



BRYN MAWR FILM INSTITUTE Birthday Party Rental Contract

- The Kids Birthday Party rental package is available on Saturday and Sunday mornings for a rate of \$400.
- The rental includes a movie screening in the theater from 11:00 am - 1:00 pm, free popcorn, and use of the Multimedia Room or Community Room for up to two hours after the film.
- Renters may opt to provide their own movie or attend a scheduled Family Matinee. If the renter will be providing the film, a 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 may enter the rental space at 10 am. Movies begin promptly at 11 am in the theater.
- Food is allowed in reception space (can be delivered, but must be arranged by the rental party).
- The rental is not confirmed until a signed contract is received with the full rental payment. A card will be kept on file for a \$250 security deposit.
- Contracts must be submitted **FOUR WEEKS PRIOR** to the event.

Included Equipment:

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

Rental Policies

- Helium balloons, glitter, feathers, and noisemakers are **prohibited**.
- Posters and/or signs may not be taped or otherwise fastened to any painted surface.
- All trash bags must be removed after rental events and placed in the theater lobby closet.

CONTACT INFORMATION

CONTACT NAME

ADDRESS

CITY

STATE

ZIP

HOME PHONE

CELL PHONE

EMAIL ADDRESS

RENTAL INFORMATION

DATE OF RENTAL

NUMBER OF GUESTS (50 PEOPLE MAXIMUM, ADULTS INCLUDED)

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



RENTER CONTRACT FINAL COST

_____ Kids Birthday Party Fee
_____ \$50 for red carpet rental
_____ Other _____
_____ Rental Total

Please initial the following:

- _____ I have read and understand the terms, conditions, and policies of this contract.
- _____ I understand that the rental is not confirmed until a signed contract is received with the full rental payment.
- _____ I understand that BMFI retains my credit card information as a security deposit (up to \$250). Any required reimbursement against this security deposit or other fines and fees will be charged to that credit card. BMFI will use my security deposit to cover the cleaning of the room if it is not left in the same condition as it was found. I understand that BMFI will use my security deposit to cover costs of repairs; costs of cleaning carpet, chair and wall stains; replacement of damaged, lost, or broken items. This includes damage incurred by taping posters to unauthorized surfaces.
- _____ I understand that all trash bags must be removed from the rental space after the event and taken to the theater lobby closet. I understand, should any trash be left in the rental space, a fee of \$25 per bag will be deducted from my security deposit.
- _____ I understand that I will be charged 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 BMFI is open to the public, and that it is my responsibility to supervise my party. I am responsible for monitoring appropriate behavior and keeping party activities within the rental room for the safety of my group and others. Should the party become disruptive to regular theater operations, BMFI reserves the right to cancel the event.

MC VISA AMEX DISCOVER

CREDIT CARD NUMBER

BILLING ZIP CODE EXP. DATE

SIGNATURE

CANCELLATION

If an event is cancelled after the contract has been signed, 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:

Rental monies received: _____ Amount: _____ Date: _____

Charges deducted from security deposit: _____ Amount: _____

Reason: _____

