



PRIVATE RENTALS

1207 25TH ST, DES MOINES, IA 50311



CHOOSE THE VARSITY FOR YOUR NEXT



- BIRTHDAY PARTY



- COMPANY RETREAT



- PROFESSIONAL DEVELOPMENT
MEETINGS



- MOVIE NIGHT



To inquire about date availability and event details, please fill out the Rental Inquiry form on our website.

MAIN THEATER

- 225 SEATS
- 6 WHEELCHAIR ACCESSIBLE SPOTS



LOFT THEATER

- 25 SEATS
- 2 WHEELCHAIR ACCESSIBLE SPOTS WITH REMOVABLE CHAIRS

BASIC RENTAL GUIDELINES

Questions? Email team@desmoinesfilm.org.

- **Priority must be given to our first-run commitments, so all rentals are subject to availability and certain dates/times will be unavailable.**
- All rentals must be confirmed and paid for in full **no later than 2 weeks (14 days) prior** to the confirmed rental date. Film choice must be confirmed by this time.
- A 50% non-refundable deposit is required with the signed rental contract. Once the contract has been signed, no details may be changed (price, date, amount of guests increased, etc.)
- Private Rentals are limited to a 3 hour time block. This includes access to the theater and film run time. Film choice must fit within the allotted time and guests must vacate the theater at the agreed end time.
- All bulk concessions purchases will be charged an automatic 15% gratuity.
- No outside food or beverages (birthday cake, snacks, etc.) are permitted in the theater. Outside food may be brought in for an additional charge. No balloons, confetti, glitter, or candles are permitted in the theater.
- We have Blu-ray and HDMI capabilities. Guests may provide their own Blu-ray or DVD, or choose from our library. Guests may also select from films we are currently showing.
- Rentals on Fridays and Saturdays may only be booked between 9am and 12pm.
- **All children under 12 years old must be supervised at all times.** Children may not run in the building, touch the theater screens, play near stairs, or partake in any activity that may jeopardize their safety or the equipment in the theaters.
- All rentals are subject to additional cleaning fees. Children's parties will be charged an additional \$200 for cleaning.
- **Cancellation Policy:** No refunds will be given for cancellations less than 2 weeks (14 days) prior to the event.

PRICING

The chart below outlines the starting price for a 3 hour rental. Rentals may be extended beyond 3 hours at an additional \$100 per hour.

Reservation time includes venue access and movie run time.

Regular programming will dictate and limit rental availability.

	MONDAY-THURSDAY	MONDAY-THURSDAY	FRIDAY	SATURDAY	SUNDAY	SUNDAY
	9am-3pm	3pm-10pm	9am-12pm	9am-12pm	9am-12pm	6-10pm
MAIN THEATER	\$800	\$1000	\$1000	\$1000	\$1000	\$1200
LOFT THEATER	\$300	\$400	\$500	\$500	\$500	\$800

Rentals with over 30 people, above normal technical needs, and above normal cleaning needs are subject to increased pricing.

Varsity Cinema Members and Non-Profits receive 20% off the total rental fee.

At the time of signing the rental agreement, a non-refundable deposit of 50% of the rental price is required. The remaining balance is to be paid no later than 2 weeks in advance of the event.

ADD ONS

Want to add more fun to your event? Consider these extras!

Personalized screen before the start of the film

Marquee Change

Specialized Mixed Drink

Outside Food

\$5 Small Popcorn and Medium Drink Combo

If you're interested in any add ons, please include the request in your inquiry.