



Skagit County's Historic Performing & Cinematic Arts Center

Post Office Box 2312 • 712 South First Street

Mount Vernon, Washington 98273

Office 360-419-7129 • www.lincolnthatre.org

## Lincoln Theatre Booking Request – 2024/25

Organization requesting use of Theatre

Name of Event

Description of Event

Date(s) and Time(s) of Event/Performance

Length of Show

Intermission Yes or No?

Show Open to Public or Private?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Rehearsal

Yes No

<input type="text"/>	<input type="text"/>
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Date(s) and Time(s) if yes

Audition

Yes No

<input type="text"/>	<input type="text"/>
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Date(s) and Time(s) if yes

Reception

Yes No

<input type="text"/>	<input type="text"/>
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Date(s) and Time(s) if yes

Private

Public

Pre-event

Post-event

Liquor

No Liquor

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Load-in Time

Load-out Time

Sound Check Time

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Tickets**

- No tickets will be sold. Note: Maximum theatre occupancy is 486.
- Tickets will be sold. For any event where tickets are sold, theatre must be the sole source ticketing agent.

**Ticket Prices (include \$2.00 Preservation Fee which will go to the theatre)**

- Reserved +\$1.00  General + \$1.00  At Door Donation Only N.C.
- Number of Complimentary Tickets  Number of Outside Sales Tickets + \$0.25

Tickets Go on Sale \_\_\_\_\_  
 (Date) Note: tickets usually go on sale 60 days before event.

**Additional ticketing needs**

**Stage lighting (number, size, colors, and location)**

**Stage sound requirements/description**

**Projection (DCP, Blu-ray, DVD, and PowerPoint) requirements: *Presentations must be received at the Lincoln 3 business days prior***

**EQUIPMENT**

	<b>Sound System</b>			<b>Display tables</b>	
	<b>Monitors</b>			<b>Podium</b>	
	<b>Microphones</b>			<b>Thrust Stage</b>	
	<b>Projection System</b>			<b>Stage Stairs</b>	
	<b>Live Streaming</b>			<b>Panel Presentation</b>	
	<b>Orchestra Pit</b>			<b>Q &amp; A</b>	

**Technical Labor Requirements**

It is mandatory that the Lincoln Theatre provide stage management supervision and house management supervision. Beyond that, please indicate if you need Lincoln Theatre personnel for the following

- Stage Set-up
- Sound Set-up
- Security
- Lighting Set-up
- Video or film projection set up

Marketing

- Renter will supply finished artwork for 11" x 17" and 8.5" x 11" PDF no later than six weeks before event date. Theatre will print and distribute 300 in Skagit/Snohomish/Whatcom Counties for a fee of \$300.
- Renter wants event placed on theatre's website, email, hard copy program guide and press releases at no charge. Content (image and two lines of text plus additional copy for webpage) will be sent to [exec.dir@lincolntheatre.org](mailto:exec.dir@lincolntheatre.org) 60 days prior to event date.
- Renter wants a one-sheet poster (27" x 40") for street side/foyer display
- Other marketing as requested \_\_\_\_\_

Special Requirements

Organization's Representative

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

I have read and agree to the Lincoln Theatre rental policies and rates

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Signed \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_  
 (if responding by email, please type name in bold italics to indicate signature)

Return to Lincoln Theatre  
 Via email: [operations@lincolntheatre.org](mailto:operations@lincolntheatre.org)  
 Via mail: Lincoln Theatre, PO Box 2312, Mount Vernon, WA 98273