



# PRIVATE AUDITORIUM & BIRTHDAY PARTY REQUEST FORM

This form is a **REQUEST** only. Please **DO NOT** distribute birthday party invitations until you receive a Booking Agreement from your local Starlight Cinemas. Requested date, time and/or film may not be available. Starlight Cinemas must receive this request a minimum of 7 days prior to requested event date.

**Contact Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Requested Event Date—** First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

In order to accommodate Private Auditorium Requests, Private Auditorium shows must complete at least 30 minutes prior to the start of the first scheduled film. Arrival availability will depend on the show schedule of the day in question, as well as the length of the selected film. In general, the theatre will open to the general public at 11:00 am. Later arrivals MAY be accommodated, but will not be able to be confirmed until 4-7 days prior to the event date. Unless otherwise requested, the selected film will be started no later than 15 minutes after scheduled arrival time.

**Requested Arrival Time:**  8:45 am  9:00 am  9:15 am  9:30 am  Other: \_\_\_\_\_

Due to studio contracts, film selection and availability cannot be confirmed until 4 days prior to the event. Please be aware that publicized release dates are subject to change, and that these changes are not determined by Starlight Cinemas.

**Preferred Film Selection—** First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

**Projected Attendance:** \_\_\_\_\_  
A minimum attendance of 25 is required This number may be a window (i.e 25-30) & should include ALL attendees including chaperones

**Are you interested in Concession Options?**  Yes  No

**Notes/Special Requests:** \_\_\_\_\_  
(example: No previews, would like microphone)

**Please return completed form to your local Starlight Cinemas or submit it via email using the online form.**

\_\_\_\_\_  
**INITIAL**      **TODAY'S DATE**      Initial here to confirm that you agree to the Terms and Conditions and understand that this is a **REQUEST** only. Your booking is **NOT** guaranteed until you receive a Booking Agreement from Starlight Cinemas.