



Cinema Paradiso Theater Rental Application

Please print clearly, write N/A if not applicable

Today's Date: _____

Name of Organization: _____

Person Requesting Rental: _____ Phone Number: _(_____)_____

Billing Address: _____ City: _____ St: _____ Zip: _____

Your Supervisor's Name: _____ Phone Number: _(_____)_____

Bookkeeper (Accounts Payable): _____ Phone Number: _(_____)_____

Is Your Organization non-profit, 501 (c) 3 certified? YES NO (If yes, attach a copy of your Florida Sales Tax Exemption Certificate)

Is Your Organization Insured? YES NO Insurance company: _____

If yes, have your insurance add Cinema Paradiso, 503 SE 6th St. Ft. Lauderdale, FL 33301 as an additional insured & attach. If No refer to paragraph V.

Email Address of primary contact _____

Email Address for invoicing _____

(About Your Event) Please print clearly, write N/A if not applicable (Please read all conditions on third page)

Please write a brief description about the event you would like to have at our venue:

Date(s) Needed _____ Start Time _____ End Time _____
(use a separate sheet if needed)

What is the cost for Admission: \$ _____ Estimated Attendance _____

(Internal Use Only)

Rental Cost \$ _____ Insurance Fee \$ _____ Other Costs \$ _____ Tax \$ _____ Deposits \$ _____ Total _____

Deposit #1 Paid _____ Date _____ Balance Paid \$ _____ Date _____

If mailing, please fill out the following information.

Check enclosed please charge my credit card. (Circle one) Visa...MC...Amex

Card Number _____

Card expiration date _____ Verification# _____

Signature _____

Your date is not guaranteed until a 50% deposit of the total above has been received; full payment due 14 days prior to your event. Mail your completed form and check to

Basic Theater Rental Rates

0-3 hours Monday, Tuesday, Wednesday \$600 Thursday, Sunday \$700 Friday, Saturday \$1000

(Each Hour (or portion of an hour) over 3 hours will be pro-rated based on the above rates)

Basic Courtyard Rental Rates

0-3 hours Weekdays prior to 4:00 PM \$300 (limited parking available) Weekdays after 4:00 PM \$400

Weekends (including Friday night) \$500 *(Each Hour (or portion of an hour) over 3 hours charged at \$100 Per Hour)*

The following is included in the basic rental fee for the theater (Basic Rental Package):

Use of:

- | | |
|---|--|
| Lobby Area | Dressing Rooms |
| Box-Office | One House Manager and House Staff |
| Public Restrooms | 2 hours tech support (during show) |
| Basic Courtyard Package | Use of upright piano (tuning/ moving not included) |
| Standard Podium/music stand | Clear Comm 4 Station Communication |
| Use of Standard Projector & Screen (additional fees may apply) | (renter supplies headphones & mics) |
| Use of Standard Sound & Light Package (additional fees may apply) | |

The following is included in the basic rental fee for the courtyard (Basic Courtyard Package):

- | | |
|--|--|
| Resin tables and chairs for 48 (12 tables w/4 chairs each) | One house Manager and House Staff |
| Lobby Area | Public Restrooms |
| Electricity (60 amps/29 outlets) | 2 – (two) 6 ft. work tables |
| Outside Bar (One Bartender) | One hour custodial/additional hours @ \$75/hr. |

Cinema Paradiso will provide the concession stand and staff during events (serving beer, wine, sodas, water, popcorn, candy, etc.) and will keep all revenues for such. No Outside Alcohol, or Other Drinks Allowed.

STANDARD PROJECTOR & SCREEN (included in all theater rentals):

- LCD Video/Data Projector Sanyo XF-40 (7,000 lumens; *included for film screenings only*)
- PowerPoint Slide Show Projector
- 35 mm film projector
- 25' X 17' White Front Projection Screen

STANDARD SOUND & LIGHT PACKAGE (included in all theater rentals):

- Standard Sound & Light Package (Includes 8 Ellipsoidal, Lighting Control Board, Standard 16 Channel Console, CD player (Single CD), 1 Wired Microphone, standard podium/music stand, House Amplifiers, and House Speakers)

ADDITIONAL AUDIO & VIDEO EQUIPMENT:

- Wired Microphone w/stand \$35
- Courtyard Projector and Screen \$250
- Courtyard PA System (2 speakers, 2 mics on stands, mixer, DVD/CD deck) \$250
- UHF Wireless Microphone \$50
- Microphone Stand(s) \$10
- Powered Monitor Speaker w/Stand \$100
- 8 Channel Mixing Console \$50

LIGHTING (Lighting is rented “as is”, renter supplies Gel Packs, lamps, etc. as needed):

- Follow Spots (2 units available) \$40 each; \$35 per hour per person operator fee

FURNITURE & PROPS, MISCELLANEOUS:

- High-Top Tables \$10 each
- Disco Ball \$125
- Red Carpet \$175

Additional Tables and Chairs in Courtyard \$15 for each additional table with four chairs
Additional 6" Work Tables \$10 each
Excessive Garbage/Trash Our Cost for Additional Pickup

REHEARSAL TIME:

\$125 per hour for theater; \$35 per hour tech fee

BOX OFFICE TICKETING & WEB SALES:

10% service fee for credit card sales; 5% service fee for cash sales _____ 6-ft

BAR OPTIONS:

Cash Bar:

Cinema Paradiso offers a selection of beer, wine, spirits, bottled water, soft drinks, and juices available through our Concession Area.

Drink Tickets (for groups of forty or more patrons):

Cinema Paradiso will provide the client with drink tickets if that option is desired. The client will need to notify Cinema Paradiso as to how many guests will be attending and how many drink tickets per guest will be issued. The client will be responsible for distributing drink tickets. Drink Ticket costs must be paid in advance prior to the start of the event.

Mixed Drinks: \$5 per ticket for house brands / \$7 per ticket for premium brands

Beer/Wine: \$4 per ticket for domestic / \$5 per ticket for imported

Soda/Water/Juice: \$2 per ticket

Additional Bartender Fee: \$100 per bar

Open Bar:

The client will notify Cinema Paradiso as to how many guests will be attending; bracelets will be issued and cost will be determined by the number of bracelets distributed. The client will be responsible for distributing the bracelets. Open bar costs must be paid in advance prior to the start of the event.

Open Bar Prices – Top Shelf Package (imported and domestic beer, full wine menu, Grey Goose, Johnnie Walker Red, Makers Mark, etc.):

1 hour \$20 per person

2 hour \$30 per person

3 hour \$40 per person

4 hour \$50 per person

Open Bar Prices – Premium Package (imported and domestic beer, select wines, Stolli, Absolut, Jack Daniels, etc.):

1 hour \$13 per person

2 hour \$20 per person

3 hour \$26 per person

4 hour \$32 per person

Open Bar Prices – Standard Package (domestic beer, house wines and house liquors):

1 hour \$11 per person

2 hour \$17 per person

3 hour \$22 per person

4 hour \$28 per person

Additional Open Bar Fee: \$100 bartender fee per bar

INSURANCE:

All Rental clients must provide a Certificate of Insurance with current comprehensive General Liability Coverage in the amount of \$1 million. The "Broward County Film Society Inc./Cinema Paradiso" will be named as an "additional insured" for the date of the event. Certificate must be filed with the Cinema Paradiso office at least 14 days prior to the event. In the event the rental client does not have insurance, the client must purchase the TULIP plan through Cinema Paradiso and complete the additional paperwork and pay the premium for that coverage.

SALES TAX:

All rentals are subject to sales tax unless the rental client provides Cinema Paradiso with a State of Florida Sales Tax Exemption Certificate.

CATERING:

Cinema Paradiso can provide catering referrals upon request. Caterers must be licensed and insured and provide proof of that to Cinema Paradiso.

DEPOSITS WHICH MAY BE REQUIRED:

Cleaning and Damage Deposit - \$75.00 - \$300

A cleaning fee may be applied to your deposit, this amount may be refunded at end of rental. (In order to have the cleaning fee refunded, the lobby, restrooms, stage, house, booth, stage left and right wings, dressing rooms/restrooms, and cast rooms must be thoroughly cleaned, vacuumed, and mopped) All trash must be removed from inside the theatre into appropriate city trash receptacles.

Bulk Item Removal Deposit - \$250

Mandatory for all production rentals when there will be constructed sets and/or props

Electrical Equipment Deposit - \$100

Needed in the event that lamps, cables, screens, etc. are not returned to their original positions and settings after your event.

Rental Conditions: *(Please read all conditions and sign at the bottom)*

I. All dates are subject to availability. First come, first serve basis.

II. A deposit of 50% of the total rental amount must be made in order to secure your rental dates. The remainder of the rental amount must be paid in full at least 14 days before your event begins. (NO EXCEPTIONS)

III. Any changes in date and time to any rehearsals or performances must be approved by your rental coordinator, at least one week before that date.

IV. All equipment and services are subject to availability. Prices of renting equipment vary. With our many affiliates we are usually able to find lower prices on most of the equipment.

V. Renters of the theater and/or courtyard must provide, at its own cost and expense, insurance covering "Broward County Film Society, Inc./Cinema Paradiso" property to the extent of its insurable value for all times utilizing the property located at "503 SE 6th Street, Fort Lauderdale, FL 33301". Tickets to your event may not be sold or processed until an insurance certificate is on file with Cinema Paradiso. Broward County Film Society, Inc./ Cinema Paradiso must be listed as an additional insured party in the amount of \$1,000,000.00. This certificate must be provided no later than 14 working days prior to the start of theater usage of any kind. In the event that you can not provide insurance, you may be able to purchase one through our insurance company.

VI. For long-term rentals, references may be requested

VII. Load-in all set pieces/props must be scheduled and coordinated with appropriate theater personnel.

VIII. In order to keep our lobby clean and presentable to guests and customers, use of the lobby for construction is strictly prohibited.

IX. Restrooms in lobby will be stocked & maintained by Cinema Paradiso. Dressing rooms and cast restrooms are the responsibility of renter.

X. All electrical equipment such as lights and cables must be returned to their original positions and settings after your event.

XI. All set pieces must be constructed and painted in their entirety prior to load-in. Any touch up or repairs may be done carefully on loading dock or just east of building in load in/parking area. There will be no spray painting inside the building.

XII. You must provide your own tools for construction/repairs.

XIII. The stage has been pre-painted for all events. If your event requires the stage to be of a different color, please consult the technical director prior to purchasing any paint. Should we need to repaint the stage, a \$100 service charge charged.

XIV. Any spike tape used must be pre-approved for use on the stage floor and removed after use.

XVI. Please do not hang up any posters/flyers, with tape or pins, onto painted walls in lobby. You may use the 2 marquee signs in the lobby, during the night of your performance.

XVI. Any curtains or blacks must be brought back to their original location.

XVII. For any Cinema Paradiso sponsored screening, such as Local Filmmaker Night, we must receive the actual screening tape 1 week prior to screening. All films will start on schedule unless there is a technical problem.

XVIII. In order to keep customers returning to our theatre, all events will start on their scheduled/advertised time unless there is a technical problem.

XIX. Each week Cinema Paradiso e-mails over 5,000 updates. If you are interested in being added to the newsletter or advertise on the big screen please let your rental coordinator know as soon as possible so arrangements may be made.

XX. The use of the projection booth or Spotlights are strictly prohibited.

XXI. Any loose cables located in the building must be properly secured and taped down with gaffer's tape, and removed after use.

XXII. There is a maximum of 240 persons allowed in the building by Code/Fire Marshall. If any fire extinguishers are used, the technical director must be notified immediately in order to secure new ones.

XXIII. NOTE: There is a charge for overages on time. If you are scheduled to be out of the building at 5:00pm, everyone must be out by 5:00pm, please ensure that rehearsals are completed with enough time to gather belongings. If you are over you will be charged for 1 full hour.

XXIV. Please ensure that overall, the building is presentable to anyone who comes to look at the space when you leave. If there are any questions regarding these conditions, please be sure to ask any staff member prior to signing below.

XXV. Cancellation Policy: To receive a full refund of deposit, notice of cancellation must be received by the Special Events Office in writing 45 days prior to the date scheduled and reserved. Cancellation notice received 45 days prior to the event will receive refund of deposit less 25% retained by Cinema Paradiso for handling. A cancellation made less than 30 days prior to event shall forfeit deposit amount in total.

"I have read all of the conditions involved in renting out the theatre and will be held responsible for any misuse"

Print Your Name: _____ **Your Supervisor's Name:** _____

Your Signature: _____ **Your Supervisor's Signature:** _____

Today's Date: _____

*Please return completed forms and any insurance/tax forms by fax or by mail.
Address and phone numbers on first page. Please allow 1 week for price quote.*

Your date is not guaranteed until a 50% deposit has been received; full payment due 14 days prior to your event.