



540 NE Hwy 101/PO Box 752
Lincoln City, OR 97367 *541-994-9994
www.lincolncity-culturalcenter.org

June 2, 2026

Facility Rental Rates & Policies

Event insurance is required for rentals with groups 50 or more

We strive to be as plastic free as possible no Styrofoam

Compostable products only

AUDITORIUM (Seats 96 at tables, 160 theatre style, 200 SRO)
2200 sq. feet (55' x 40') plus 384 sq. feet stage (24' x 16')
Handicapped accessible *- Theatrical light and sound

Monday-Thursday

HALF DAY (2-4 hours, 9am – 5pm)..... \$300 minimum
After 4 hours additional..... \$35 per hour
Before 9am/After 5pm additional..... \$40 per hour
Elizabethan Room (adjoins stage)..... \$75

Friday-Sunday

HALF DAY (2-4 HOURS, 9am – 5pm)..... \$425 minimum
After 4 hours-additional \$50 per hour
Before 9am /After 5pm additional \$40 per hour
Elizabethan Room (adjoins stage)..... \$100

Additional Charges

Setup & Teardown..... \$175
Cleaning..... \$175
Security after midnight..... \$100 per hour

MARGARET'S MEETING ROOM (seats 32 at tables/40 theatre style)

660 sq feet (30' x 22') *Wipe-off board*TV*Sink & Counter
HALF DAY (2 – 4 hours 9am – 5pm)..... \$120
After 4 hours (2 – 4 hours)..... \$20 Per Hour
Before 9am or after 5 pm Additional..... \$40 per hour
Set up and teardown..... \$45
Cleaning..... \$45

ELIZABETHAN ROOM

(seats 18, 6 on couches, 12 at tables) 536 sq feet (27X22) *6 person lighted makeup station, 2 couches, coffee table, coat rack, sink and counter)

HALF DAY (2-4 hours, 9am – 5pm)	\$100
After 4 hours Additional	\$20 per hour
Before 9am/After 5pm additional	\$40 per hour
Setup & Teardown	\$50
Cleaning	\$50

VENDOR FAIRS

Before 9am and after 5pm additional \$40 per hour

Auditorium * Hallways * Elizabethan Room * Margaret's Meeting Room
\$30 fee per 64 sq ft space, per day

DANCE STUDIO

726 sq. feet (33' x 22') * Wooden floors * Mirrored walls * Barre * Window bench

HALF DAY (2-4 hours, 9am – 5pm)	\$110
After 4 hours Additional	\$20 per hour
Before 9am/After 5pm additional	\$40 per hour
Cleaning	\$40
Setup & teardown	\$40

UNDERGROUND ART LAB (Maker's Place)

For only room rental (with no setup, staff or materials needed)	\$25 per hr
For Party rental (includes art projects, setup and staff hours)	\$75 per hr
Before 9am/After 5pm additional	\$40 per hr

PLAZA

Concrete Plaza and Poetry Path with adjacent parking * Access to center bathrooms*
Water and power available. Outdoor tables and chairs also available.

Small party (less than 50 people)

HALF DAY (2-4 hours, 9am – 5pm)	\$245
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Large party (50 or more people)

HALF DAY (2-4 hours, 9am – 5pm)	\$490
After 4 hours Additional	\$60 per hour
Before 9am/After 5pm additional	\$40 per hour
Cleaning & damage deposit	\$120
Setup & teardown	\$110
Use of Center "spiders"	\$55 per unit

FOOD TRUCKS at Events

Mobile food truck must have proper license through the City of Lincoln City and provide proof to Lincoln City Cultural Center prior to the event.

EVENT AMENITIES

Included in rental fee (based on availability)

- 12 ROUND tables (5' diameter, lightweight white plastic)
- 19 RECTANGULAR tables (6' long, lightweight white plastic)
- 20 SMALL RECTANGULAR tables (20" x 48", black and gray)
- 10 SMALL RECTANGULAR tables (24" x 45", gray plastic)
- 75 Burgundy banquet chairs
- 45 Red Leatherette chairs
- 62 White plastic folding chairs
- 43 Molded plastic chairs in blue black

Other Amenities

Projector	-----	\$30
Microphone for announcements	-----	\$30
Sound/Light System	-----	\$50
Piano Tuning	-----	\$150
Music Stands rental (each)	-----	\$2.00
Tablecloths (we launder) Black each	-----	\$5.00
(we launder) Ivory each	-----	\$7.00
Banquet Skirts (we launder) Ivory each	-----	\$6.00
Chair Covers (we launder) Ivory each You install	---	\$4.00
each We install	---	\$5.00
LCCC provided beer/wine server	-----	\$25 per hour
Coffee & Water service per person	-----	\$4.00 per hour
Wine glass Rental (each)	-----	\$0.75
Water glass Rental (each)	-----	\$0.75
China Plates (each) 7" or 10" rental	-----	\$3.00
Silverware (knife, fork, spoon) per setting, rental	---	\$2.00
Chafing Dishes, each (2-8 qt, 3-6 qt)	-----	\$11.00
Downstairs Kitchen (if available)		with rental –
Refrigerator, stove 2 convection ovens 4 hours)	-----	\$45
(8 hours)	-----	\$90

*****no equipment leaves the kitchen without LCCC staff permission*****

RENTAL POLICIES

- 1) The LCCC requires a 50% deposit, and signed Rental Agreement to hold a room reservation. The balance of the rental fee and any add'l charges are due no later than the day of the rental.
- 2) **If the rental is cancelled within two weeks prior to the event the LCCC shall return 50% of the deposit. Less than 14 days notice, no refund of deposit.**
- 3) A cleaning deposit will be charged for all rentals. In order to receive the cleaning deposit refund, the Renter must leave the rental area as follows:
 - (a) Floors have been swept, dry mopped, wet mopped or vacuumed as appropriate.
 - (b) All tables, chairs and counters will be clean.
 - (c) Recyclables collected and deposited in proper containers.
 - (d) All garbage removed to outside dumpster and liner bags replaced.
 - (e) All chairs and tables are put away (unless setup/teardown fee has been paid)
 - (f) The LCCC will provide cleaning supplies and equipment.

I agree to the above cleaning responsibilities _____ pls initial

- 4) Any damage to furniture, equipment, event supplies or the room itself, resulting from the Renters use of the facilities will be the financial responsibility of the person signing the Rental Agreement. The Tenant will be invoiced for all such damages.
- 5) Certificate of Liability Insurance of \$1,000,000 is required for rentals with groups of 50 or more, with the Lincoln City Cultural Center as an additional insured. If alcohol is being served a Certificate of Liquor Liability Insurance of \$1,000,000 with the Lincoln City Cultural Center as an additional insured is required for all rentals, regardless of guest count. If you are selling alcohol, you must obtain your own liquor license through the Oregon Liquor Control Commission. These certificates must be received at least one week prior to your event date.
- 6) Renters will have access **only** to the rooms/areas on the Rental Agreement as well as the public restrooms. Use of additional space and or equipment will be an additional charge.

HOUSE RULES

- 1) Beer, Wine and Distilled Spirits may be served, without an OLCC license, if attendance is by invitation only, not advertised in the paper and not open to the public. A certificate of Liquor Liability Insurance of \$1,000,000 is required for any alcohol service. The Renter takes full legal responsibility as host of the event. The Renter agrees to indemnify the LCCC and to hold the Center harmless from any and all liability arising from the serving of alcohol on the premises. There must be a dedicated person(s) to dispense the alcoholic beverages. All OLCC serving guidelines must be followed. No alcohol may be consumed outside the building. You may request an LCCC Alcohol Server at \$25/ hour and be covered by our liquor liability policy.
- 2) If food items are to be served, it is the responsibility of the Renter to meet all health codes and licensing requirements and the Renter takes full responsibility as the host of the event. The Renter agrees to indemnify the LCCC and hold the Center harmless from any and all liability arising from the serving or sale of food items on the premises.
- 3) **Children are to be supervised at all times** and are not allowed in areas that are not included in the Rental Agreement. Renters are responsible for any damages done by children and/or minors who attend their event.
- 4) No tape, nails or adhesives are to be used on walls or ceilings anywhere in the center, without the express permission of LCCC management.
- 5) All activity, including tear down and clean up must be completed **BY** 1:00 am
- 6) No vehicles may remain in the parking lot overnight without permission from LCCC mgmt.
- 7) All marked EXIT doors throughout the building must remain unobstructed.
- 8) Hallways must maintain a 43" walkway clearance at all times.
- 9) **Caring for Our Historic Venue:** We are proud to share this historic space with you. To help preserve it, please refrain from using confetti, balloons, excessive glitter, sticky materials (such as food or adhesives), hazardous substances, or any props that may damage surfaces or create excessive cleanup.

NON-PROFIT & LOCAL GOVERNMENT DISCOUNT

The LCCC is a 501c3 non-profit itself and welcomes business from fellow non-profit groups, North Lincoln County Schools and Governments. These entities are extended a **10%** discount on all rental rates, event amenities and associated fees. The LCCC management may also choose to make other payment arrangements such as ticket splits or goods/services in trade, in lieu of the full rental price on the discretion of the executive director.