

Return to Circle Cinema, 10 S Lewis, Tulsa OK 74104, fax to 918-582-1929 or email to info@circlecinema.com

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



CIRCLECINEMA.

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:	Other Contact Person:
Name _____	Name _____
Email _____	Email _____
Phone _____	Phone _____
Phone 2 _____	Phone 2 _____

Which area(s) are you requesting?

Gallery/Quad Screening Room (does not include walls for art hanging or any other usage)

- Seats 40 at ten 36" round tables
- Seats 24 at six 4'x2' rectangular tables
- Seats 1 - 50 in Quad screening area
- 5'x10' screen projecting DVD, VHS, and HD digital cable television

Theatre/Circle 2

- 105 seats, including wheelchair access spaces
- Projecting 35mm, 16mm, DVD, DV-CAM (not HD Cam), VHS, personal computer; Dolby digital surround sound

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

(Contract periods are for up to four hours which includes your time for set-up, clean-up, and load-out; additional hours added to the contract period are \$75/hr. 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 _____ 5. Clean-up complete _____

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 - lectern <input type="radio"/> Microphone -lavaliere <input type="radio"/> DVD player <input type="radio"/> VHS player <input type="radio"/> PowerPoint connection <input type="radio"/> CD player	<p>Will you be hiring a caterer? ____ Yes ____ No</p> <p>Caterer's name and phone: _____ _____</p> <p>Will you be serving alcohol? ____ Yes ____ No</p> <p><i>(Only wine and champagne are allowed—no beer or liquor; must be offered free of charge; no cash bar, donation container, or tips; must be designated for invited guests not open to the public; must be partitioned off from public access areas; no serving from concessions counter; must be served by licensed bartender)</i></p> <p>Licensed bartender's name and phone: _____ _____</p> <p><i>*Please note: No alcohol, outside food or glassware allowed in Circle 2 Theatre.</i></p>	<p>If showing a film, are you aware that you must secure the rights for a theatrical screening of the film from the copyright owner? ____ Yes ____ No</p> <p>If NO, do you need assistance with this? ____ Yes <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? 35mm 16mm DVD VHS DV-CAM digital/computer</p> <p><i>*Please note: Use of audio/video equipment requires a Circle Cinema projectionist (included in rental fee).</i></p> <p>Are you planning to play music before/during the event? ____ Yes ____ No</p> <p><i>*Please note: Unless both the Gallery/Quad AND the Theatre/Circle2 are rented, regular film programming will proceed in the theatre. Due to sound conflicts, no music may be played in the Gallery/Quad while a film is in progress.</i></p>
<p>Available only with Theatre/Circle 2</p> <input type="radio"/> Film projector <input type="radio"/> Digital projector		
<p>Available only with Quad/Gallery</p> <input type="radio"/> Café tables (10 available) How Many? _____ <input type="radio"/> 4' x 2' tables (8 available) How Many? _____ <input type="radio"/> Folding chairs How many? _____ <input type="radio"/> Quad screen		

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

****Circle Cinema must approve application before rental is secure. 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 info@circlecinema.com