

CIRCLE CINEMA FACILITY RENTAL/USAGE PROCEDURES AND GUIDELINES

2-18-2009

- Potential lessees or user groups should contact the Circle office to receive an Application for Facility Rental. The application information is reviewed and 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.
- Here are the basics:
 1. Circle does not have a kitchen or food warming or refrigeration facilities so caterers need to be made aware of that fact so that all preparation is done offsite and storage is planned.
 2. Circle provides use of up to 10 round tables, eight 4x2' tables, three 6' tables, and 100 chairs. 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 does not provide ice or table linens.
 4. The Circle's concession/ticket counter is not available for use by lessee or user group.
 5. Wine or champagne are the only alcoholic beverages allowed to be served at the Circle and must be served by a licensed bartender. Wine or champagne must be offered free of charge with no money exchanged under any circumstances, including donations, tip jars, or drink ticket sales. Wine or champagne may be served to invited guests only and should not be for public access. Wine or champagne should not be taken out of the building.
 6. For private events in the Gallery during Circle business hours, Circle staff may "rope off" the area with stanchions to separate public and private areas.
 7. No outside food or wine/champagne or glassware is allowed in the Circle 2 Theatre.
 8. Nothing should be hung or taped to the walls, floor or ceiling. Candles, loose fresh flower petals silly string, glitter, bubbles, fireworks, or confetti are NOT allowed. Fresh flower arrangements are OK.
 9. Rental rates generally are for a four-hour period which includes any needed set-up and clean-up time. If less than four 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. Rental rates are available for the Gallery/Quad, the Circle 2 Theatre, or the Gallery/Quad/Circle 2.

10. Typically, the Circle 2 Theatre is not available for outside rental or use Thursday or Friday evenings and Saturday and Sunday afternoons and evenings depending on film scheduling.
11. Lessees/users are expected to provide their own labor for set-up and clean-up. Circle staff labor may be available for an additional cost.
12. Only Circle staff may operate Circle-owned audio and visual equipment.
13. If a commercial film is to be shown at the lessee/user's event, it is necessary for the lessee/user to secure the rights for a theatrical screening of the film from the copyright owner. This applies to free or paid events.
14. Circle reserves the right to review all event publicity materials prior to distribution.
15. If a film or Powerpoint presentation is to be used at the event, arrangements need to be made to deliver the media to the Circle in advance (preferably several days) of the event so that Circle staff can test the media to ensure it will show properly.