

Starlight Cinemas

A Community Theatre

www.starlightcinemas.com

THEATRE & PROJECTOR 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 Theatre and Projector rentals ("Theatre Rental") are available any day of the week, at any time. However, Theatre Rentals can not be accommodated in the 7 days preceding, or 7 days following December 25th.
2. Theatre Rentals are the perfect option for business meetings, independent film viewing, or any other event that does NOT involve a currently showing film (i.e. film currently in theatres for the general public). If GUEST wishes to show a currently showing film, GUEST must purchase a "PRIVATE AUDITORIUM RENTAL", or *not* a Theatre Rental. (see PRIVATE AUDITORIUM RENTAL information)
3. STARLIGHT must receive THEATRE RENTAL Request form no later than 14 days prior to your desired event.
4. Theatre Rentals *MAY* be added onto a Private Auditorium Rental or Theatre Buyout if GUEST wishes to extend the amount of time their group may be in the auditorium, if availability allows.
5. All theatre rentals are charged per hour, per theatre. All theatre rentals require a two hour minimum. Any portion of an hour will be charged a full hour. (i.e. 2 hours and 20 minutes will be charged for 3 hours).
6. If your event will require space for a greater attendance than the capacity of your chosen STARLIGHT location's largest auditorium, more than one auditorium will be necessary.
7. Rental time should include all setup and teardown time. GUEST will be admitted to their auditorium at the scheduled rental start time as stated on the Booking Agreement. In order to maintain published daily showtimes, GUEST must complete all of their business in their auditorium no later than their scheduled end time as stated on the Booking Agreement, so that STARLIGHT can prepare the auditorium for the general public.
8. Theatre Rentals do not include concession options. If the Theatre Rental takes place outside normal operating hours, the concession stand can be opened by request. Concession packages are available to be purchased at an additional price.
9. Outside drinks are permitted, provided they are non-alcoholic and are not in glass containers. Outside food *MAY* be permitted, but only under strict conditions. Food containing frosting or sauces of any kind will not be allowed. Any other type of food must be expressly approved by STARLIGHT, at which point they will be listed as approved on the Booking Agreement.
10. Some STARLIGHT locations can provide one cordless microphone and one 4ft table upon request. GUEST may supply any additional microphones, tables, or other equipment, if compatible. Please be sure that the setup and teardown of these items must be accounted for in the Theatre Rental start and end times as stated in the Booking Agreement.
11. All technological elements (additional microphones, DVD/BluRay etc.) must be tested *at least 48 hours prior* to Theatre Rental start time. It is not uncommon to face compatibility difficulties, and 48 hours gives ample time to correct them.
12. If GUEST will be hooking any of their own equipment up to the STARLIGHT projector or sound systems, GUEST must supply all necessary power and adapter cables.
13. If the event will be technologically in depth (with frequent microphone use, projector use etc.) STARLIGHT may deem it necessary to designate a projectionist purely to the Theatre Rental event. In this case, GUEST'S rental fee may be increased to account for the additional staff member.
14. GUEST must complete the Theatre & Projector Rental 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 14 days prior to your desired event date.
15. 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.

Starlight Cinemas

A Community Theatre

www.starlightcinemas.com

16. A Booking Agreement, detailing the Theatre Rental event and pricing will be sent to the GUEST as soon as all details of scheduling, group size, etc., are finalized.
17. The Booking Agreement must be signed and returned to STARLIGHT within 48 hours of receipt by GUEST in order for the Theatre Rental event to be reserved with STARLIGHT.
18. 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.
19. STARLIGHT must receive full payment as stated on the Booking Agreement at Guest Services at least 48 hours prior to the Theatre Rental event, or that event is subject to cancellation.
20. 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 Theatre Rental payment. **Passes or discount offers of any type will not be accepted.**
21. If cancellation of Theatre Rental event is necessary, the GUEST must notify the STARLIGHT management a minimum of two (2) days prior to the Theatre 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.
22. 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.
23. Execution of this agreement by 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.
24. 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.
25. 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 Theatre & Projector Rental Request Forms, GUEST must agree to these Terms & Conditions.