



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 a 501(c)(3) organization

Mailing/billing address: _____

Person Submitting Application:	2nd Contact Person:
Name _____	Name _____
Email _____	Email _____
Phone _____	Phone _____
Phone 2 _____	Phone2 _____

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

- Gallery**--South end of Lobby. Seats 40 at ten small tables or 100 in chairs theatre-style. Lobby screen available.
- Auditorium** ___#1 (200seats+7 ADA spaces) ___#2 (100seats+5 ADA spaces) ___#3 (82seats+5 ADA spaces)
Projecting DCP, 35mm #1, DVD, DV-CAM (not HD Cam), Blu-ray, laptop computer; HD digital cable TV; Dolby digital surround sound
___#4 (29seats+1ADA) Projecting (DVD, Blu-ray, HD digital cableTV, or user's laptop computer.)

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. 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.)

Include a brief description of your proposed event.

Event Details: ___Public or ___Private ___Free or ___Ticketed. Sold by_____

___**Pre-film activity.** Description, Space & Time needed, including set-up & take down:

___**Film.** Description including film Start & End time:_____

___**Post-film activity.** Description, Space & Time needed, including set-up & take down:_____

If event is open to the public, do you want Circle Cinema to help promote? _____

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>Would you be hiring a food caterer? ____ Yes ____ No</p> <p>Proposed Caterer's name and phone: _____ _____</p> <p><i>NOTE: Please share Circle's Catering Policies with your caterer.</i></p> <p>Do you propose to serve alcohol? ____ Yes ____ No</p> <p><i>(Restrictions do apply so contact Stephanie to discuss options. 918-585-3456 or at stephanie@circlecinema.com)</i></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>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 propose to play music before/during the event? ____ Yes ____ No If Yes, describe? _____ _____</p>
<p>Available for use in Gallery:</p> <input type="radio"/> Round café tables (10) How Many? _____		
<input type="radio"/> 40"x24" tables (6) How Many? _____		
<input type="radio"/> 6' banquet tables (3) How Many? _____		
<input type="radio"/> Bar/Counter		
<input type="radio"/> Folding chairs (100) How many? _____		

Do you want to rent one side of the Circle marquee sign for your event? ____ Yes ____ No

(List desired copy for marquee below. Space limited up to 3 lines with 27 characters each. Fee is \$75 for one day.)

Line 1	
Line 2	
Line 3	

****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

CIRCLE CINEMA

FACILITY RENTAL/USAGE GUIDELINES AND PROCEDURES

Effective April 2017

- Potential lessees or user groups should contact the Circle Cinema office to receive an Application for Facility Rental, Rental Rate Sheet and Guidelines and Procedures. After the application information is reviewed, the applicant is notified if approved and informed of the rental fee, if applicable. We ask for two weeks to review application but many times we are able to respond quicker.
- If the Event is approved, the Circle then sends a contract to the potential lessee. Lessee signs contract and submits a deposit of 50% of the rental fee, if applicable. The balance is due 30 days before the event.
- The Event is not considered CONFIRMED until the signed contract and the deposit is submitted. Both the application and the contract contain detailed information about guidelines concerning catering, decorations, equipment, furniture, and film viewing.
- If User Group is working with a caterer, User Group should provide a copy of these guidelines to the caterer.

Here are the basics on use of the Gallery and/or Auditorium spaces:

1. Circle Cinema does not have a kitchen, food prep area, food warming or refrigeration facilities, so caterers and user groups need to be made aware so that all preparation is done offsite and storage is planned.
2. Equipment available for use includes up to 10 round café tables, eight 40"x20" tables, three 6' folding banquet tables, 100 chairs, a 4 ft square raised platform, a speaker podium, cordless mic and the lobby screen. If furniture in the Gallery or Quad is to be set up differently than how it is normally, lessee or user group is responsible for rearranging furniture for its event and then returning furniture to its original place. Lessee/user is expected to leave the premises, including the floor, in the same condition as they found it.
3. Circle Cinema does not provide ice or table linens.
4. Circle Cinema's serving counter in the gallery may be available for use by lessee or user group during event.
5. Restrictions do apply on service of alcoholic beverages at Circle Cinema. Contact Stephanie at Circle Cinema to inquire. 918-585-3456 or stephanie@circlecinema.com
6. For private events in the Gallery during Circle business hours, Circle staff may section off the area with stanchions to separate public and private areas.
7. No plated food or glassware is allowed in the auditoriums.
8. Nothing should be hung or taped to the walls, floor, windows or ceiling without advance approval. Burning candles, loose fresh flower petals, silly string, glitter, bubbles, fireworks, or confetti are NOT allowed. Fresh flower arrangements are OK. If balloons are used for decoration, they must be removed at the conclusion of the event.

9. Gallery rental rates generally are for a two-hour period which includes set-up and clean-up time. If less than two hours are needed, it may be possible to prorate the rental fee accordingly. If more time is needed, there is a charge for each additional hour.
10. Please refer to the Rental Rate sheet for information on renting an auditorium.
11. Lessees/users are expected to provide their own labor for set-up and clean-up. Circle Cinema staff labor may be available to help for an additional cost. Generally, set-up for events may not start in advance of the specified rental time.
12. Only Circle Cinema staff may operate Circle-owned audio and visual equipment.
13. If a commercial film is to be shown to the public at the lessee/user's event, it is necessary for the lessee/user to secure the rights/license for a theatrical screening of the film from the copyright owner. This applies to free or paid events.
14. Circle Cinema reserves the right to review all event publicity materials prior to distribution.
15. If a film, video or Powerpoint presentation is to be used at the event, arrangements need to be made to deliver the media to Circle Cinema a week in advance of the event so that staff can test the media to ensure it will show properly.

Additional guidelines or restrictions may apply. Please inquire at the time of application.

Questions?? Please call 918-585-3456 or email: stephanie@circlecinema.com