%*
Projection Screen	Special Event Napkins	Cost + 15%*
Easels	Conference Linens	\$7/each
Adjustable Podium	Conference Napkins	\$1/each
Stage (6' x 8', 12" high)		

*Cost = total linen rental charge plus delivery fee

Hospitality Services	
Dazbag Coffee	\$1/cup
<i>30 or 60 cups</i>	
Hot Tea	\$15
Ice Water	Complimentary
Ice Bins	Complimentary
Eileen's Cookies	\$10/dozen

Food Services - Includes Kitchen Use	
Up to 99 guests	\$60
100 - 199 guests	\$120
200 - 299 guests	\$180
300+ guests	\$220
China Service	\$2/guest
Snacks Only	\$25

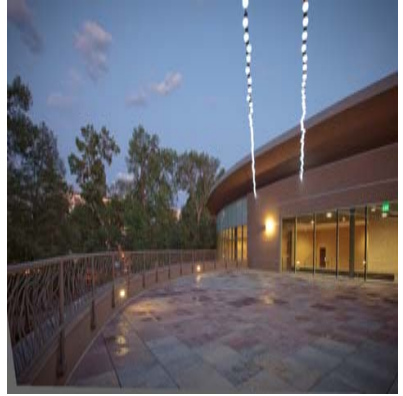
Catering
 The Lincoln Center does not provide any in-house catering services. All caterers must be approved by The Lincoln Center thirty (30) days prior to the event date. There is NO self-catering of any kind. All outside food/snacks must be pre-packaged from a licensed facility.



Canyon West Ballroom

the LINCOLN center

417 West Magnolia Street
 Fort Collins, Colorado 80521



The Rooftop Deck