



CIRCLECINEMA.

Return to Circle Cinema, 8 S Lewis, Tulsa OK 74104, fax to 918-582-1929 or email to Stephanie@circlecinema.com
Questions?? Call business office at 918-585-3456.

OFFICE USE ONLY:
Date App Received _____
Approved _____ Yes _____ No _____
Applicant Notified _____ yes _____

APPLICATION FOR FACILITY RENTAL or USAGE

Date Submitted: _____

Event Title: _____

Applicant's Name: _____

Check here if applicant is a 501(c)(3) organization

Mailing/billing address: _____

Person Submitting Application:	2nd Contact Person:
Name _____	Name _____
Email _____	Email _____
Phone _____	Phone _____
Phone 2 _____	Phone 2 _____

Please mark the areas in which area(s) you are interested in using?

- Gallery** -- South end of Lobby Area. Seats 40 at ten 36" round tables or 90 theatre-style (chairs in rows)
- Screening Room** – West end of Gallery. Seats 36 with 5x10" screen. (DVD, BluRay, HD digital cable TV, or user's laptop computer.)
- Auditorium** ___#1 (222seats+ADA spaces) ___#2 (100seats+ADA spaces) ___#3 (81seats+ADA spaces)
Projecting DCP, 35mm #1, DVD, DV-CAM (not HD Cam), Blu-Ray, laptop computer; HD digital cable TV; Dolby digital surround sound

Date & day of the week you are requesting _____ **How many guests?** _____

(Please refer to our Rental Rate sheet for pricing. Rates include your time necessary for set-up, clean-up, and load-out; additional hours will be extra. Events must end by 10 pm Sunday-Thursday and by midnight on Friday & Saturday. With advance notice, same day delivery and removal of extra equipment in designated storage area is allowed, but no early setup or storage overnight will be allowed unless extra time is paid for in advance. Circle Cinema is not responsible for any damages to or losses of stored equipment. Excessive labor or custodial service required of Circle Cinema staff for your event will result in additional charges of \$25/hr.)

Please insert times:

- 1. **Set-up starts** _____
- 2. **Guests start arriving** _____
- 3. **Event starts** _____
- 4. **Event ends** _____

Please give a brief description of your event. *If it is a public event, it may be possible to post info on our Web site schedule or disseminate info in another form for promoting upcoming events. If it is open to the public, do you want us to help promote? _____ Yes _____ No*

Can you provide a Certificate of Insurance? _____

Circle Cinema Concessions (please check one of the following as applicable to your event)

- tallied and payable by you at the conclusion of the event
- sold individually to each guest
- no concessions

√ REQUESTS

<input type="radio"/> Lectern <input type="radio"/> Microphone – on stand <input type="radio"/> Microphone – cordless handheld <input type="radio"/> DVD player <input type="radio"/> Blu-Ray player <input type="radio"/> PowerPoint <input type="radio"/> CD player <input type="radio"/> 35mm projector(#1,3) <input type="radio"/> Digital projector(#1,2,3)	<p>Will you be hiring a food caterer? ____ Yes ____ No</p> <p>Caterer's name and phone: _____</p> <p><i>Please share Circle's Catering Policies with your caterer.</i></p> <p>Will you be serving alcohol? ____ Yes (note requirements below) ____ Complimentary or ____ Cash Bar ____ No</p> <p><i>Please note: --Complimentary wine, champagne, bottled/canned beer may be offered to invited guests if served by licensed server. No donation box, tips jar, or selling drink tickets is allowed unless the server is working through a caterer or business that is licensed to sell alcohol. ---A cash bar is allowed as long as it is operated by a caterer or business that is licensed to sell alcohol and a copy of the license is posted during the event. --If alcohol is served it must be designated for invited guests/event attendees only & not open to the public. Bar area must be partitioned off from public access areas. --No one under 21 years of age shall be served. Alcohol may not be taken out of the building or into an auditorium.</i></p> <p>Licensed alcoholic beverage server or bar caterer's name and phone: _____</p> <p>_____</p> <p>NOT ALLOWED IN AUDITORIUMS --Alcohol --Catered food --Glassware</p>	<p>If your event includes a public screening of a film, you must secure the licensing rights for a theatrical screening of the film from the copyright owner and there will likely be a fee in addition to the facility rental charge. Do you need assistance with this? ____ Yes ____ No <i>(This is required by Federal Copyright Law—certification of having secured the rights will be required when a contract is executed and documentation may be required.)</i></p> <p>What is the title, release year, and run time of the film? _____</p> <p>_____</p> <p>What is the format of your media? DCP 35mm DVD Blu-Ray DV-CAM laptop computer <i>*Please note: Use of audio/video equipment requires operation by a Circle Cinema projectionist (included in rental fee).</i></p> <p>Do you want to play music before/during the event? ____ Yes ____ No</p> <p>If Yes, what type? _____</p> <p>_____</p> <p><i>*Please note: Unless both the Gallery and Screening Room are rented, music may be restricted.</i></p>
<p>Available for use in Gallery:</p> <input type="radio"/> Round café tables (10) How Many? _____		
<input type="radio"/> 40" x 2' tables (6) How Many? _____		
<input type="radio"/> 6' banquet tables (3) How Many? _____		
<input type="radio"/> Bar/Counter		
<input type="radio"/> Folding chairs (90) How many? _____		

Do you want to rent one side of the Circle marquee sign during your event? ____ Yes ____ No
(List copy for marquee below. Fee is \$75)

****Circle Cinema must approve application before rental is confirmed.**
Please DO NOT announce your event or consider it confirmed until a contract is signed and a deposit is paid.
Review may take up to two weeks.
 QUESTIONS? CALL 918-585-3456 OR EMAIL stephanie@circlecinema.com