

AVONDALE TOWN CINEMA

EVENT HALL RENTAL

CAPACITY

Approx. 400 for performance events with the mezzanine and standing room on the main floor
Approx. 300 all seated performance events with rows of chairs on the main floor, including seating on the Mezzanine

Seated Dinner Event 150 people with tables and chairs on the main floor, 5 x 5 rows of 6 tops tables. ATC is equipped with two bars, one on the main floor and a second on the mezzanine, which can be rented for smaller, more intimate gatherings. Contact the ATC Booking Director for more information on Mezzanine rental.

FEE SCHEDULE

	RENTAL FEE	TIME BLOCK	ADDITIONAL COST PER HOUR	DEPOSIT
MONDAY thru THURSDAY (7am-3pm)	\$1,500	6 Hours	\$250	\$750
MONDAY thru THURSDAY (after 3pm)	\$2,500	8 Hours	\$350	\$1,250
FRIDAY and SATURDAY	\$4,500	9 Hours	\$400	\$2,250
SUNDAY	\$3,500	9 Hours	\$400	\$1,750

ADDITIONAL INFORMATION

- A deposit of 50% is required 60 days before the event to reserve the date.
- Set up and breakdown time is included in each 6, 8, or 9-hour block of time. When an event requires hours beyond the time block, additional hours will be added to the final payment due.
- Security Officer: A uniformed officer must be present during ticketed events only until the completion of loadout. The fee is \$50 per hour, with a minimum of four hours.

CATERING

We have a list of Preferred Caterers for you to select from. The insured caterer or insured bartending service must possess an insurance policy including BOTH liquor liability and general liability with not less than \$1,000,000.00 occurrence limits and \$2,000,000.00 aggregate limits. The policy must also include the naming of Avondale Town Cinema, LLC and OCP Avondale, LLC as an additional insured. A copy of the insurance certificate must be submitted to ATC at least 30 days prior to the event date. We have this information if you have selected one of our Preferred Caterers.

REFUND POLICY

Your rental deposit is non-refundable.

TO RESERVE

A deposit of one-half of the base rental fee is required with a signed Rental and Deposit Agreement. The final lease agreement will be sent out 2 months before the event. Full payment plus the refundable security deposit must be submitted with the final contract to ATC 4 weeks before the event.

FORMAL EVENTS

- If a wedding ceremony is to be conducted at ATC, a one-hour wedding rehearsal is included in your rental.
- Events that extend beyond one hour will incur additional rental charges according to the fee schedule.

TIME FRAME EXAMPLE

A typical evening event (9-hour time block) time frame may look like this:

- 2:30 pm Load-in and set-up begins
- 6 pm event begins, mingle, cocktails and hors d'oeuvres
- 6:30-10:30 pm event
- 10:30 pm event end
- 10:30-11:30 pm breakdown and load out

Sunday through Thursday, the building must be locked by Midnight. Your event must end at 11 p.m. to allow for an hour for load out. Friday and Saturday, the building must be locked by 1 a.m. Your event must end at Midnight to allow for an hour of load out.

AMENITIES

We have a list of sound and production companies that can be hired to provide equipment for sound and lights for larger entertainment productions and provide staff to set up/break down and sound engineer for live music events.

The following optional items are included in your rental and available to you at no additional cost:

AUDIOVISUAL

- (2) 1000-watt Powered Blue Tooth Speakers and Speaker Stands
- (1) Cordless Microphone
- (1) Chorded Shure 57 Microphone
- (1) Projector and Projection Screen
- (1) Podium
- (3) Stanchions

TABLES

- 21 Round High Tops – seats 2-3 Bar Stools per table
- 2 Square High Tops – seats 4 Bar Stools per table
- 4 Square dining-height tables seats 4 per table
- 8 Side Benches – seats 2 per bench

SEATING

- 52 Metal Bar Stools with Backs
- 64 Round Padded Seat, No-Back Barstools
- 34 Dining Chairs