

## BEMIS HALL RENTAL RATES AND DEFINITIONS OF APPROVED USERS

All events must be sponsored by a Lincoln Resident

List of Users	Rates			Refundable Security Deposit
	Minimum: 4-hour block	Additional hours 5-8	Maximum Charge	
<b>UPSTAIRS HALL</b>				
Official Town Purposes	None			None
Lincoln Community Groups	None			\$200
Not-For-Profit Organizations sponsoring a Public Event	None			\$200
Lincoln Residents Funeral Reception/Memorial Service	\$100	\$10.00	\$140.00	\$100
Lincoln Residents Using Bemis Hall as a Music Venue	\$200	\$20.00	\$280.00	\$200
Private Functions (Individuals and Organizations)	\$300	\$30.00	\$420.00	\$200
Private Functions multiple consecutive days	\$150/ day	\$15.00	\$210.00	n/a
Income Generating Events (Excluding Town, Community and Not for Profit)	\$500	\$50	\$700	\$200
Income Generating Events multiple consecutive days	\$250/day	\$25.00	\$350.00	n/a
<b>MAP ROOM</b>				
Official Town Purposes	None			None
Lincoln Community Groups	None			\$200
Not-For-Profit Organizations sponsoring a Public Event	None			\$200
Private Functions (Individuals and Organizations)	\$70.00	\$7.00	\$98.00	\$200
Private Function multiple consecutive days	\$35.00/day	\$3.50	\$49.00	n/a
Income Generating Events (Excluding Town, Community, and Not for Profit)	\$110.00	\$11.00	\$154.00	\$200
Income Generating Events multiple consecutive days	\$55.00/day	\$5.50	\$77.00	n/a

# BEMIS HALL RENTAL RATES AND DEFINITIONS OF APPROVED USERS

All events must be sponsored by a Lincoln Resident

## Definitions:

Official Town Purposes are events that are directly sponsored by Town departments or Boards (e.g. Select Board, Parks and Rec, Public Schools, Conservation Dept, Cultural Council, Housing Commission, etc.)

Lincoln Community Groups are comprised of primarily Lincoln Residents, Lincoln Public School Students, L-S High School Students, and those groups whose intention is to provide a service to the Lincoln Community (e.g. PTO, Minute Men, Garden Club, Scouts).

Not-for Profit are any organization established for charitable, educational, religious, residential or humanitarian purposes open to the public (e.g. St. Vincent DePaul, South Sudanese Education Fund, Churches, etc.). If their event is open to the public, there is no charge. If their event is not open to the public (e.g. a board meeting or a membership meeting), then the Private Function rate would apply. Being "Open to the Public" describes events that have a demonstrable public benefit and are appropriately advertised as open to the community.

Bemis as a Music Venue includes music recitals, music rehearsals, music lessons, music recording sessions, and private use of the Bemis piano.

Lincoln Residents are those whose primary residential address is in Lincoln. Special rates are provided for funeral and memorial services, as well as for those looking to use the piano for personal enjoyment.

Private Functions are events that serve the needs of a resident or an organization (Not-for-Profit or otherwise) and are not open to the public. (e.g. Private parties, Board Meetings, etc.)

Income Generating Events are events that are open to the public and charge a fee for admission or services, such as workshops (e.g. yoga/mediation) or lectures or classes (e.g. music lessons, etc.) and are not sponsored by the Town, a Lincoln Community Group, or a Not-for-Profit organization.

Multiple Consecutive Days are events that take place over a period of days in a row.

Multiple-time events are defined as events that meet at least 6 times within a calendar year. Discounted pricing is available. Prices will vary based on applicable price category. Contact the Bemis Hall Coordinator.

## Cancellation Policy:

Security Deposits will be returned. Paid events will be refunded as follows:

Two (2) weeks or more prior to the event – There will be **no cancellation fee**. The payment will be returned in full.

Between one (1) and two (2) weeks prior to the event – A **cancellation fee of \$25** will be assessed. The balance of the payment will be returned.

Within one (1) week of the event – **No refund will be given.**

*Exceptional circumstances pertaining to the policy may be submitted to the Bemis Hall Coordinator and Director of COA & HS for their consideration.*