

Fine Arts Theatre Booking Request Form

Changes and updates can be made later as needed.

Send to: michael@studioscreenings.com, joe@studioscreenings.com, and max@studioscreenings.com

Movie Title _____

Day of the week _____ Date _____

Client access start time _____ End of Booked time _____

Guest access start Time _____ Scheduled movie start time _____

Movie length _____ Movie format _____

Estimated attendance _____

(All Food/Drinks must be purchased from our concession stand. No outside Food or Drinks are permitted to be brought into the building unless a Reception or Post Reception is Booked. See below for details.)

*** Outside Food/Drinks may be brought into the building if a Reception is Booked.**

**** Outside Food/Drinks may be brought into the building 90min after the start of the movie if a Post Reception has been Booked.**

Food and drinks cannot be served on the city sidewalk, city street, nor the parking lot next door.

***** Alcohol can only be served by Bartenergirl.com**

Reception (Pre)* _____ Post Reception** _____

Parking

(Wilshire Blvd is a No stopping / Tow Away Zone Mon-Fri 7am-10am & 3pm-7pm - No loading/unloading or staff/guest drop off or pickup during these two times.)

The parking lot next door is private property. It cannot be used at any time.

Beverly Hills City Garage (under the tennis courts) at 321 S La Cienega (Free parking Mon-Fri after 4pm and all day Sat & Sun.) – 10min walk

Client paid parking options:

8600 – VIP _____, 8500 – Self park _____, 8500 – w/pkg attendants _____,

115 S Willaman (8670 Wilshire) – w/pkg attendants _____, 8440 – Self Park _____, Steet parking (Read all signs)

Marquee (\$150 per panel, additional images \$20 each; \$400 for all three panels, additional images for all three \$60 each. Left panel _____, Center panel _____, Right panel _____

Poster case TVs outside (\$100 each, additional images \$20 each, 7 images max)(Glare from the sun during the day) – Left poster _____, Right poster _____

TVs in lobby (\$100 each, additional images \$20 each, 7 images max)

– Left TV _____, Center TV _____, Right TV _____

Red Carpet (Varies) / Step & Repeat (\$200):

- Rear of auditorium (Red Carpet and lighting included) _____

– Sidewalk _____ [1 - Requires a full sidewalk closure - \$250hr – 4hr minimum. Requires at least seven business days to arrange with the city. 2 – Requires a city permit – To piggyback on our permit is \$500. 3

– Optional Red Carpet for \$100 to \$300 depending on size.] (No electricity provided. Lighting will be battery operated only.)

- Lobby (Under the TVs in lobby. All three TVs must be purchased. Not recommended due to congestion.) _____ [Red Carpet - \$100]

- Stage (Not recommended due to time needed to strike before screening.) _____ [Cost to be determined.]

Concession Package _____

Microphones (One mic included with Booking. Additional mics \$100 each) _____

Audio package 1 - \$500 (Sound mixer and one A1 in the rear of the auditorium. Wired and wireless mics available. Microphones (One mic included with Booking. Additional mics \$100 each) _____

Audio Package 2 - \$1,000 (Sound mixer in the rear of the auditorium and one A1, plus 6 wireless and 6 wired mics)

Director's Chairs (\$20 each) _____

Easels will be provided by the theatre in theatre designated spots for foamcore mounted posters. Two easels permitted. Any additional easels will be by advance written permission only.

No equipment, box, or any item with any dimension exceeding 1 inches may be moved through or placed on the floor on any pedestrian path leading to any of the four emergency exits if guests are anywhere in the building. Setup will be completed before guests enter the building. Strike will not occur before all guests have left the building.

Nothing may be staged on city property at any time.

Access to the theatre begins at start of Booked time and ends at the end of Booked time. Additional time will be charged after the event has concluded.

