

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 space you are interested in renting:

- Theater       Multimedia room

5. If you plan to rent the theater, please check the time slots you would be interested in from the availability grid below.  
*(There is a two hour minimum for theater rentals. Prices vary by 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 11) \_\_\_\_\_

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  Blu-ray  DVD  35mm

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

- Introduction  Speaker  Panel discussion  Q&A  Powerpoint  Reception

Other (please explain: \_\_\_\_\_)

12. 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.*

13. 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 **ZStalberg@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, and 50% of the rental fee. This questionnaire will be added to the signed contract as an appendix.