



## BRYN MAWR **FILM INSTITUTE** Birthday Party Rental Contract

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### CONTACT INFORMATION

CONTACT NAME

ADDRESS

CITY

STATE

ZIP

HOME PHONE

CELL PHONE

EMAIL ADDRESS

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### RENTAL INFORMATION

DATE OF RENTAL

NUMBER OF GUESTS (60 PEOPLE MAXIMUM, ADULTS INCLUDED)

EVENT TIMEFRAME (11:00 AM - 3:00 PM)

- Kids Birthday Parties occur Saturday afternoon from 11 am to 1 pm (movie showtime) and up to two hours after. Base rate is \$300.
- The rental includes tickets to the kid's matinee, free popcorn and use of the Multimedia Room or Community Room after the film.
- There is a \$50 charge to show a movie (in the theater) other than the scheduled matinee film. DVD/Blu-ray must be dropped off at BMFI one week prior to the event. **MOVIE SELECTION MUST BE UNDER 2 HOURS LONG!**
- The rental party is allowed access to the rental space at 10 am.
- Food is allowed in reception space (can be delivered, but must be arranged by the rental party).
- The rental is not booked until a signed contract is received with the full rental payment plus a credit card on file for a \$250 security deposit.
- Alternate days and times can be arranged at an additional charge.

#### Included Equipment:

- BMFI can provide the rental party with up to 10 six foot tables and 60 chairs.
- Extra \$50 charge for the use of our red carpet

#### Rental Policies

- No helium balloons
- No posters or signs can be taped to any painted surfaces
- No glitter or feathers
- Please remove all trash after rental events and place in dumpsters behind theater building

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824 W. Lancaster Avenue, Bryn Mawr, PA 19010 | 610.527.4008 x107 | ExecAssist@BrynMawrFilm.org

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## RENTER CONTRACT FINAL COST

\_\_\_\_\_ Kids Birthday Party Fee  
\_\_\_\_\_ \$50 alternate in-theater movie choice  
\_\_\_\_\_ Other  
\_\_\_\_\_ \$50 for red carpet rental  
\_\_\_\_\_ Rental Total

I have read and understand the terms, conditions, and policies of this contract. Please initial the following:

\_\_\_\_\_ I understand the trash removal policy and that a fee of \$25 per bag will be deducted from my security deposit if I fail to take out the trash or leave bags behind.

\_\_\_\_\_ I understand that BMFI will use my security deposit to cover costs of repairs, cost of cleaning carpet, chair and wall stains, replacement of damaged items and trash bags that have not been removed. This includes damage incurred by taping posters to unauthorized surfaces.

\_\_\_\_\_ I understand that BMFI will use my security deposit to cover lost, broken, or stolen equipment.

\_\_\_\_\_ I understand that I will be billed in addition for repairs or thefts not covered by my security deposit.

\_\_\_\_\_ I understand that BMFI will use my security deposit to cover the cleaning of the room if it is not left in the same condition as when the rental begins.

\_\_\_\_\_ I understand that I will be invoiced for any additional time that extends past the time frame agreed upon by BMFI and the rental party set at the time the contract is signed.

\_\_\_\_\_ I understand that birthday party rentals are based on availability and that my desired rental date may not be available. All contracts need to be approved by BMFI staff.

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CREDIT CARD NUMBER

BILLING ZIP CODE

EXP. DATE

CVV

SIGNATURE

OMC  O VISA  O AMEX  O DISCOVER  O CHECK PAYABLE TO BMFI

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## CANCELLATION

If an event is cancelled after the contract has been signed and deposits have been made, the security deposit will be returned, however BMFI reserves the right to keep 50% of the rental fee.

There can be no refunds for interruptions or cancellation of events/rentals due to acts of "nature" or forces beyond our control (such as electric company or water company failures).

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For BMFI use only:

Security Deposit received date: \_\_\_\_\_

Rental monies received: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Charges deducted from security deposit: \_\_\_\_\_ Amount: \_\_\_\_\_

Reason: \_\_\_\_\_

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