

SSG – Screening room policies

Clients:

- Clients and guests may not congregate in the common areas (i.e. lobby, hallways, etc.) of the building before, during, or after the screening. At Sepulveda, no one may use the security desk, tables, or chairs in the lobby.
- Nothing may be staged, hung, or placed in the common areas (i.e. lobby, hallways, restrooms, garage, etc.) of the building at any time.
- Nothing may be leaned on the walls, or placed on the seats at any time.
- Only blue painters tape may be used to reserve seats.
- Access to the screening room for clients and guest entry will typically be permitted 15min prior to the start of the Booked time. This time is not guaranteed and it is based on screening room operational needs.
- Client and all guests must be out of the screening room and entryway 5 minutes before the end of client's Booked time or additional charges for additional time will apply. (For example, if a client booked 2pm-4pm, then the client and guests must be out of the screening room by 3:55pm).
- Client and all guests must be out of the building and all guest's cars must be out of the garage by the end of client's Booked time or additional charges for the additional time will apply.
- Food and drinks brought in by guests:
 - o Only bottled water is allowed inside the Rodeo Screening Room and Wilshire Screening Room. No other food, or drinks are permitted.
 - o Guests may bring coffee and other non-alcoholic drinks and snacks into the QC Room at 8670 Wilshire and Sepulveda Screening Room, as long as they don't leave a mess. (No meals permitted.)
- Food and/or drinks brought in by the client (for an additional fee):
 - o Only bottled water may be served in the Wilshire Screening Room. No additional charge for client to serve bottled water.
 - o Drinks and food may be served in the Rodeo Screening Room, QC Room at 8670 Wilshire and the Sepulveda Screening Room. Charges of \$100/hr will apply for the duration of time that food/drinks are in the screening room, these charges start as soon as setup begins with any food, or materials start being brought in, until everything is removed from our suite. (Note: If food/drinks are served upon entry only and the additional food/drinks are removed immediately, a flat \$100 fee shall apply.)
- Smoking is not permitted in any of the buildings, parking garages, loading areas, or within twenty feet of any building entrance.
- Gum and anything sticky are not permitted.
- Alcohol is not permitted, unless the client has supplied Host Liquor Liability insurance, with proper endorsements to protect us from any possible incidents.
- Bottled water may be purchased for \$2 cash per bottle from the projectionist. The client may have the cost added to the bill and paid later, if they choose to do so.
- Space is available at each location for receptions.
 - o At Wilshire Screening Room – The Wilshire Screening Room Art Gallery is Available for receptions
 - o At the QC Room at 8670 Wilshire – The Wilshire Screening Room Art Gallery is Available for receptions
 - o At Rodeo Screening Room – The screening room and adjacent area is Available for receptions.
 - o At Sepulveda Screening Room – The Sepulveda Screening Room Art Gallery and an outdoor patio are Available for receptions.



Michael S. Hall
President & Founder

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Credit Card Authorization Form

Rodeo Screening Room
Sepulveda Screening Room
Wilshire Screening Room & Art Gallery
Screening Services Group Rentals

www.studioscreenings.com

michael@studioscreenings.com
adam@studioscreenings.com

The space must be vacated 5min before paid time expires. The building and garage must be vacated by end of the paid time.

Company Name: _____

Cardholders Name: _____

Billing Address: _____
(Street) (City) (State) (ZIP)

Phone #: _____ Fax #: _____

Email Address: _____

Credit Card #:

Card Type: MC _____ VISA _____ AMEX _____ DISC _____ UNIONPAY _____

Expiration Date: ____ / ____ / ____ CID/CVV2/CVC2: _____

Film Title: _____ Date: _____ Starting Time: _____

Facility: ___ Rodeo ___ Wilshire ___ Sepulveda ___ SSS E 7 Fcca ___ SSS Other ___ S _____

Cost of screening (List the discounted cash price. CC payments will reflect the non-discounted total.) _____

Guarantee for above screening only _____ Guarantee for all future screenings _____
(Valid until revoked)

To lock in this reservation, payment is due at the time of booking

Charge credit card for rental _____ Rental fee to be paid by check _____ or by cash _____
(Not available for challenges. Note: payment must clear to be locked in.)

Credit Card and Personal Guarantee (a current form must be on file to screen):

All charges for: time used, parking fees, plus a 10% late fee on the entire balance will be charged to this credit card at 15 days from the date of the screening. See Credit card payment policy below for details.

The person signing below is personally liable for any unpaid invoices, should the credit card above not be honored by the credit card company.

Authorized Signature: _____ **Date:** _____

Credit card payment policy:

Rates listed on the website are the rates for payment by cash or check. Those rates reflect a 4 percent discount from the credit card price. For every \$ 100.00 of the cash/check price the rate for payment by credit card will be \$104.00. Full payment is required in advance, unless prior arrangements are negotiated. No refunds for time booked, services or materials provided, or scheduled to be provided. Full payment required for cancelled rental time, services or materials supplied or scheduled to be provided. Michael S. Hall, President of Screening Services Group is the only person allowed to negotiate a discount, refund or other payment arrangements with the client. Michael S. Hall is not required to give any discount or refund and his decision is final. Michael S. Hall is not required to negotiate any changes to the policy, requiring full payment in advance.