

# Lincoln Center Rental Application

**Lincoln Center (Physical Address): 160 May Ave., Lincolnton, GA 30817**

Whole Building \_\_\_\_\_ Half Building \_\_\_\_\_

Today's Date \_\_\_\_\_ Rental Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone : Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Issuing State \_\_\_\_\_

**(COPY OF DRIVER'S LICENSE OR ID IS REQUIRED TO RENT BUILDING)**

Organization/Group \_\_\_\_\_ Type of Activity \_\_\_\_\_

Will admission be charged or items sold? If yes, explain \_\_\_\_\_

Would you like to serve alcoholic beverages? If yes, explain \_\_\_\_\_

Number of persons expected \_\_\_\_\_

Will the parking area be utilized for anything other than parking? If yes, explain \_\_\_\_\_

What time will building need to be opened? _____ AM/PM <b>(MUST BE COMPLETED)</b>	Deposit _____
What time will activity begin? _____ AM/PM <b>(MUST BE COMPLETED)</b>	Daily Fee _____
What time will activity end? _____ AM/PM <b>(MUST BE COMPLETED)</b>	Extra Hrs _____
	Total Due \$ _____

**I certify that I have received a copy of the rules and regulations for use of this facility and agree to be governed by the same. I understand that I am the renting agent and am responsible for its use under the said rules and regulations.**

**I also understand that approximately 25 tables and 150 chairs are available for use and that I am responsible for renting any additional tables and chairs that are needed over and above what is available.**

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Application taken by \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Deposit Paid \$ _____	Rental Fee Paid \$ _____	Refund Requested \$ _____
Date _____	Date _____	Date _____

DATE: \_\_\_\_\_  
TOTAL HOURS USED BY RENTER: \_\_\_\_\_  
RENTER'S SIGNATURE: \_\_\_\_\_

**FOR VERIFICATION OF HOURS USED**

TOTAL HOURS WORKED BY COUNTY AGENT: \_\_\_\_\_  
CONFIRMED BY COUNTY AGENT: \_\_\_\_\_

# Lincoln Center Rules and Regulations

**PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**

**RENTERS MUST BE OUT OF THE BUILDING BY 12:00 MIDNIGHT!!**

- RENTER MUST BE AT LEAST 21 YEARS OF AGE.
- **The facility is not officially reserved until the security deposit has been paid and application is completed. Rental fee must be paid in full the week BEFORE the rental date or facility will not be opened.**
- **NO ALCOHOLIC BEVERAGES** allowed on the premises without prior approval. Limited to wine and/or champagne for weddings/receptions.
- **Positively NO SMOKING inside the building.**
- **NO EATING OR DRINKING EXCEPT IN BANQUET HALL OR KITCHEN.**
- Persons wishing to check the facility size and layout must make arrangements to do so during normal center hours, which are Monday – Friday, 9:00 a.m. until 4:30 p.m.
- No functions permitted without the presence of an authorized representative of the county.
- Activities for profit or where admission is collected must have prior approval.
- Decorations may not be attached to the walls or ceilings with tape, tacks, staples, or other similar devices.
- No outside activities unless renter has prior approval.
- **Rental Fees are as follows, which includes use of kitchen:**

<b>Security Deposit</b>	<b>\$100 (this is in addition to the rental fee)</b>
<b>Whole Building Holds 299 people (Maximum Capacity)</b>	<b>\$225 for 4 hours (which includes time for set-up and decorating) \$25 each hour over 4 hours (DUE AT TIME OF RENTAL)</b>
<b>Half Building Holds 150 people</b>	<b>\$115 for 4 hours (which includes time for set-up and decorating) \$25 each hour over 4 hours (DUE AT TIME OF RENTAL)</b>

**The \$100 security deposit is for any damages that occur while rented. If the building is left in its original condition, the deposit will be refunded. However, if the renter goes over the time specified on the application, the deposit will be applied towards the total of hours rented. THIS WILL BE STRICTLY ENFORCED. A \$30 FEE WILL BE CHARGED FOR RETURNED CHECK.**

- **RENTER'S CLEANING RESPONSIBILITIES:** All chairs and tables that were gotten out of the storage building and used during the activity must be returned to the storage building. Floors in the banquet hall, kitchen, hallway and foyer must be swept and mopped. Bathrooms must be left clean. The tables on the left side of the banquet hall are left set up for the Senior Citizens Program.
- **Rental fee is for use of reserved day only. Any prior preparation, decorating, etc. must be done that day unless the building is also rented and paid in full for the additional day.**

**Cancellation of the center must be made within 72 hours of rental date or deposit will be forfeited.**

**ANY CHANGES TO RENTAL TIMES MUST BE MADE THROUGH BOARD OF COMMISSIONERS OFFICE.**

If you have any questions regarding the rental of the Lincoln Center, please call 706-359-4444.

Applications and fees/deposits may be mailed/faxed/emailed to:

Lincoln County  
P.O. Box 340  
Lincolnton, GA 30817  
Attn: Sherry E. McKellar  
Fax: 706-359-4729  
smckellar@lincolncountyga.com