

# Bonham Theatre - Event Rental Agreement and Facility Reservation Form

- The Bonham Theatre Project grants permission for the use of the Bonham Theatre, 519 E St., Fairbury, NE 68352 as outlined, subject to the Terms and Conditions of this agreement

## Contact

Business / Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## Event Information

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event is (check one): \_\_\_\_\_ Private \_\_\_\_\_ Open to the public

- *The Bonham Theatre is not available for reservation during regularly scheduled movie times*
- *The main auditorium seats 234*
- *Six 6 foot rectangle tables and 40 folding chairs are available for use in the back of the auditorium*

## Concessions

No concessions required

Concessions required (*contact Theatre Manager for concessions options and pricing*)

## Audio/Visual

• Movie will be played: \_\_\_\_\_ Yes \_\_\_\_\_ No

▸ Movie title: \_\_\_\_\_

▸ Movie start time: \_\_\_\_\_

• Projection used for computer presentation \_\_\_\_\_ Yes \_\_\_\_\_ No

• Microphone needed \_\_\_\_\_ Yes \_\_\_\_\_ No

• Lectern needed \_\_\_\_\_ Yes \_\_\_\_\_ No

**Fees and Deposits**

Facility Rental Fee	No Concessions	With Concessions
<b>No Movie</b> <i>(Meeting Space Only)</i>	\$100	\$50
<b>With Audio / Video</b> <i>(No Movie)</i>	\$150	\$100
<b>With Movie Showing</b>	\$150 + Movie Licensing*	\$100 + Movie Licensing*
<p><b>*Movie Licensing:</b> Based on attendance and title selected If showing a regularly scheduled movie Facility Rental Fee plus regular admission per person</p> <p><b>Community Rate:</b> Paid members of the Bonham Theatre Project, Non-profit organizations, and Municipalities will receive a flat \$25 discount on any facility rental rate</p>		

- Minimum of \$75 in concessions purchase required to open the concession stand
- 4 hour time limit - includes set up time (\$25 for each ½ hour over time limit) - if there is a separate set-up time required, then there will be an additional \$25 charge
- \$50 deposit is due when reserving your event

**Prohibitions**

- Smoking or burning of items (incense, candles, etc.) is prohibited
- Nothing is to be hung on the walls or taped to doors / windows
- Alcohol is not permitted if the event is open to the public
- Any activity deemed in violation of federal, state, or local laws, codes or ordinances is prohibited

**Liability**

- Permission to use the facility is not transferable from one individual or organization to another
- The person signing the agreement will be held responsible for proper use of the facility
- All groups or individuals using the theater must agree to indemnify, defend, and save harmless the Bonham Theatre Project, its Board of Directors, and their respective officers, agents, and employees from and against any and all claims, losses, injuries, suits or judgments arising from, or in connection with the facility rental
- Groups or individuals are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance during their facility rental

**Save Harmless and Indemnification Agreement**

- Client agrees to defend, indemnify and hold harmless the Bonham Theatre Project (BTP), its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by BTP, its officers, agents or employees, arising from the Event or as a result of the Client’s acts or omissions under this Agreement or any act or omission of Client’s officers, agents, employees, contractors (including independent contractors), registrants or other persons attending the Event with the express or implied permission or invitation of Client, except as may arise from the negligence or willful misconduct of BTP, its officers, agents, contractors or employees. In an action or claim against BTP in which Client is defending BTP, BTP shall have the right to approve legal counsel providing BTP’s defense and such approval shall not be unreasonably withheld
- Client’s obligations under this section shall survive expiration or earlier termination of this Agreement

**By signing, I understand and agree with the above**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_