

Starlight Cinemas

A Community Theatre

www.starlightcinemas.com

PRIVATE AUDITORIUM & BIRTHDAY PARTY RENTAL TERMS AND CONDITIONS Qualifications, Availability and Booking

Starlight Cinemas, will hereafter be referred to as “STARLIGHT”

I, _____, understand that I will hereafter be referred to as “GUEST”

1. STARLIGHT private auditorium and birthday party rentals (“Private Rental”) are available for events for minors and adults. However, if the Private Rental event is for minors, adult supervision (over 21 years of age) is required. STARLIGHT requires that there be one adult for every ten minors, or portion of ten minors, with at least one adult being over 25 years of age.
2. Private Rentals will generally occur outside normal business hours. If the GUEST is interested in having a private showing within normal business hours, different Terms and Conditions and pricing will apply. These conditions will be discussed with when STARLIGHT responds to the Private Rental request form.
3. Private Rentals are available every day. Showtime and movie title availability may vary. Typically, Private Rentals occur in the early morning with start times ranging from 8:30am-10:30am. However, Private Rentals may be available after hours with showtimes ranging from 11:00pm-12:30am. Exceptions may apply.
4. STARLIGHT must receive the Private Auditorium & Birthday Party Request Form a minimum of 7 days prior to the requested event date.
5. All Private Rentals must conclude 30 minutes prior to the first public movie showing of the day in the scheduled auditorium. Keep in mind that STARLIGHT requires this time to prepare the auditorium for the next show, and allow guests entry to their auditorium.
6. All Private Rentals are scheduled with a 15 minute window before the film and a 10 minute window following the film for the GUEST to use as they please. Use of the auditorium space or projector (for gifts, personal DVD/slide shows etc.) for any length of time outside the given windows is considered an “Extended Rental”. Extended Rentals will be assessed a rental fee at an hourly rate. Exceptions to Extended Rental availability may apply, and are generally only available *prior* to movie start time. If GUEST is interested in this option, please note it in the Special Notes/Requests portion of the Private Rental Request Form.
7. In order to be eligible for a Private Rental, GUEST must pay for a minimum attendance of 25 people.
8. Private Rental must be paid in one payment for the group, and will be accepted from GUEST only. Attendees may **not** pay individually.
9. Private Rentals are charged on a “per person” basis, and this price includes movie admission ONLY. The concession stand can be opened at the request of GUEST, or Concession Packages may be purchased at an additional rate.
10. Cookies, muffins, cupcakes (no frosting), and candy goody bags are allowed—NO GUM. No other outside food of any kind will be permitted. Outside drinks are allowed provided they are non-alcoholic and are not in glass containers.
11. Due to film studio contracts, movies are subject to change without notice. Film titles cannot be confirmed until approximately 4-7 days prior to your confirmed event date.
12. In order to maintain STARLIGHT’s published daily show times, all Private Rental shows must begin as scheduled. The scheduled arrival time and movie start time will be noted on the Booking Agreement. The film will begin as scheduled even if GUEST, or GUEST’s party, is tardy.
13. GUEST must complete the Private Auditorium & Birthday Party Request form (Rental Request Form) available online at each Starlight Cinemas theatre’s website, or at Guest Services. The Rental Request Form must be submitted to STARLIGHT no later than 10 days prior to your desired event date.
14. Once the Rental Request Form has been submitted, GUEST should *wait to be contacted* by STARLIGHT. If you wish to make any alterations to your Rental Request Form, please inform STARLIGHT at that time so that they may be applied to the Booking Agreement.

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15. A Booking Agreement, detailing the Private Rental event and pricing will be sent to the GUEST as soon as all details of scheduling, group size, etc., are finalized.
16. The Booking Agreement must be signed and returned to STARLIGHT within 48 hours of receipt by GUEST in order for the Private Rental event to be reserved with STARLIGHT.
17. Once GUEST has signed and returned their Booking Agreement, only reasonable alterations may be made. STARLIGHT will determine what alterations are considered reasonable. Absolutely no alterations may be made within the 48 hours directly preceding the event.
18. STARLIGHT must receive full payment as stated on the Booking Agreement at Guest Services at least 48 hours prior to the Private Rental event, or that event is subject to cancellation.
19. GUEST may pay for fewer attendees than stated on the Booking Agreement, provided that the number does not fall below 25 attendees. Any attendees greater than what is stated on the Booking Agreement is subject to refusal by STARLIGHT in the case that increased seating capacity is not available.
20. Pre-paid attendance will be charged the current group rate. GUEST may add additional attendees on the date of event, provided seating is available, but payment must be made prior to the start of the film. Attendance discrepancies greater than 10 people will be charged a higher rate per person. In the event of "no-shows", pre-paid attendance can NOT be refunded, but will be compensated with a pass.
21. STARLIGHT accepts credit cards, cashier's checks, group or company check or cash for payment. If a credit card is used for payment, GUEST must provide valid ID matching the name on the credit card. Purchase orders, personal check, gift checks, or traveler's checks may not be used for Private Rental payment. **Passes or discount offers of any type will not be accepted.**
22. If cancellation of Private Rental event is necessary, the GUEST must notify the STARLIGHT management a minimum of two (2) days prior to the Private Rental event date. If notice of cancellation is not given 2 days prior to the event, the GUEST will be required to pay the amount on the Booking Agreement and no reimbursement will be issued.
23. GUEST AGREES THAT STARLIGHT ASSUMES NO RESPONSIBILITY AND GUEST WAIVES ANY RIGHT TO ANY CLAIM, LOSS, LIABILITY, DAMAGE OR COST AGAINST STARLIGHT. STARLIGHT WILL NOT BE HELD RESPONSIBLE FOR LOSS OF OR DAMAGE TO ANY PROPERTY BELONGING TO THE GUEST OR THEIR PARTY THAT MAY OCCUR AT ANY TIME. GUEST CLAIMS RESPONSIBILITY FOR ALL MEMBERS OF THEIR PARTY, THEIR BEHAVIORS AND THE CONSEQUENCES OF THOSE BEHAVIORS INCLUDING BUT NOT LIMITED TO ILLEGAL/INAPPROPRIATE ACTIVITY, AND/OR ANY DAMAGES THAT MAY OCCUR TO STARLIGHT PROPERTY.
24. Execution of this agreement by the representative of the GUEST releases STARLIGHT, its owners and operators, employees and agents from any liability for failure to carry out such arrangements as provided herein or on the Booking Agreement and related documents which are caused by fire, earthquake, power outage, strikes, acts of God or any other conditions beyond the reasonable control of STARLIGHT.
25. The Booking Agreement shall not be deemed a final binding obligation of STARLIGHT until it is fully executed by GUEST and STARLIGHT. It shall remain subject to all of STARLIGHT's terms and conditions. Until such time as the Booking Agreement is personally received and returned to GUEST signed by STARLIGHT, it is subject to change and cancellation by STARLIGHT and shall only constitute an expression of intent.
26. These Terms & Conditions are subject to change at any time at the will of STARLIGHT. STARLIGHT will notify GUEST of any changes prior to any payment being made.

Please read the Booking Agreement, the above Terms and Conditions and other related documents (if any), carefully. If you approve, please indicate acceptance by signing and returning all copies of the Booking Agreement and other documents to the theatre manager. STARLIGHT will then counter-sign and return a copy to you.

Please be aware that in order for STARLIGHT to process any Private Auditorium & Birthday Party Request Forms, GUEST must agree to these Terms & Conditions.