

Request for Rental of the Fountain Theatre

Name of Individual/Organization _____

Authorized Representative of Organization _____

Contact Phone _____ Contact Email _____

Address of Individual/Organization _____

Website address _____

Is this organization a non-profit? _____ EIN/Tax ID _____

Date of Event _____ Rental Start Time* _____ Rental End Time* _____

*Rental time should include 30 minutes for set-up (allow more time if needed), time for attendees to gather, time for the event itself and 30 minutes for clean-up to be completed (no later than 30 minutes after the event).

Purpose of Event and Planned Activities: _____

Upon acceptance of this request, an authorized representative will be required to sign a rental contract agreeing to the following:

- A 50% **non-refundable** deposit must be made at the time Rental Contract is signed.
- The balance of the rental must be paid 24 hours in advance of the event.
- Only an MVFS approved projectionist may operate equipment. Arrangements must be made through the Head Projectionist and may incur an additional cost.
- Do you request concessions to be open during the event? **YES** **NO**
- All alcoholic beverages must be purchased from La Posta. No other alcoholic beverages are permitted to be brought in by the organization or its attendees
- The use of bubble machines, smoke machines, and any other devices that could damage screen, equipment, murals or furniture are prohibited.
- The theatre seats 90.
- No decorations may be placed on the murals. Decorations may be placed in designated areas as directed by board liaison.
- Only documented service animals are permitted on the premises.
- User agrees to protect the property of the MVFS.
- Neither the Mesilla Valley Film Society nor any of its officers or directors shall have any responsibility or liability for any loss, damage, or destruction of any property belonging to the renter or renting organization nor any of its guests or for any illness, injury, or death of any person on the premises during the period of this agreement including set up and clean up.

Signature of authorized representative _____ Date _____