

CONTACT NAME _____

HOME PHONE _____

CELL PHONE _____

EMAIL ADDRESS _____

1. Please describe your proposed event:

2. Proposed specific date(s): _____ 3. Proposed length of your event: _____

4. Please select the spaces you are interested in renting:

Theater spaces:

- Theater 1 (285 seats)
 Theater 2 (247 seats)
 Theater 3 (163 seats)
 Theater 4 (163 seats)

Reception space:

- Multimedia room
(The room will accommodate 100 for a cocktail reception, 60 for a sit-down meal or meeting, and 60 for a screening.)

5. If you plan to rent the theater, please check the time slots you would be interested in from the availability grid below.
(Theater rentals are available in two-hour blocks and prices vary by day of week and time of day.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am							
10am							
11am							
noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

6. Please select your connection with BMFI:

- Member
 Donor
 Sponsor
 Community partnership
 None
 Other _____

7. Organization title for the rental party, if applicable, and the status of the organization as a non-profit or for-profit entity:

8. How many attendees do you expect for your event? _____

9. Do you plan to show a film as part of your event? (If no, skip to Question 12) _____

10. Please select format of film: *renters must be able to provide BMFI with a screening copy of their film at least a week prior to the event.

DCP Bluray DVD 35mm

11. Do you have a connection with the distributor or filmmaker for your desired film, or would you need BMFI to secure screening rights for the film? (Screening rights and shipping average around \$250-\$500 and the costs are the responsibility of the renter.) _____

12. Please select any elements that your proposed event will include:

Introduction Speaker Panel discussion Q&A Powerpoint Reception

Other (please explain: _____)

13. Please describe any and all plans for catering:

**Outside food and drink are only allowed for Multimedia Room rentals and must be arranged by the renters from an approved list of caterers. If you are renting the theater only, please let us know if you'd like the concession stand open for your guests. BMFI does not provide linens or glassware. Red wine, helium balloons, and glitter are not allowed in any rental spaces. No glassware is permitted inside the theater space.*

14. Will you require extra time in the space for event set-up and tear down? (Rental parties are allowed access to the rental space a half hour prior to the event start time and must exit the space no later than a half hour after. Any additional time in the space will be subject to a fee.)

Yes No

Theater rental equipment needs

(please indicate how many of each item you would need):

- ___ Six-foot-long tables (for registration, ticket sales, literature, etc.) **10 available**
- ___ Director's chairs **6 available**
- ___ Microphones **4 available**
- ___ Podium
- ___ Laptop (for Powerpoint)
- ___ Event lighting (any additional lighting needs will need to be arranged by the renter)
- ___ Stage (only available in Theater 1)
- ___ Easels (for signage)
- ___ Red carpet (\$50 charge)

Multimedia Room rental equipment needs (please indicate how many of each item you would need):

- ___ Six-foot-long tables (for registration, ticket sales, literature, etc.) **10 available**
- ___ Chairs **60 available**
- ___ Round tables **2 available**
- ___ Lectern
- ___ Coat racks **2 available**
- ___ Easels (for signage)
- ___ High top tables **14 available**
- ___ Red carpet (\$50 charge)
- ___ Use of A/V (\$50 charge)

Please submit all inquiries to VTemple@brynmawrfilm.org.

Rentals are based on availability and can't always be accommodated. Inquiries must be submitted and confirmed no later than **one month** before the rental date.

Rentals are officially confirmed upon BMFI's receipt of a signed contract, 50% of the rental fee, and a credit card or check on file for a \$250 (returnable) security deposit. This questionnaire will be added to the signed contract as an appendix.