



THEATER RENTAL AGREEMENT

1. Responsible Party: Name _____

Organization _____

Address _____

Phone _____ Email _____

2. Rental Option : Facility only _____ Facility and film _____

3. Purpose of Rental: _____

4. Time of Use - Please fill in date and times of use:

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

5. Security Deposit: \$75 / \$150 Date Paid _____

Rental Fee: \$175 (plus A/V fees) Date Paid _____

Film Licensing Fee (See Addendum 2): Date Paid _____

TOTAL CHARGE:

The undersigned agrees to the terms and conditions set forth in the attached Theater Rental Policy.

Signature

Name

Date

THEATER RENTAL POLICY

Rental Fees/Reservations:

A security deposit of \$75 is required for use of the facility for up to 3 hours. A security deposit of \$150 is required for use of the facility for 3 or more hours. (See cancellation policy below.)

Theater rental: \$175 for a three-hour block, plus \$50 per hour or part thereof for any use exceeding 3 hours. Included in the rental fee are 30 minutes before and 30 minutes after for set-up and clean-up time. Catering area is included with theater rental.

Audio/visual System: There will be a fee of \$25 per hour or part thereof for use of any audio/visual equipment. The fee for private film viewing is \$25. (This is in addition to the **rental fee** (see **Films** on next page) and security deposit). The fee for a private viewing of the film currently showing at The Majestic is the rental fee plus admission for every person in the party.

Rental Fee is due no later than 30 days before scheduled event.

Audio/visual System: There will be a fee of \$25 per hour or part thereof for use of any audio/visual equipment. The fee for private film viewing is \$25. (This is in addition to the rental fee and security deposit).

* Dates for an event **will not be held** without the appropriate **security deposit**. The deposit will not be returned unless all requirements for usage have been met. Security deposit may be picked up the Monday immediately following the reserved date.

* Cancellations: If no private film showing was scheduled, cancellations must be made 48 hours in advance to receive a refund of the **rental fee**. If a private film showing was scheduled, cancellations must be made no less than 21 calendar days in advance to receive a refund of the **rental fee**.

* A cancellation of the showing of a film **but not** the private event must be made 14 days in advance or film licensing fee **will not** be refunded.

* Cancellations must be given 30 days in advance to receive the **security deposit refund**.

Decorating and Cleaning.

Decorating and set-up cannot interfere with theater showtimes or other scheduled events. Time to set up or decorate will be granted as time allows. Please consult with theater Coordinator before the day of your event to arrange time for decorating.

Nothing may be taped, tacked, or otherwise attached to theater walls.

It is the responsibility of the Renter to clean after a private event. Cleaning must be completed within 30 minutes of reserved events without exception. Clean-Up Checklist must be completed and returned to The Majestic in order to receive a refund of the **security deposit**.

Maximum Occupancy:

The Majestic can seat 150 in the theater and 40 at tables. Occupancy cannot exceed 190. Table seating for meals is limited to 48.

Food:

We encourage you to enjoy our facility and welcome you to bring your own food or hire a caterer for your event. However, food not purchased at the theater (i.e. popcorn, soda, and candy) must stay in the catering area or the seated table area. Outside food cannot be permitted in the theater seats. All spills will be reported to the Coordinator immediately to be cleaned as soon as possible.

Please consult with theater Coordinator before the day of your event to arrange time for catering set-up, including preparation of dining tables (tablecloths, napkins, silverware, etc.). Caterers must remove all equipment and clean the catering area and table area within 30 minutes of reserved event without exception.

Alcohol:

Alcohol may be provided. Consult with theater Coordinator to arrange time for beverage catering to be set-up. Beverage catering must be removed and cleaned up within 30 minutes of reserved event without exception.

If alcohol is to be served at your event, Addendum 1 of Rental Agreement must be filled out and signed no less than 7 days before event.

Films:

We are proud to offer a unique event opportunity and will work with you in every way possible to allow you to have a private screening of any film we are currently showing or that is available. To show a film at The Majestic, a separate film rental fee ("licensing fee") must be paid to the film distribution company, and these fees can range from \$150 to \$500. This fee does not go to The Majestic, is determined by the company that licenses the film, and is in addition to the theatre rental fee.

There will be no extra fee to view the film currently running at The Majestic. If you wish to view a different film, arrangements must be made no less than 21 days before your event. Due to the process of ordering, receiving and paying for films, we cannot make exceptions to this time frame.

If a film other than the one currently being shown at the theater is to be played, Addendum 2 must be filled out and sign no less than 14 days before your event. Film licensing fee **must** be paid no less than 14 days before event or film will **not** be shown **even if you have a copy of the film in hand**.

Responsibilities:
(Please initial each line)

_____ The user, organization, or group renting the theater is responsible for clean-up of the premises. Supervisors of the event are responsible for notifying all assistants and participants concerning rules and guidelines that must be followed. If the theater is unfamiliar to you, i.e. lights, sound, etc., or if extensive electrical hookups are required, contact the Coordinator 3 day prior to use.

_____ No tobacco products are allowed.

_____ No open flames or incense are allowed. There will be no exceptions.

_____ No video or camera footage may be taken of the screen if any film is showing. The Majestic reserves the right to request the removal of any audio or video recording equipment.

_____ The theater assumes **no** liability for injury or accidents that occur during the event, whether inside or outside the building. Any injuries or accidents must be reported to the Coordinator immediately.

_____ The renter will assume **all** financial responsibility for damage to the facility incurred by the renting party. Any damage must be reported immediately to the Coordinator.

_____ Unless you require use of the stage as part of your rental, please keep **yourself** and **all guests** away from the stage, the speakers, the film screen, and the dressing area below. The Majestic assumes **NO** liability for injury sustained in these areas, and the Renter will be responsible for **ALL** damage to any part of this area of the facility.

_____ The Majestic will not be responsible for any lost or stolen items.

CLEAN-UP CHECKLIST

This checklist has been provided for your use in proper clean-up. Failure to complete this clean-up checklist will result in forfeiture of the **security deposit**.

____ 1. All tables and chairs will be cleared of decoration and food.

____ 2. All equipment used to prepare or serve food or drink will be removed. Catering area will be clean and wiped with disinfectant.

____ 3. All dishes, glasses and cutlery will be removed.

____ 4. All paper, beverage containers, and debris shall be picked up in lobby, catering area, and seating area.

____ 5. Dumpsters are provided for your usage and are located in the alley. The renter shall be responsible for disposing of any trash over and above what will fit in the dumpsters (e.g. hauling trash to transfer station, obtaining dumpster). All interior garbage receptacles including those in the lobby, catering area, bathroom, and theater should be emptied. Garbage bags will be provided.