

Bay Community Theatre
 “Private Event” Application and Contract
 Fall 2024

Please complete application and return scanned copy to Sherry@baycommunitytheatre.org

A Private Event is:

- An event by a private or non-profit organization that is not associated with the Bay Theatre
- Event is ticketed and promoted on social media by the organization
- Preempts regular movie programming
- Limited months available:
 - January 2 – May 15
 - After Labor Day – December 15 (after Veterans Day and before Holiday Concert and Programming)
 - Exclude week before any BCT special event (Kennedy’s Kitchen, Halloween, Veterans’ Day, etc.)
- No more than one Private Event per quarter
- The theatre rental fee for a Private Event is \$1,000 plus a \$200 cleaning. A \$500 non-refundable deposit is required 2 weeks before your event. The balance is due at the time of the event. Payments may be paid by check, cash or credit card.
- Please select the additional optional services you will require: from the menu the services you require. The fees are in addition to the rental fee:

			(Y/N)	
Base Fees				
	Theatre Rental Fee	\$1,000	Y	
	Cleaning Fee	\$200	Y	
Optional Fees (if service is needed)				
	Tech Support	\$200		Projection, sound/lighting support
	Concessions/POS Support	No charge	Y	Concessions will be open for all events
	Front Row Seat Removal	\$200		If more up front space is needed
	Speakers/Mics	\$100		
	Using BCT Online Ticketing	About \$1 per ticket charge to the Bay by the processor		Does not include processing fee charged to purchaser
Credit Card on file for any damages			Y	

Contact Name: _____ Contact Phone Number: _____

Business or Organization Name: _____

Contact Email: _____

Event Date: _____

Event Set Up Time: _____

Event Start Time : _____

Event End Time: _____

Number of Attendees: _____

Marquee Message: _____

Screen Slide Message: _____

Indemnification- I agree that I will be liable for and indemnify the Bay Community Theatre any and all claims that may be brought against the Bay Community Theatre Organization for my use of the theater.

This application constitutes a contract when signed by the Renter and the Bay Community Theatre.

Renter

Bay Community Theatre

Date

Date