



# Rental Agreement Form

Please read carefully the rental agreement below and fill out the requested information. Not all dates and times will be available, and are offered on a first come, first served basis. A theater manager will contact you with a confirmation. The rental deposit is required to secure the date. YOUR DATE IS NOT RESERVED UNTIL YOU RECEIVE CONFIRMATION FROM THE THEATER MANAGER AND WE HAVE YOUR RENTAL DEPOSIT IN HAND. The balance is due on the day of the event.

contact name:		date:	
company (if applicable):			
address:			
city:		state:	zip:
email:		phone:	

## type of event

birthday party	private gaming	other:					
party room use requested	yes	no					
date requested:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
rental time is three hour block, would you like more than that?						yes	no
if yes, how much extra time:							

## theater use only

security deposit amount: \$

date paid:

received by:



# Theater Rental Policy

## rental fees/reservations

A rental deposit of \$50 is required for use of the facility for up to 3 hours. A rental deposit of \$150 is required for use of the facility for 3 or more hours. (See cancellation policy below.)

Private theater rental: \$250 for a three-hour block, plus \$50 per hour or part thereof for any use exceeding 3 hours. The Party Room is included with theater rental if requested. Please note that the Party Room accommodates about 15 people. Included in the rental fee and reservation time are 60 minutes for set-up and clean-up. Please make sure you plan accordingly to hang decorations if desired, and to thoroughly clean up after your event. Early access cannot be guaranteed.

The fee for a group viewing of a film currently showing at a regularly scheduled time at Water Tower Cinema is the regular admission fee for every person in the party, plus an additional \$50 if you would like to reserve the Party Room for up to 1 hour before or after the film. Please inquire at the time of reservation about availability.

Dates for an event will not be held without the appropriate rental deposit. Cancellations must be made one week in advance to receive a refund of the rental deposit. No refunds will be given after that date.

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 manager 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 theater manager.

## maximum occupancy

Private events are limited to 20 guests unless otherwise approved by the Theater Manager.

## food

We encourage you to enjoy our facility and welcome you to bring your own food or hire a caterer for your event. All spills will be reported to the theater manager immediately to be cleaned as soon as possible.

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



# Theater Rental Policy

## alcohol

No alcohol is permitted on the premises of Water Tower Cinema, without exception.

## 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 not currently showing at Water Tower Cinema, a separate film rental fee ("licensing fee") may be required by the film distribution company, and these fees can range from \$150 to \$500. This fee does not go to Water Tower Cinema, is determined by the company that licenses the film, and is in addition to the theater rental fee. Please confirm your requests and the applicable fees, if any, with the Theater Manager.

## 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 theater manager 3 day prior to use.

No tobacco products are allowed.

No open flames or incense are allowed.

No alcohol is allowed.

No video or camera footage may be taken of the screen if any film is showing. The Water Tower 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 theater manager 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 theater manager.

Water Tower Cinema will not be responsible for any lost or stolen items.



# Theater Rental Policy

## films (cont.)

**1. Film Selection:** The availability of films for rental is subject to change and can be influenced by various factors, including studio release schedules, distribution agreements, and production owner preferences. While we strive to provide a wide range of film choices, we cannot guarantee the availability of specific titles, genres, or release dates.

**2. Timing:** The timing of film availability at our theater may vary from the film's initial release date. Some films may be available for rental shortly after their theatrical release, while others may take longer to become accessible due to contractual agreements and scheduling conflicts.

**3. Pricing:** Film rental prices are determined by studios, distributors, and production owners. As such, pricing may fluctuate based on their individual pricing strategies and licensing agreements. We will provide you with the most accurate pricing information at the time of your inquiry.

**4. Restrictions and Regulations:** Please be aware that all films are protected by copyright and intellectual property laws. Any unauthorized use, reproduction, or distribution of copyrighted materials is strictly prohibited. Theater patrons and event organizers are responsible for complying with all applicable laws and regulations regarding film screenings.

**5. Availability Guarantee:** It is essential to emphasize that film availability is not guaranteed. While we make every effort to accommodate your film preferences, we may encounter unforeseen challenges that could affect the availability of certain films. We recommend discussing alternative film options with our theater management to ensure a successful event.

**6. Booking Process:** To secure a film rental, please contact our theater management well in advance of your event date. We will work closely with you to determine film availability, pricing, and scheduling to meet your specific needs.



# Theater Rental Policy

## 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. Party room 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, theater, party room area, and seating area.
5. Trash cans are provided for your usage and are located in the theaters and party room. The renter shall be responsible for disposing of any trash over and above what will fit in the trash cans (e.g. hauling trash to transfer station, obtaining dumpster).

With my signature below, I acknowledge that I have received and understand the above policies and procedures:

signature	date
print name	

### theater use only

full reservation fee paid?	yes	no
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amount received: \$
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date received:	received by:
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