

FRIENDS OF THE
HOLLYWOOD

1449 Potomac Avenue, Dormont, PA 15216 • 412-563-0368
info@thehollywooddormont.org • www.thehollywooddormont.org

RENTAL CONTRACT

This contract, entered into on _____ (date) will serve as the mutual agreement for the rental of the Hollywood Theater, 1449 Potomac Avenue, Dormont, PA, between the Friends of the Hollywood Theater (FOTH) and:

Renter Name _____

Phone _____ E-mail _____

Address _____ City/State/Zip _____

Event Date (day and date) _____

Event Description

Is your event open to the public? _____

Is this a ticketed event, and if yes, what are prices and where will tickets be sold?

Number of anticipated attendees? _____

Arrival/Set-up Time _____ Doors Open Time _____

Event Start Time _____ Event End Time _____

Renter Vacate Time _____

If screening, title of film _____

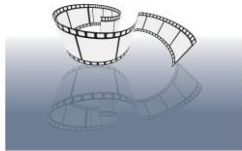
If screening, is format DCP, DVD, BluRay or 35mm? _____

Theater concession stand open or closed? _____

Bringing in extra food or catered? _____

You pick up theater after or pay \$50 cleaning fee _____

Alcohol served or no? (see separate Alcohol form) _____



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RENTAL CONTRACT CONT'D:

DEPOSITS & PAYMENTS

Base Amount Total \$ _____

Additional Hours \$ _____

Film Copyright Fee \$ _____
(if open to public)

Trash Fee \$ _____
(>75 attendees)

Other _____ \$ _____

Other _____ \$ _____

TOTAL RENTAL FEE \$ _____

A fifty percent (50%) deposit is due when signing this agreement. The remaining 50% is due the day of the event. **Deposits and Full Payments are non-refundable.**

50% DEPOSIT \$ _____

Paid by cash/check/credit card _____

Date _____

Remaining 50% amount and due date _____

Cancellation by FOHT

In the event that the Hollywood Theater is rendered unfit for occupancy, either prior to the term of this contract - i.e. destroyed by fire, the elements, or because of a national or local calamity or epidemic - this contract shall be terminated, and FOHT shall return to Renter one hundred percent (100%) of the deposit and/or advance payment without any further liability or obligation by FOHT. FOHT may cancel contract by written notice to Renter no less than sixty (30) days prior to the rental date, in which case FOHT shall return one hundred percent (100% of the deposit and/or advance payment paid by Renter less any costs incurred by FOHT pursuant to this contract, and FOHT shall be relieved of further obligation.



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FEE SCHEDULE

- FOHT will provide use of all public areas of the theater for a period of four (4) hours)
- FOHT will provide one house manager
- FOHT will, if desired, list Renter’s name and/or event on the marquee on the rental date(s).
- FOHT will provide a clean theater and staffed concession stand for the event.

Base Commercial Rental Fee (4 hours total, incl. set-up, tear-down, vacate)

Commercial Rate: Monday to Wednesday	\$350
Commercial Rate: Thursday/Friday/Saturday/Sunday morning or afternoon	\$400
Commercial Rate: Friday/Saturday/Sunday evening	Please inquire for availability and rates

Base Nonprofit Rental Fee (4 hours total, incl. set-up, tear-down, vacate)

Nonprofit Rate: Monday to Wednesday	\$250
Nonprofit Rate: Thursday/Friday/Saturday/Sunday morning or afternoon	\$300
Nonprofit Rate: Friday/Saturday/Sunday evenings	Please inquire for availability and rates

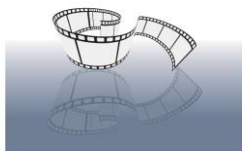
Extra Fees

Overtime (more than 4 hours)	\$100 per hour scheduled / \$150 per hour unscheduled (pending availability)
Projectionist, DVD or BluRay	No extra charge
Projectionist, 35mm	\$200 per performance
Copyright Fee for Film Exhibition	Separate charge, inquire
Trash Fee for over 75 people	\$75

Insurance:

All renters must submit proof of homeowner’s or renter’s insurance including general liability at least 15 days prior to their scheduled event. If renter does not possess coverage, or if the theater determines that coverage is not adequate, renter may acquire it through www.privateeventinsurance.com or other source for a nominal rate.

Hold Harmless:



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The renter agrees to indemnify and hold harmless FOHT, its employees, agents, and directors from all claims or suits, losses and expenses, fees (including attorney fees), costs, and judgments that may be asserted against the Hollywood Theater or its representatives, arising out of the Renter's use of the facilities hereunder.

Cleaning:

The Renter and his/her guests will comply with the Hollywood Theater's rules and instructions; failure to do so will result in removal from the facilities and possible additional charges.

Food & Non-alcoholic Beverages:

FOHT may sell concessions during the rental period and will retain one hundred percent (100%) of all sales. There is no additional fee to the Renter. Additional food and non-alcoholic beverages provided by Renter, whether sold or without charge, must be negotiated as part of the rental contract.

Alcoholic Beverages:

The Hollywood Theater does not own a liquor license or have liquor liability insurance. While the Hollywood Theater maintains a BYOB for public events, this does not pertain to Rentals. If you would like to provide alcohol at your event, FOHT can provide information on regulations, and must be negotiated as part of the rental contract.

Auditorium Stage:

The stage may not be climbed upon or otherwise used unless negotiated as part of the rental contract.

Balcony:

The Renter may choose to use the balcony or to keep it closed. An exception is for children's birthday parties, where the balcony must either be closed or an additional \$100 fee for a staff person may be required for security purposes.

Your signature below (or that of another authorized official) confirms your organization's agreement with the terms of this contract. This contract shall be considered null and void unless signed by both FOHT and the Renter with a 50% deposit received. Non-compliance with the additional due dates and amounts listed in this contract will result in the termination of this contract.

Terms of this Agreement have been accepted.

For FOHT

Name: _____
Date: _____

For Renter

Name: _____
Date: _____