

Ida Grove King Theatre Theater Rental Application/Policy

Private groups can rent the theater for movie showings, stage production, presentations, and other types of fine arts/educational events outside of our movie showing schedule. Any event that does not require the screen will result in the screen being retracted for the duration of that rental. If the screen is needed for any reason, no one is allowed on the stage as damage may occur which will be the responsibility of the renting party.

Rental Fees/Reservations

- A **security deposit of \$75** is required for use of the facility for up to 4 hours which **INCLUDES** 30 minutes for setup time and 30 minutes for cleanup. This fee is kept to ensure clean-up at the end of the event; if cleanup is satisfactory, this \$75 fee will be returned to the renter the next day a regular movie is shown. It is the responsibility of the renter to clean after a private event. Cleaning must be completed within 30 minutes of reserved events completion. Cleanup checklist must be completed and returned to the King Theater Manager to receive a refund of the security deposit.
- **The rental fee is \$250** for a four-hour block, plus \$50 per hour or part thereof for any use exceeding 4 hours.
- We encourage rentals for current movies as the licensing fee is already paid and will not be incurred by the renter. If a non-current movie is shown in any form - streamed, personal DVD, etc. - it is mandated by law that the renter pay a licensing fee, which can range from \$150 to \$500 which is in addition to the \$250 rental fee. **This fee must be paid by the renter when due to the movie studio; the King Theatre will not pay this fee.** *If you wish to view a non-current film, arrangements must be made no less than 21 days before your event due to the process of ordering, receiving, and paying for films.*

Rental Fee, security deposits, and licensing fees (if applicable) are due prior to the scheduled event. If these fees are not paid prior to the event, it will not be held. Cancellations must be made 48 hours in advance to be courteous to our staff who must work during your rental.

Small birthday parties of no more than 15 people are allowed for gift opening and well-wishes in the upstairs balcony prior to or at the end of a film showing. Decorating and setup is limited to the **upstairs balcony** and cannot interfere with theater showtimes or other scheduled events. Please consult with theater manager before the day of your event to arrange time for decorating. Nothing may be taped, tacked, or otherwise attached to walls in the upstairs balcony or other theater wall surface.

Maximum Occupancy

The King Theatre can seat 88 people in the main theatre and 36 people in the balcony for a total of 124 people. An adult must accompany audiences who are 17 and younger on both the main and balcony floors. Special circumstances may limit the number of participants.

Food and drink

We offer concessions including popcorn, candy, soda, and water for purchase. We welcome you to bring a cake and party favors for birthday parties which must be served in our upstairs lobby.

Outside food is NOT permitted into the theater seating area. All spills and items that fall on the upstairs lobby carpet must be cleaned immediately and fall under the terms of the security deposit. Cleaning supplies are in the downstairs closet by the outside entryway. **Alcohol and tobacco products are NOT permitted in the theater.**

KING THEATRE RENTAL CONTRACT

1. Responsible Party/Organization:

Person Responsible for Rental: _____

Address: _____

Phone: _____ Email: _____

2. Rental Option: Facility Only ___ Facility and Presentation/Screen Use ___
Facility and Movie ___

3. Purpose of Rental: _____

4. Time of Use: Date _____, Day of Week _____, Start time _____

5. Date Security \$75 deposit paid: _____
Date \$250 (minimum) rental fee paid: _____
Date Non-current Movie Licensing Fee \$ _____ paid: _____

TOTAL CHARGE: _____

The undersigned agrees to the terms and conditions set forth in this policy.

Signature

Printed Name

Date

Responsibilities of the _____ party/organization
RESPONSIBLE ADULT TO INITIAL EACH LINE WHEN PAYING SECURITY DEPOSIT

_____ The user, organization, or group renting the theater is responsible for cleanup of the premises. Supervisors of the event are responsible for notifying all assistants and participants concerning rules and guidelines that must be followed.

_____ No alcohol is allowed.

_____ No tobacco products are allowed.

_____ No open flames are allowed. No exceptions even for birthday cakes.

_____ No video or camera footage may be taken of the screen if any film is showing. The King Theatre reserves the right to request the removal of any audio or video recording equipment.

_____ The theater assumes NO liability for injury or accidents that occur during the event, whether inside or outside the building. Any injuries or accidents must be reported to the manager immediately.

_____ Unless you require use of the stage as part of your rental - AND the manager raises the screen before stage entry - there is NO ONE permitted to enter the stage area. NO ONE is permitted in the vicinity of the speakers, screen, stage area, or stairs unless for emergency exit. The King Theatre assumes NO liability for injury sustained in these areas, and the renter will be responsible for ALL damage to any part of this area and/or rest of facility.

_____ The King Theatre will NOT be responsible for any lost or stolen items.

Cleanup Checklist for the _____ party/organization

This checklist has been provided for your use in proper cleanup. Failure to complete this cleanup checklist will result in forfeiture of the security deposit. The adult responsible for the party/organization must initial each item as completed.

_____ 1. All tables and chairs in the upstairs lobby will be cleared of decoration and food.

_____ 2. All equipment used to prepare or serve birthday-oriented food will be removed. Upstairs lobby will be clean and wiped with disinfectant.

_____ 3. All dishes, glasses, and cutlery will be removed.

_____ 4. All paper, beverage containers, and debris shall be picked up in the lobby, upstairs lobby, theater seating area (both main floor and balcony), and restrooms.

_____ 5. Dumpster is provided for your usage and is in the alley just to the west of Lewis Family Drug. The renter shall be responsible for disposing of any trash over and above what will fit in the dumpster (e.g. hauling trash from premises). All interior garbage receptacles, including those in the lobby, upstairs lobby, bathroom, and theater should be emptied. Garbage bags are provided.