

# 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, or touch 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 any walls, or placed on the seats at any time. See below for reserving seats.
- No tape may be used on any surface in the building.
- To reserve seats, print your signage on the bottom half of an 8 1/2" x 11" sheet of paper. The paper will be folded in half with the top of the page going over a rubber band that will be placed around the seat back. The projectionist will provide the rubber bands.
- 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 and projectionist discretion.
- 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 in Wilshire. See below for exceptions at Rodeo.
  - 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. Cleaning fees shall apply if they leave a mess. (Meals are not permitted.)
- Smoking is not permitted in any of the buildings, parking garages, loading areas, or within twenty feet of any building entrance. The City of Beverly Hills does not permit smoking on city property, unless actively traveling through an area.
- 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. (No additional charge for client to serve bottled water.)
- Space is available at each location for receptions for an additional fee.
  - o At the Wilshire Screening Room – The Wilshire Screening Room Art Gallery is Available for receptions.
    - o (Only bottled water may be served inside the Wilshire Screening Room.)
  - o At the QC Room at 8670 Wilshire – The Wilshire Screening Room Art Gallery is Available for receptions
  - o At the Rodeo Screening Room – The screening room and the adjacent area are Available for receptions.
  - o At the Sepulveda Screening Room – The Sepulveda Screening Room Art Gallery is Available for receptions.
- Receptions are permitted inside the QC Room at 8670 Wilshire, Rodeo Screening Room, and Sepulveda Screening Room as well.
  - o Drinks and food may be served in the Rodeo Screening Room, QC Room at 8670 Wilshire, and the Sepulveda Screening Room. A cleaning fee shall apply if the room is not returned to same condition as upon arrival.

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_