



CIRCLECINEMA.

Return to Circle Cinema, 8 S Lewis, Tulsa OK 74104, fax to 918-582-1929 or email to Stephanie@circlecinema.com
Questions?? Call business office at 918-585-3456.

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

APPLICATION FOR FACILITY RENTAL FOR PRIVATE EVENT

NOTE: While operating under COVID-19 precautions, auditorium seating capacities are reduced to 25% and require adherence to Circle's established seating charts. Gallery space rental is not available. All event attendees are required to wear a masks/face coverings while in the building, except for brief removal for for eating/drinking concession items. Not outside food or beverage is permitted.

Date Submitted: _____

Event Title: _____

Applicant's Name: _____ Check here if a 501(c)(3) organization

Mailing/billing address: _____

Person Submitting Application:

2nd Contact Person:

Name _____

Name _____

Email _____

Email _____

Phone _____

Phone _____

Phone 2 _____

Phone2 _____

Please mark the areas in which area(s) you are interested in using?

- Auditorium #1 (50 seats) down from 200 #2 (25 seats) down from 100 #3 (21 seats) down from 82
Projecting DCP, 35mm #1, DVD, DV-CAM (not HD Cam), Blu-ray, laptop computer; HD digital cable TV; Dolby digital surround sound
#4 (29seats+1ADA) Projecting (DVD, Blu-ray, HD digital cableTV, or user's laptop computer.)

Date you are requesting _____ How many guests? see above limits _____

(Please refer to our Rental Rate sheet for pricing. Rates include your time necessary for set-up, clean-up, and load-out; additional hours will be extra. Events must end by 10 pm. 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.)

Include a brief description of your proposed event.

Event Details: ___ Public or ___ Private ___ Free or ___ Ticketed*

**If tickets are to be sold by Circle Cinema, a ticket servicing fee will apply.*

___ Pre-event activity. Description, Space & Time needed, including set-up & take down:

___ Film or Program. Description including Start & End time: _____

_____ **Post-event activity.** Description, Space & Time needed, including set-up & take down: _____

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 – on stand <input type="radio"/> Microphone – cordless handheld <input type="radio"/> DVD player <input type="radio"/> Blu-Ray player <input type="radio"/> PowerPoint <input type="radio"/> CD player <input type="radio"/> 35mm projector(#1,3) <input type="radio"/> Digital projector(#1,2,3)	<p>Under Covid-19 precautions, no outside food or beverage is permitted for events.</p>	<p>If your event includes a public screening of a film, you must secure the licensing rights for a theatrical screening of the film from the copyright owner and there will likely be a fee in addition to the facility rental charge. Do you need assistance with this? _____ Yes _____ No <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? DCP 35mm DVD Blu-Ray DV-CAM Laptop Computer <i>*Please note: Use of audio/video equipment requires operation by a Circle Cinema projectionist (included in rental fee).</i></p> <p>Do you propose to play music before/during the event? _____ Yes _____ No If Yes, describe? _____ _____</p>
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Do you want to rent one side of the Circle marquee sign for your event? ___ Yes ___ No
 (List desired copy for marquee below. Space limited up to 3 lines with 27 characters each. Fee is \$75 for one day.)

Line 1	_____
Line 2	_____
Line 3	_____

****Circle Cinema must approve application before rental is confirmed.**
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 stephanie@circlecinema.com