

# VIOLET CROWN

ITEM # 18-1040

## EVENT RENTAL AGREEMENT

Theatre Name: Violet Crown Cinemas Santa Fe

City and State: Santa Fe, NM

Name of Client: Kyle Mason / City of Santa Fe Office of Emergency Mgt.

Date & Day of Week Requested: Thurs, September 27, 2018

Time Requested (Please include *full length of event*, including set-up and breakdown):

615pm access, 630pm start, exit after film

What is Space needed for:

☐ Current Film

☐ Screening

Name of Film \_\_\_\_\_ Length of Film \_\_\_\_\_

☒ Other Film Screening (patron wishes to bring in DVD/Blu-Ray of their own) Name of Film Twister Length of Film 1:53

Format Blu Ray

☐ Business

☐ Presentation Other

Please list any other information about the event that is needed (type of event, intended use of space, etc.)

Space Requested (Auditorium #, Lounge, etc.) 58 seat aud

Approximate # of Attendees: No more than 58

Cost of Rental Space Only: No Charge for Aud (\$250 payable to WB)

Food and Beverage Needs:

☐ Catered Event, Food and/or Beverage Requested:

Approximate Cost of F&B: \_\_\_\_\_

☐ Open Tab Event

*[Handwritten signature]*

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Please list any other information about the food & beverage for the event that is needed (special request, dietary restrictions, etc.)

**The following terms apply to all rental arrangements:**

1. **Payment Due.** Any rental of the space for a private event and/or catered food & beverage requires payment in full at the time of booking. Promptly after execution of the rental agreement, an invoice will be provided to Client with instructions for making payment to the theatre. If arrangements are made for open tab to purchase food & beverage during the event, or if additional items are purchased during the event or additional charges are incurred, all such charges must be paid in full at the end of the scheduled event.
2. **Overtime.** If the event extends beyond the scheduled rental time, the client will be charged an additional fee of \$200.00 per half hour increment. We accept cash, credit cards and business checks only.
3. **Gratuity.** Please note there will be a 20% gratuity added to all catered food and beverage orders as well as open tabs.
4. **Outside Food & Beverage.** No client will be allowed to bring in outside food or beverages into the cinema (Birthday/Bridal cakes exempt) for the event unless otherwise approved by the managing staff.
5. **Interruption of Presentations; Limitation of Liability.** Client understands that circumstances may occur that interfere with, delay, or cancel an audio-visual presentation, such as an unexpected power outage, fire alarm, equipment failure, or other events outside the reasonable control of the Theatre. If an event is delayed due to audio visual difficulties, no refunds or discounts will be provided, and no additional fees will be assessed for overtime. If an event is cancelled due to audio visual difficulties, the space rental fees will be fully refunded, however, no refunds or discounts will apply to any food & beverage that has been dispensed. In no event, will the Theatre be held liable for any special or consequential damages, and the total liability of the Theatre shall not exceed the amount of refund due the Client.
6. **Damage and cleaning.** Any excessive damage done to the facility or property shall be billed to the client for either replacement or repair.
7. **Cancellations:** Client will receive a full refund if cancellation occurs at least 48 hours before the scheduled event. The space requested will be available during the times stated on the face of this contract only; therefore, the client should include sufficient time for set up. Rental fees are based on a block of time and are inclusive of the set up and removal time.
8. **Food and Beverage Orders** must be confirmed by the Customer 72 hours (of working days) prior to the event. This is the minimum time required to economically source all of the ingredients for food and Drinks. We will make every effort to satisfy requests for increased quantities after the 72-hour deadline, but cannot promise delivery. Event Food & Beverage orders may not be decreased within the 72 hours prior to the event.



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By signing this Rental Contract, the Client acknowledges having read and understood the terms of this contract and acknowledges that this Rental Contract is binding on both the parties and the organizations they represent.

## CLIENT:

Name (Please Print): See Attached Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date: Signed \_\_\_\_\_

## Violet Crown Representative:

Name (Please Print): Hope Branch Signature: \_\_\_\_\_

PLEASE ADD ANY ADDITIONAL NOTES ABOUT THE EVENT HERE:

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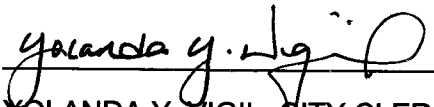

IN WITNESS WHEREOF, the parties have executed this Event Rental Agreement on the date set forth below.

CITY OF SANTA FE:


  
ERIK LITZENBERG, CITY MANAGER

DATE: 9/19/10

ATTEST:

  
YOLANDA Y. VIGIL, CITY CLERK 

APPROVED AS TO FORM:

 9/13  
ERIN K. MCSHERRY, CITY ATTORNEY

APPROVED:

   
MARY MCCOY, FINANCE DIRECTOR

Business Unit Line Item

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