**Renting the Gallery at the Lincoln Arts Institute**

Thanks for considering the Lincoln Arts Institute for your event. Our historic venue space is the perfect setting for any special occasion or event. Located in the heart of the city, the venue boasts a rich history and unique charm that can't be found anywhere else. From intimate dinners to celebrations, our team will work with you to create an unforgettable experience. Come see for yourself why our venue is the perfect choice for your next event.

The nearly 2,500 sq. ft. room is in a 105-year building on the square of the historical downtown, Lincoln, IL. Many of the original features still exist such as wood floors and tin metal ceilings. The facility features include a bar area with a mini refrigerator and a plumbed sink. We are an art gallery so your guests can enjoy the art on display during your event.

Furniture is included in the contract. For round table choices, we have two 5-foot tables. For rectangular table choices, we have two 5-foot and two 6-foot. We have 20 white chairs and several wooden benches for seating. We will be adding additional furniture soon.

The space is available weekdays and weekends. The space will seat approximately 75 people depending on the layout of the tables.

To reserve a date, you need 1) a non-refundable deposit and 2) a signed contract, filled out with as much info as you know at this time. Before making payment, confirm that the date is open.

A reservation may be made three ways: • on-site with a signed contract and reservation deposit with any form of payment; • contracts can be printed from our website: www.lincolnartsinstitute.com, filled out, scanned and emailed to info@lincolnartsinstitute.com accompanied with payment on the website; • a contract can be mailed in with a check payable to ‘LAI’.

One of the unique features of holding an event at the Lincoln Arts Institute is that you can choose any food or liquor caterer you like. Caterers with the proper license may also provide a cash bar. You may also self-caterer food and/or alcohol for the event so long as you obtain and present liability insurance to LAI staff no later than two weeks prior to the date of the event. The first step is to contact an agent with which you already have a relationship. You may obtain this insurance as a rider on a home-owner's policy. Specifications for what needs to be included on the liability are in the contract.

The contract is for a 4-hour block of time, but additional hours can be obtained for an hourly fee. The four hours pertains to the event only and does not include the time to set up and clean-up. For example, you can set up as early as 11:00pm for a Saturday event, but you are only charged for the hours of your event.

You can download a contract from our website under ‘Gallery Rental’ for more details at www.lincolnartsinstitute.com. The contract implies that the renter sets up the room and restores the room afterward to the original state. You may choose for us to set up furniture for a nominal fee according to a specific floor plan created for you. We can also do some other simple tasks like place tablecloths on tables. We do not provide tablecloths.

For an additional fee, you can also choose to have us clean up. We will put away the furniture, take out the final garbage, clean the floor and if there are rental items, we will collect and organize them for pickup. If your party self-caters the bar or food for the event, then they are expected to set up what is needed in the kitchen or bar areas, arrange for garbage removal during the event and restore the bar area to its original state after the event.

After the event, you can request a refund of $100 of the deposit and if there are no additional charges or damages, this will be returned. This request must be made in writing and include the following details: name of person to whom check is payable, mailing address and date of event.

We do not allow bubbles, gel balls, smoke machines, candles, glitter, confetti, or anything that is hard to clean up or sticks to the walls or floor. Real candles or open flame is prohibited (except for enclosed flame under a chaffing dish). There are many battery-powered candles available to rent or buy.

We do have several vases, battery operated candles and candle holders for rent. We have pillar candles (4" high x 3" in diameter) for $1 each, 100 tea lights for .50 cents each. Café style globe string lights can be hung and removed for $150. I hope we can work together to create a memorable event.