



# 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, and feathers 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.

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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 (50 PEOPLE MAXIMUM, ADULTS INCLUDED)

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

