



FACILITY USE APPLICATION

DATE OF EVENT: _____	EXPECTED ATTENDANCE: _____
EVENT STARTING TIME: _____	EVENT ENDING TIME: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

DAY PHONE: _____ NIGHT PHONE: _____

EMAIL: _____

FEES:

RENTAL RATES:

(In order to accommodate Private Use of the Facility, Private use must be complete and ready for the scheduled movie on that day, no later than 3 hours prior to the start of the first scheduled film for that day.)

BUILDING WITHOUT EQUIPMENT USE: \$50.00 for half day, **\$100.00** for full day; due on the day of the rental at the time the facility is opened up for your event. Renter agrees to pay a deposit in the amount of **\$100.00**, fully refundable if the facility is left in the same condition it was in at the start of the rental period.

BUILDING PROJECTOR/EQUIPMENT USE: \$50.00 FLAT FEE; due on the day of the rental at the time the facility is opened up for your event.

CONCESSIONS: will **NOT** be provided during the rental period. You may bring in your own drinks or have your event catered. We will be happy to recommend you with a business that can fill your catering needs.

_____ Check here if you would like to view a movie as part of the Event.

Movie Public License Fee **\$50.00**. (Due to studio contracts, film selection and availability, the movie will need to be selected two weeks before the scheduled event. Please be aware that publicized release dates are subject to change, and that these changes are not determined by the Murphy Theatre)

MOVIE TITLE: _____	1 st Choice
_____	2 nd Choice
_____	3 rd Choice

RULES & REGULATIONS

- Alcoholic Beverages: are permitted as long as there are no glass bottles. You are responsible for making sure that anyone consuming alcohol is of legal age.
- Smoking and tobacco products are prohibited in the facility.
- Failure to pay the rental fee will result in denied access to the facility.
- The maximum daily rental period is one 8 hour period. At the latest, closing time shall be Midnight, unless otherwise stated. Failure to remove all items prior to the end of the specified rental period shall result in additional rental fees being charged.
- The Lessee must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
- Assignment: Lessee may not assign this lease agreement or any right contained in this lease agreement or sublet the Murphy Theatre and Media Center.
- Murphy Theatre and Media Center shall have by way of illustration and without limitation the right to deny the use of the facility if; **1)** It deems such use may result in damage to the theatre; **2)** It deems such use is inconsistent with the policies of the theatre; **3)** It deems such use may lead to illegal activity in the theatre; and **4)** it deems such use maybe detrimental to the character of the theatre as a multipurpose community facility.
- Lessee is responsible for cleaning the theatre after the event. The theatre must be cleaned to the condition it was in at the start of the lease period.
- Cleaning supplies and trash can liners are available for use. Trash shall be disposed of in the appropriate location.
- The lessee is responsible for and will take good care of the facility, and all the fixtures, furniture, and furnishings. You shall not remove any of the property or make any alterations to the facility or furnishings.
- No nails, tacks, staples, or screws of any kind may be applied to any part of the interior or exterior of the building.
- No decorations, posters, pictures, banners, or other such items shall be fastened to walls, windows, woodwork, doors, or curtains nor placed on stands in any area of the facility without approval.
- Murphy Theatre and Media Center is not liable for loss, damage, or injury. You assume all risk from any accidents in connection with the use of the facility.
- The Murphy Theatre and Media Center reserves the right to cancel any event, at any time, based on rental agreement violations.

SIGNATURE: _____ **DATE:** _____

PAID BY: CASH _____ or Check # _____ Date Paid _____
Approved by: _____ Date: _____ Entered in Calendar: _____